Novi Board of Education Regular Meeting

Thursday, March 20, 2025 6:00 PM
Educational Services Building, 25345 Taft Road, Novi, MI 48374

I. **CALL TO ORDER**

II. **PLEDGE OF ALLEGIANCE**

III. **APPROVAL OF AGENDA**

IV. **STUDENT BOARD REPRESENTATIVE REPORT**

V. **REPORTS TO THE BOARD**

V.a. Wildcat Launch Report

VI. **CELEBRATIONS**

VI.a. 2025 Educators of the Year

VI.b. Board Member Achievement

VII. **COMMENTS FROM THE AUDIENCE**

VIII. **CONSENT AGENDA**

VIII.a. Approval of Bills

VIII.b. Approval of Field Trip(s)

VIII.c. Approval of Minutes

IX. **DONATIONS**

X. **ACTION ITEMS**

X.a. Personnel Report

XI. **INFORMATION AND DISCUSSION**

XI.a. Proposed Athletic Handbook Discussion

XI.b. Policy Items Discussion

XI.c. New Textbook Discussion

XI.d. 6th Grade House Furniture Discussion

XI.e. NHS Furniture Discussion

XI.f. Novi Meadows Robotics WPI Invitational

XII. **COMMITTEE REPORTS**

XII.a. Capital Projects Committee

XII.b. Governance and Policy Committee

XII.c. Joint DEI/Curriculum Committee

XIII. **SUPERINTENDENT REPORT**

XIV. **ADMINISTRATIVE REPORTS**

XV. **BOARD COMMUNICATION**

XVI. **ADJOURNMENT**

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
March 20, 2025

ASSISTANT SUPERINTENDENT OF TEACHING AND LEARNING

TOPIC: Wildcat Launch Report

Administration introduced the Wildcat Launch Program for our younger learners to ensure that they had the support they needed to be successful in their learning process. Tonight, Laura Bidlack, the Director of Elementary Curriculum, will report on the Wildcat Launch Program.

APPROVED AND RECOMMENDED FOR A REPORT TO THE BOARD



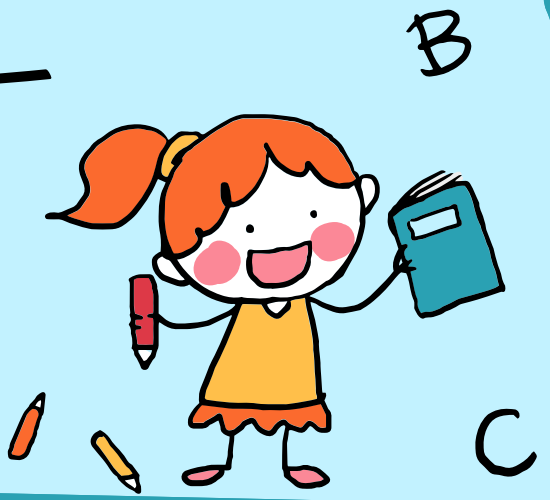
Ben Mainka, Superintendent

Wildcat Launch



20242025

Allie Glowacki	Parkview
Heather Stewart	Deerfield
Patricia Stambouli	Novi Woods
Melissa Israel	Orchard Hills
Barb Zimmerman	Village Oaks
Liz Allerton	Village Oaks



Literacy





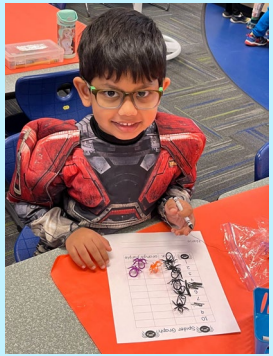








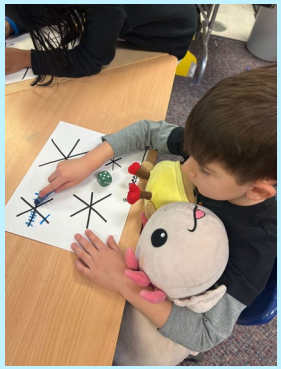
Math







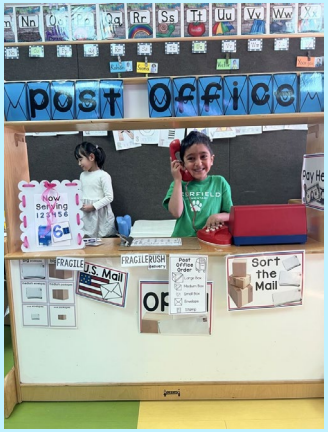








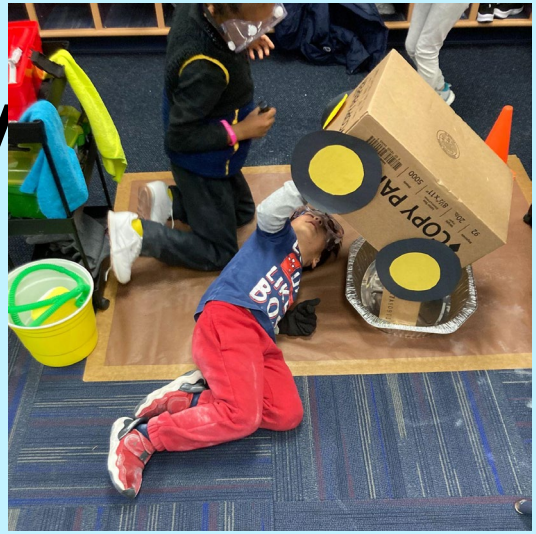
Dramatic Play























Fine Motor




Rectangles
Circles
Wildcat Launch
Ask us about our shapes!


WONDER?...


Fine Motor Practice
Pom-Pom Picture









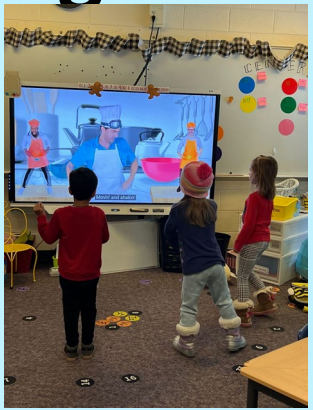


Social Emotional Learning



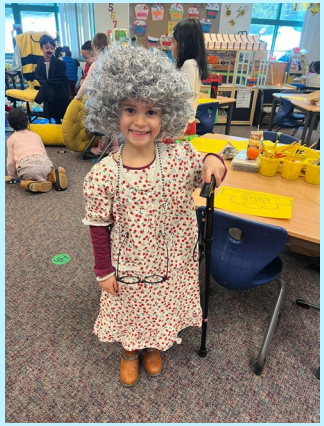


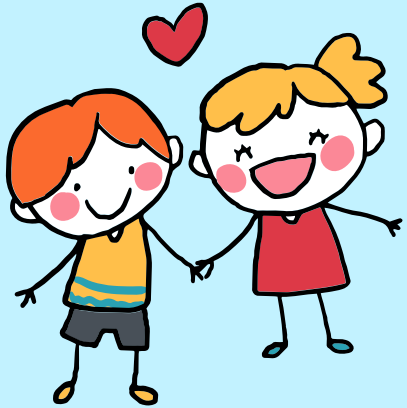






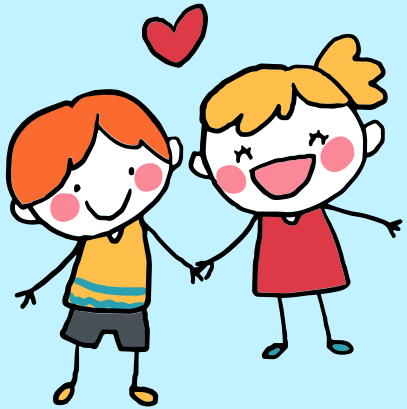






Thank You!





BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
March 20, 2025

ASSISTANT SUPERINTENDENT OF TALENT MANAGEMENT AND DEVELOPMENT

TOPIC: Novi Community Schools 2025 Educators of the Year

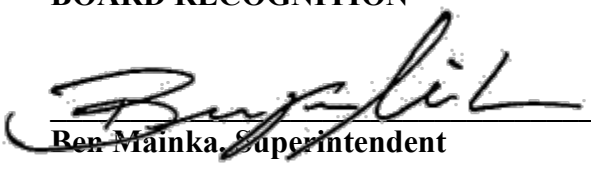
The Novi Community School District Educator of the Year program recognizes our educators who have achieved the highest standards of excellence in our district. They are nominated by their peers with recommendations by administration, and many times parents and students.

On Monday, February 10th, four (4) of our finest Educators were recognized for their dedication to the students of the Novi Community School District. This evening we present the 2025 Novi Educators of the Year for Board recognition.

- Novi's 2025 Pre-K/Elementary Educator of the Year – Carly Musa
- Novi's 2025 Grades 5 - 8 Educator of the Year – Kim Kozlowski
- Novi's 2025 Ancillary Staff Educator of the Year – Andrea Tobis
- Novi's 2024 Grades 9-12, Career Prep, Adult Ed. Educator of the Year – Peggy Bassett

RECOMMENDATION:
That the Novi Community School District Board of Education recognize Carly Musa, Kim Kozlowski, Andrea Tobis, and Peggy Bassett as the 2025 Novi Educators of the Year and extend appreciation for their commitment to excellence.

APPROVED AND RECOMMENDED FOR BOARD RECOGNITION



Ben Mainka, Superintendent

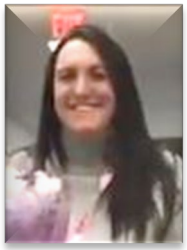
NOVI COMMUNITY SCHOOL DISTRICT

Honoring Our Learning Leaders!

Congratulations to our 2025 Outstanding Educators of the Year

Carly Musa

PRE-K - ELEMENTARY



Kim Kozlowski

Grades 5-8



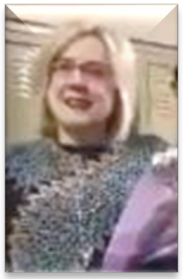
Andrea Tobis

ANCILLARY STAFF



Peggy Bassett

GRADES 9-12, CAREER PREP, ADULT ED.



BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN

March 20, 2025

DIRECTOR OF FINANCE

TOPIC: Approval of Bills - January 2025

The monthly bills payable for January 2025 are submitted to the Novi Board of Education for review and approval:

Net payroll		$3,107,517.41
Withheld and employer payroll taxes		$1,153,459.67
Employer and employee ORS liability		$1,856,829.49
Expenditures of accounts payable, comprised of:		
General Fund	$2,003,739.61	
Special Revenue Funds	$132,739.63	
Recreation Fund	$11,184.07	
Food Service Fund	$522,999.77	
Debt Funds	$0.00	
Sinking Funds	$210,147.67	
Capital Projects Fund	$2,384,270.28	
PCard and EduStaff ACHs	$293,475.40	
Total	$5,558,556.43	$5,558,556.43
Grand Total:		$11,676,363.00

RECOMMENDATION:
That the Novi Community School Districts Board of Education approve the payment of bills for the month of January 2025 in the amount of $11,676,363.00 , as presented.

APPROVED AND RECOMMENDED
FOR BOARD ACTION



March 20, 2025

Benjamin Mainka, Superintendent **Date**

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
REGULAR CHECKS									
451405	01/30/25	20047	UTICA COMMUNITY SCHOOLS	12432 C	G	11-293-7410-000-000-0000	CHECK # 451405 VOIDED	(350.00)	(350.00)
451504	01/30/25	26896	CHIPPEWA VALLEY SCHOOLS	12459 C	G	11-293-7410-000-000-0000	CHECK # 451504 VOIDED	(320.00)	(320.00)
451528	01/07/25	26910	SEMMUNA	12494 C	A	61-296-7920-022-671-0000	CHECK # 451528 VOIDED	(5,000.00)	(5,000.00)
451597	01/17/25	21030	DIVINE CHILD HIGH SCHOOL	12644 C	G	11-293-7410-000-000-0000	CHECK # 451597 VOIDED	(150.00)	(150.00)
451632	01/06/25	11346	MASON, DONALD J.	12767 C	G	11-293-3220-000-000-0000	CHECK # 451632 VOIDED	(70.00)	(70.00)
451721	01/06/25	26933	LORI ANDERSON PESTA	12768 C	G	11-293-5997-000-000-0000	CHECK # 451721 VOIDED	(3,075.00)	(3,075.00)
451858	01/08/25	06132	INTEGRATED DESIGN SOLUTIONS	24238 P	Q	41-456-6225-000-000-9044	BUILDING IMPROVEMENT	14,104.79	14,104.79
451859	01/08/25	10144	ARCH ENVIRONMENTAL GROUP	13301 C	G	11-261-4910-022-000-0000	Other Purchased Serv	955.00	
				13263 C	G	11-261-4910-070-000-0000	Other Purchased Serv	432.50	
				13262 C	G	11-261-4911-000-000-0000	Other P/S Purch Svc-	5,902.53	7,290.03
451860	01/08/25	10168	AT&T	13320 C	G	11-261-3410-061-000-0000	Telephone	1,127.06	1,127.06
451861	01/08/25	10285	CANTON HIGH SCHOOL	13276 C	G	11-293-7410-000-000-0000	DUES & FEES	200.00	200.00
451862	01/08/25	10326	CINTAS CORPORATION #31	13234 C	G	11-241-3190-020-000-0000	OTHER PURCHASED SERV	295.58	
				13314 C	G	11-271-5997-070-000-0000	Uniforms	155.54	
				13315 C	G	11-271-5997-070-000-0000	Uniforms	155.54	
				13316 C	G	11-271-5997-070-000-0000	Uniforms	155.54	
				13222 C	G	11-271-5997-070-000-0000	Uniforms	155.54	
				13227 C	G	11-271-5997-070-000-0000	Uniforms	155.54	
				13228 C	G	11-271-5997-070-000-0000	Uniforms	220.54	1,293.82
451863	01/08/25	10362	CORRIGAN ENTERPRISES	13241 C	G	11-261-5710-060-000-0000	Fuel	460.16	
				13254 C	G	11-271-5710-070-000-0000	Fuel	1,829.39	
				13313 C	G	11-271-5710-070-000-0000	Fuel	1,829.39	4,118.94
451864	01/08/25	10663	EXECUTIVE ENERGY SVS LLC	10122 P	G	11-261-4910-060-000-0000	Other Purchased Serv	400.00	400.00
451865	01/08/25	10672	COMMERCIAL GLASS LLC	13266 C	S	41-261-4110-012-000-0000	Bldg & Land Repairs	330.00	330.00
451866	01/08/25	11234	BIG FROG CUSTOM T-SHIRT &	13293 C	A	61-296-7920-022-882-0000	SKI CO-ED	660.00	660.00
451867	01/08/25	11346	MASON, DONALD J.	13321 C	G	11-293-3220-000-000-0000	CONFERENCES	70.00	70.00
451868	01/08/25	11452	N2Y	12757 C	I	21-122-3450-099-194-9300	SOFTWARE LICENSES	13,944.54	13,944.54
451869	01/08/25	11558	DTE ENERGY	10117 P	G	11-261-5520-001-000-0000	Electricity	649.22	
				10117 P	G	11-261-5520-003-000-0000	Electricity	1,158.62	
				10117 P	G	11-261-5520-011-000-0000	Electricity	2,363.22	
				10117 P	G	11-261-5520-012-000-0000	Electricity	2,224.35	
				10117 P	G	11-261-5520-013-000-0000	Electricity	2,976.34	
				10117 P	G	11-261-5520-014-000-0000	Electricity	2,817.44	
				10117 P	G	11-261-5520-015-000-0000	Electricity	2,835.76	
				10117 P	G	11-261-5520-018-000-0000	Electricity	6,951.77	
				10117 P	G	11-261-5520-020-000-0000	Electricity	7,468.37	
				10117 P	G	11-261-5520-022-000-0000	Electricity	14,914.17	

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
				10117 P	G	11-261-5520-023-000-0000	Electricity	3,481.04	
				10117 P	G	11-261-5520-052-000-0000	Electricity	5,618.98	
				10117 P	G	11-261-5520-070-000-0000	Electricity	625.72	54,085.00
451870	01/08/25	11594	DIRECT ENERGY BUSINESS INC	10116 P	G	11-261-5520-001-000-0000	Electricity	495.01	
				10116 P	G	11-261-5520-003-000-0000	Electricity	788.80	
				10116 P	G	11-261-5520-011-000-0000	Electricity	2,202.48	
				10116 P	G	11-261-5520-012-000-0000	Electricity	2,064.22	
				10116 P	G	11-261-5520-013-000-0000	Electricity	2,813.52	
				10116 P	G	11-261-5520-014-000-0000	Electricity	2,655.16	
				10116 P	G	11-261-5520-015-000-0000	Electricity	2,673.24	
				10116 P	G	11-261-5520-018-000-0000	Electricity	5,864.36	
				10116 P	G	11-261-5520-020-000-0000	Electricity	8,830.84	
				10116 P	G	11-261-5520-022-000-0000	Electricity	19,907.02	48,294.65
451871	01/08/25	11610	FOLLETT SCHOOL SOLUTIONS INC	13220 C	A	61-296-7920-013-675-0000	ADMIN NW	382.98	382.98
451872	01/08/25	11671	DEAF COMMUNITY ADVOCACY	13299 C	A	61-296-7920-084-790-0000	JAPANESE GRANT	249.38	249.38
451873	01/08/25	11945	EVER KOLD REFRIGERATION	13272 C	C	21-297-4120-011-000-9250	Equipment Repairs &	245.00	
				13271 C	C	21-297-4120-020-000-9250	Equipment Repairs &	260.00	
				13215 C	C	21-297-4120-022-000-9250	Equipment Repairs &	1,248.00	1,753.00
451874	01/08/25	11962	FARMINGTON PUBLIC SCHOOL	13414 C	I	21-122-8211-000-194-9300	Tuition Payments	68,897.00	68,897.00
451875	01/08/25	12096	HARTLAND HIGH SCHOOL	13287 C	G	11-293-7410-000-000-0000	DUES & FEES	280.74	280.74
451876	01/08/25	12099	HAZEL PARK SCHOOL DISTRICT	13274 C	G	11-293-7410-000-000-0000	DUES & FEES	300.00	300.00
451877	01/08/25	12127	HOLLAND BUS COMPANY	13252 C	G	11-271-4130-070-000-0000	Vehicle Repairs & Ma	167.73	
				13244	G	11-271-5730-070-000-0000	CREDIT MEMO 207372	(32.10)	
				13244	G	11-271-5730-070-000-0000	CREDIT MEMO 207617	(418.92)	
				13237 C	G	11-271-5730-070-000-0000	Vehicle Repair Parts	325.54	
				13244	G	11-271-5730-070-000-0000	Vehicle Repair Parts	10,732.00	
				13248 C	G	11-271-5730-070-000-0000	Vehicle Repair Parts	174.75	
				13249 C	G	11-271-5730-070-000-0000	Vehicle Repair Parts	86.28	
				13250 C	G	11-271-5730-070-000-0000	Vehicle Repair Parts	433.59	
				13251 C	G	11-271-5730-070-000-0000	Vehicle Repair Parts	468.87	
				13244	G	11-271-5730-070-000-0000	CREDIT MEMO 206825	(252.27)	
				13244	G	11-271-5730-070-000-0000	CREDIT MEMO 206774	(65.32)	
				13244	G	11-271-5730-070-000-0000	CREDIT MEMO 206552	(1,906.05)	
				13244	G	11-271-5730-070-000-0000	CREDIT MEMO 206560	(504.54)	
				13244	G	11-271-5730-070-000-0000	CREDIT MEMO 205219	(105.34)	
				13244	G	11-271-5730-070-000-0000	CREDIT MEMO 206563	(1,815.06)	7,289.16
451878	01/08/25	12143	HUBERT COMPANY	13309 C	C	21-297-4120-000-000-9251	EFB Equipment Repair	3,315.88	3,315.88
451879	01/08/25	12299	LINKS OF NOVI	13283 C	A	61-296-7920-022-824-0000	TRACK BOYS	2,000.00	2,000.00

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
451880	01/08/25	12373	MEDCO SUPPLY INC	13275 C	G	11-293-5990-000-000-0000	MISCELLANEOUS SUPPLI	1,557.31	1,557.31
451881	01/08/25	12394	STATE OF MICHIGAN	13232 C	G	11-261-4110-014-000-0000	Bldg & Land Repairs	375.00	375.00
451882	01/08/25	12481	MILFORD HIGH SCHOOL	13353 C	G	11-293-7410-000-000-0000	DUES & FEES	200.00	200.00
451883	01/08/25	12529	NATIONAL TIME & SIGNAL CORP.	13277 C	S	41-261-4110-052-000-0000	Bldg & Land Repairs	292.80	292.80
451884	01/08/25	12598	OAKLAND COUNTY TREASURER	13415 C	G	11-252-7410-001-000-0000	DUES & FEES	941.20	941.20
451885	01/08/25	12739	PURVIS & FOSTER	13229 C	S	41-261-4110-022-000-0000	Bldg & Land Repairs	37,600.00	
				13230 C	S	41-261-4110-022-000-0000	Bldg & Land Repairs	37,600.00	
				13231 C	S	41-261-4110-022-000-0000	Bldg & Land Repairs	8,170.00	83,370.00
451886	01/08/25	12813	SAFEWAY SHREDDING LLC	13358 C	G	11-241-4910-022-000-0000	OTHER PURCHASED SERV	69.95	
				10090 P	G	11-261-3840-061-000-0000	Waste & Trash Dispos	69.95	
				13334 C	G	11-261-4910-023-000-0000	Other Purchased Serv	49.95	189.85
451887	01/08/25	13019	TW SHIRTS	13357 C	A	61-296-7920-022-611-0000	BOOK FUND	960.00	960.00
451888	01/08/25	13086	US GAMES (DIVISION OF BSN	13290 C	G	11-293-5997-000-000-0000	UNIFORMS	6,739.20	
				13292 C	G	11-293-5997-000-000-0000	UNIFORMS	620.60	
				13341 C	G	11-293-5998-000-000-0000	ATHLETIC BALLS	499.13	
				13289	G	11-293-5998-000-000-0000	CREDIT MEMO 927281563	(249.95)	
				13408 C	G	11-311-5990-000-000-9551	MISCELLANEOUS SUPPLI	354.82	
				13289	A	61-296-7920-022-805-0000	CHEER	2,453.00	10,416.80
451889	01/08/25	13096	MATHESON TRI-GAS INC	13356 C	G	11-113-5111-022-000-0000	TEACHING SUPPLIES -	4,553.70	4,553.70
451890	01/08/25	13105	VERNIER SOFTWARE &	12756 C	A	61-296-7920-001-740-0000	NEF TEACHER GRANT	1,500.00	1,500.00
451891	01/08/25	13118	WAGEWORKS INC	13308 C	G	11-283-3190-000-000-0000	Other Professional &	881.92	881.92
451892	01/08/25	13125	WASTE MANAGEMENT OF	13279 C	G	11-261-3840-060-000-0000	Waste & Trash Dispos	3,184.44	
				13279 C	R	21-261-3840-061-000-9200	Waste & Trash Dispos	1,061.48	4,245.92
451893	01/08/25	13767	MKT DESIGNS LLC	13238 C	A	61-296-7920-020-624-0000	WASHINGTON DC TRIP	40.00	40.00
451894	01/08/25	15387	POHLONSKI, EMILY	13304 C	G	11-221-5110-001-000-9611	TEACHING SUPPLIES -	39.95	39.95
451895	01/08/25	15405	LEE, JOAN	13351 C	A	61-296-7920-022-734-0000	SCIENCE CLUB	82.00	82.00
451896	01/08/25	15519	DEINEK, KIMBERLY	13239 C	G	11-229-7910-001-000-0000	Therapy Dogs Exp NEF	15.00	15.00
451897	01/08/25	15611	COOPER, ALEC	13253 C	G	11-111-5117-018-000-0000	TEACHING SUPPLIES -	33.55	33.55
451898	01/08/25	15628	ACME PROMOTIONAL & APPAREL	13397 C	A	61-296-7920-099-968-0000	ROBOTICS TEAM 21453	594.21	594.21
451899	01/08/25	15682	MOISEEFF, AUDREY	13214 C	A	61-296-7920-018-675-0000	ADMIN NM	49.90	49.90
451900	01/08/25	15860	EBEL, SHEILA	13212 C	A	61-296-7920-022-679-0000	S.A.D.D.	24.96	24.96
451901	01/08/25	16722	RAIS, MICHELLE	13216 C	G	11-111-5117-018-000-0000	TEACHING SUPPLIES -	76.96	76.96
451902	01/08/25	16968	ELLIS, KATHERINE	13219 C	G	11-111-5111-011-000-0000	TEACHING SUPPLIES -	29.68	29.68
451903	01/08/25	17331	BROWN, ALAINA	13352 C	A	61-296-7920-022-606-0000	IB TESTING	65.45	65.45
451904	01/08/25	18005	REV ROBOTICS LLC	11586 P	A	61-296-7920-099-956-0000	ROBOTICS TEAM 8426	687.84	687.84
451905	01/08/25	18050	FAMBRO MANAGEMENT LLC	13111 C	R	21-321-3110-000-000-9200	Prof/Tech Services	1,393.20	1,393.20
451906	01/08/25	18176	DIGITAL SIGNUP	13297 C	G	11-311-4910-000-000-9551	Other Purchased Serv	873.80	873.80
451907	01/08/25	18206	WILKINS, RENEE	13255 C	I	21-214-3210-000-021-9300	LOCAL MILEAGE	16.15	16.15

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
451908	01/08/25	18276	HEALTHINVEST HRA MASTER	13307 C	G	11-283-3190-000-000-0000	Other Professional &	600.00	600.00
451909	01/08/25	18285	ZUK, GARRETT	13284 C	A	61-296-7920-022-824-0000	TRACK BOYS	177.24	
				13336 C	A	61-296-7920-022-824-0000	TRACK BOYS	110.00	287.24
451910	01/08/25	18521	LEONARD'S SYRUPS	13294 C	G	11-261-5990-022-000-0000	MISCELLANEOUS SUPPLI	139.00	
				13295 C	G	11-261-5990-022-000-0000	MISCELLANEOUS SUPPLI	142.80	
				13296 C	G	11-261-5990-022-000-0000	MISCELLANEOUS SUPPLI	120.00	401.80
451911	01/08/25	18526	ARC DOCUMENT SOLUTIONS LLC	13300 C	G	11-261-3450-060-000-0000	SOFTWARE LICENSES	110.00	110.00
451912	01/08/25	18670	JEYABAL, VIJAYBABU	13394 C	A	61-296-7920-099-958-0000	ROBOTICS TEAM 10477	184.32	184.32
451913	01/08/25	18765	MAHALINGAM, KARTHIKEYAN	13399 C	A	61-296-7920-099-960-0000	ROBOTICS TEAM 11129	736.00	
				13400 C	A	61-296-7920-099-960-0000	ROBOTICS TEAM 11129	145.81	881.81
451914	01/08/25	18775	BALIKE, MAHESH	13403 C	A	61-296-7920-099-968-0000	ROBOTICS TEAM 21453	88.26	88.26
451915	01/08/25	18820	ENVIRO-CLEAN SERVICES INC	13327 C	G	11-261-4116-063-000-0000	Contract Custodian	1,413.98	1,413.98
451916	01/08/25	19076	LAPORTE, ERIN	13240 C	G	11-229-7910-001-000-0000	Therapy Dogs Exp NEF	395.50	395.50
451917	01/08/25	19274	SAVARALA, DARMENDRA	13416 C	A	61-296-7920-099-954-0000	ROBOTICS TEAM 6294	3,311.98	3,311.98
451918	01/08/25	19312	WILSON, KAREN	13411 C	G	11-118-5110-000-000-9551	TEACHING SUPPLIES	95.83	95.83
451919	01/08/25	20056	SUBRAMANIAM, PARVATHEE	13392 C	A	61-296-7920-099-972-0000	ROBOTICS TEAM 21790	149.36	149.36
451920	01/08/25	20069	LOWERY CORP. DBA APPLIED	13325 C	G	11-225-3450-000-000-0000	SOFTWARE LICENSES	21,867.00	21,867.00
451921	01/08/25	20121	CONSTELLATION NEWENERGY INC	13332 C	G	11-261-5520-060-000-0000	Electricity	724.65	724.65
451922	01/08/25	20272	STACER, DANIELLE	13218 C	G	11-213-3210-000-000-0000	LOCAL MILEAGE	99.25	99.25
451923	01/08/25	20291	JFK INVESTMENT COMPANY LLC	13324 C	Q	41-456-6225-023-000-9044	BUILDING IMPROVEMENT	609.90	609.90
451924	01/08/25	20499	SHIRAKABE, NORIMICHI	13286 C	A	61-296-7920-022-846-0000	BOARDERCROSS	661.94	661.94
451925	01/08/25	20573	MARTYNENKO, MARINA	13401 C	A	61-296-7920-099-960-0000	ROBOTICS TEAM 11129	58.84	58.84
451926	01/08/25	20773	ASPEN DOOR SUPPLY LLC	13265 C	S	41-261-4110-015-000-0000	Bldg & Land Repairs	4,680.00	
				13264 C	S	41-261-4110-018-000-0000	Bldg & Land Repairs	3,100.00	7,780.00
451927	01/08/25	20775	THERRIAN, BRAD	13318 C	I	21-122-3210-026-194-9300	LOCAL MILEAGE	120.60	120.60
451928	01/08/25	20805	KEDIA, ABHISHEK	13390 C	A	61-296-7920-099-972-0000	ROBOTICS TEAM 21790	47.04	47.04
451929	01/08/25	20815	TRIPLE R UPHOLSTERY LCC DBA	13340 C	G	11-293-5990-000-000-0000	MISCELLANEOUS SUPPLI	410.00	410.00
451930	01/08/25	20864	JULIA IRENE KEIDER KEIDER	13323 C	G	11-283-3190-000-000-0000	Other Professional &	11,000.00	11,000.00
451931	01/08/25	20984	APOSTOLOVSKI, ASHLEIGH	13395 C	A	61-296-7920-099-980-0000	LOWER ELEM - ROBOTIC	50.00	50.00
451932	01/08/25	20986	DEVI, SAURABH	13423 C	A	61-296-7920-099-984-0000	UPPER ELEM - ROBOTIC	669.57	669.57
451933	01/08/25	21030	DIVINE CHILD HIGH SCHOOL	13339 C	G	11-293-7410-000-000-0000	DUES & FEES	310.00	310.00
451934	01/08/25	21043	RAJITHA GULLAPALLI	13422 C	A	61-296-7920-099-950-0000	ROBOTICS TEAM 6134	852.96	852.96
451935	01/08/25	21058	1ST QUALITY TRANSPORTATION	13221 C	G	11-271-3330-000-000-0000	Pupil Transp-Private	825.00	
				13311 C	G	11-271-3330-000-000-0000	Pupil Transp-Private	825.00	1,650.00
451936	01/08/25	21099	MATHES, MEGAN	13425 C	A	61-296-7920-001-739-0000	NEF EDUCATOR FELLOWS	30.00	30.00
451937	01/08/25	21174	IMPERIAL DADE DBA NICHOLS	12760 C	G	11-261-5991-011-000-0000	Custodial Supplies	1,161.94	
				12939 C	G	11-261-5991-012-000-0000	Custodial Supplies	2,169.60	
				12940 C	G	11-261-5991-013-000-0000	Custodial Supplies	1,919.92	

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
				12941 C	G	11-261-5991-014-000-0000	Custodial Supplies	870.35	
				12764 C	G	11-261-5991-015-000-0000	Custodial Supplies	1,641.55	
				12759 C	G	11-261-5991-018-000-0000	Custodial Supplies	4,723.99	
				11973 C	G	11-261-5991-018-000-0000	Custodial Supplies	119.10	
				12762 C	G	11-261-5991-020-000-0000	Custodial Supplies	2,460.15	
				12758 C	G	11-261-5991-022-000-0000	Custodial Supplies	6,876.68	
				12765 C	G	11-261-5991-023-000-0000	Custodial Supplies	535.78	
				12761 C	G	11-261-5991-052-000-0000	Custodial Supplies	2,138.64	
				12763 C	G	11-261-5991-060-000-0000	Custodial Supplies	2,301.02	26,918.72
451938	01/08/25	21403	MARR, RUBY	13391 C	A	61-296-7920-099-984-0000	UPPER ELEM - ROBOTIC	175.33	175.33
451939	01/08/25	21452	RAFFLE, TAMMY	13312 C	G	11-113-3220-023-000-9709	CONFERENCES	588.57	588.57
451940	01/08/25	21482	DANGETI, SAMRAT	13350 C	A	61-296-7920-022-734-0000	SCIENCE CLUB	21.88	21.88
451941	01/08/25	21519	FORTRESS EDUCATION INC	13306 C	J	21-125-3190-000-000-2900	Other Professional &	1,188.00	1,188.00
451942	01/08/25	21529	GREAT MINDS PBC	12750 C	J	21-221-5110-000-000-2820	TEACHING SUPPLIES	10,462.75	10,462.75
451943	01/08/25	21549	SISHTLA, BHAVANI	13421 C	A	61-296-7920-099-984-0000	UPPER ELEM - ROBOTIC	526.92	526.92
451944	01/08/25	21598	CAPITAL CONSULTANTS INC DBA	13330 C	Q	41-456-6225-018-000-9044	BUILDING IMPROVEMENT	17,500.00	
				13331 C	Q	41-456-6225-018-000-9044	BUILDING IMPROVEMENT	7,067.00	24,567.00
451945	01/08/25	21682	RATHOD, HARINKUMAR	13419 C	A	61-296-7920-099-960-0000	ROBOTICS TEAM 11129	1,283.99	1,283.99
451946	01/08/25	21683	KWON, WONSEOK	13389 C	A	61-296-7920-099-960-0000	ROBOTICS TEAM 11129	106.87	106.87
451947	01/08/25	21716	KING, JOSHUA	13424 C	A	61-296-7920-099-960-0000	ROBOTICS TEAM 11129	1,203.76	1,203.76
451948	01/08/25	21745	GANESAMOOTHY, SAKTHIVEL	13393 C	A	61-296-7920-099-958-0000	ROBOTICS TEAM 10477	80.08	80.08
451949	01/08/25	21749	GUMUS, GOKHAN	13396 C	A	61-296-7920-099-958-0000	ROBOTICS TEAM 10477	36.21	36.21
451950	01/08/25	21798	GREAT LAKES HOTEL SUPPLY	13305 C	C	21-297-4120-000-000-9251	EFB Equipment Repair	231,385.35	231,385.35
451951	01/08/25	21804	KANG, RACHEL	13335 C	A	61-296-7920-022-824-0000	TRACK BOYS	120.00	120.00
451952	01/08/25	26793	BASE10ASSETS LLC	10645 P	A	61-296-7920-099-950-0000	ROBOTICS TEAM 6134	19.39	
				10645 P	A	61-296-7920-099-952-0000	ROBOTICS TEAM 6155	19.42	
				10645 P	A	61-296-7920-099-954-0000	ROBOTICS TEAM 6294	19.42	
				10645 P	A	61-296-7920-099-958-0000	ROBOTICS TEAM 10477	19.42	
				10645 P	A	61-296-7920-099-958-0000	ROBOTICS TEAM 10477	311.89	
				10645 P	A	61-296-7920-099-960-0000	ROBOTICS TEAM 11129	19.42	
				10645 P	A	61-296-7920-099-962-0000	ROBOTICS TEAM 11244	19.42	
				10645 P	A	61-296-7920-099-964-0000	ROBOTICS TEAM 11254	19.42	
				10645 P	A	61-296-7920-099-966-0000	ROBOTICS TEAM 11276	19.42	
				10645 P	A	61-296-7920-099-968-0000	ROBOTICS TEAM 21453	19.42	
				10645 P	A	61-296-7920-099-970-0000	ROBOTICS TEAM 21456	19.42	
				10645 P	A	61-296-7920-099-972-0000	ROBOTICS TEAM 21790	19.42	
				10645 P	A	61-296-7920-099-974-0000	ROBOTICS TEAM 23439	19.42	
				10645 P	A	61-296-7920-099-976-0000	ROBOTICS TEAM 23445	19.42	564.32

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
451953	01/08/25	26800	NOVI 26800 LLC	13329 C	Q	41-456-6225-018-000-9044	BUILDING IMPROVEMENT	5,175.00	5,175.00
451954	01/08/25	26803	AERO FILTER LLC	11964 C	G	11-261-5992-011-000-0000	Maintenance Supply	871.41	
				11965 C	G	11-261-5992-012-000-0000	Maintenance Supply	935.58	
				11966 C	G	11-261-5992-013-000-0000	Maintenance Supply	636.84	
				11967 C	G	11-261-5992-014-000-0000	Maintenance Supply	803.50	
				11963 C	G	11-261-5992-015-000-0000	Maintenance Supply	348.31	
				11961 C	G	11-261-5992-018-000-0000	Maintenance Supply	1,087.01	
				11960 C	G	11-261-5992-020-000-0000	Maintenance Supply	820.19	
				11959 C	G	11-261-5992-022-000-0000	Maintenance Supply	2,587.19	
				11958 C	G	11-261-5992-023-000-0000	Maintenance Supply	193.26	
				11962 C	G	11-261-5992-052-000-0000	Maintenance Supply	800.86	
				11968 C	G	11-261-5992-070-000-0000	Maintenance Supply	42.64	9,126.79
451955	01/08/25	26811	HEARST NEWSPAPERS MICHIGAN	13245 C	G	11-311-4910-000-000-9551	Other Purchased Serv	6,786.47	6,786.47
451956	01/08/25	26832	PAVAN KULKARNI	13374 C	A	61-296-7920-099-972-0000	ROBOTICS TEAM 21790	29.85	29.85
451957	01/08/25	26869	NATIONAL ENERGY CONTROL	13233 C	S	41-261-4110-022-000-0000	Bldg & Land Repairs	846.59	846.59
451958	01/08/25	26910	SEMMUNA	13412 C	A	61-296-7920-022-671-0000	MODEL UN	5,000.00	5,000.00
451959	01/08/25	26921	HARISH BIJWE	13420 C	A	61-296-7920-099-960-0000	ROBOTICS TEAM 11129	234.66	234.66
451960	01/08/25	26936	SRINIVAS DUNDIGALLA	13382 C	A	61-296-7920-099-958-0000	ROBOTICS TEAM 10477	29.99	29.99
451961	01/08/25	26952	DIDEM VURGUN ALTUNDAL	13388 C	A	61-296-7920-099-980-0000	LOWER ELEM - ROBOTIC	72.64	72.64
451962	01/08/25	26960	GURUDATH HUCHANNA	13384 C	A	61-296-7920-099-958-0000	ROBOTICS TEAM 10477	13.94	13.94
451963	01/08/25	26961	JAISHREE JANARDHANAN	13385 C	A	61-296-7920-099-950-0000	ROBOTICS TEAM 6134	621.20	
				13386 C	A	61-296-7920-099-950-0000	ROBOTICS TEAM 6134	132.79	753.99
451964	01/08/25	26962	AARTHY KANAGARAJAN	13383 C	A	61-296-7920-099-980-0000	LOWER ELEM - ROBOTIC	40.00	40.00
451965	01/08/25	26963	MAHESH KUMAR JANGID	13387 C	A	61-296-7920-099-968-0000	ROBOTICS TEAM 21453	40.95	40.95
451966	01/08/25	26964	ANIL SAHOO	13378 C	A	61-296-7920-099-960-0000	ROBOTICS TEAM 11129	293.04	293.04
451967	01/08/25	26965	BANUPRAKASH MURTHY	13417 C	A	61-296-7920-099-960-0000	ROBOTICS TEAM 11129	175.35	175.35
451968	01/08/25	26966	SARAVANAN KUMAR	13381 C	A	61-296-7920-099-968-0000	ROBOTICS TEAM 21453	279.03	279.03
451969	01/08/25	26967	GURURAJ KULKARNI	13418 C	A	61-296-7920-099-972-0000	ROBOTICS TEAM 21790	191.91	191.91
451970	01/08/25	26969	AVINASH RAO	13377 C	A	61-296-7920-099-968-0000	ROBOTICS TEAM 21453	404.34	404.34
451971	01/08/25	26970	UDAY KIRAN REDDY GUDURU	13376 C	A	61-296-7920-099-984-0000	UPPER ELEM - ROBOTIC	80.98	80.98
451972	01/08/25	26971	RAMDURAI BALASUBRAMANIAN	13380 C	A	61-296-7920-099-972-0000	ROBOTICS TEAM 21790	242.95	242.95
451973	01/08/25	26972	JAMES MARR	13375 C	A	61-296-7920-099-984-0000	UPPER ELEM - ROBOTIC	86.99	86.99
451974	01/08/25	26973	MI COACHES CORNER LLC	13344 C	A	61-296-7920-022-805-0000	CHEER	350.00	350.00
451975	01/08/25	26975	BASEBALL ALL TRAVEL LEAGUE	13337 C	G	11-293-7410-000-000-0000	DUES & FEES	500.00	500.00
451976	01/08/25	MSC21	ALEAH GALLARDO	13355 C	A	61-296-7920-022-657-0000	ALEAH GALLARDO	39.72	39.72
451977	01/08/25	MSC21	ANURADHA HARIHARAN	13346 C	A	61-296-7920-018-616-0000	ANURADHA HARIHARAN	45.00	45.00
451978	01/08/25	MSC21	ASHOK MADHURANATH	13354 C	A	61-296-7920-022-648-0000	ASHOK MADHURANATH	149.10	149.10
451979	01/08/25	MSC21	DEBBIE CALANCHI	13285 C	A	61-296-7920-022-816-0000	DEBBIE CALANCHI	245.52	245.52

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451980	01/08/25	MSC21	HIMMAT ATKARI	13349 C	A	61-296-7920-022-734-0000	HIMMAT ATKARI	108.33	108.33
451981	01/08/25	MSC21	JENNA GRUNDSTROM	13317 C	I	21-218-3210-000-063-9300	JENNA GRUNDSTROM	12.82	12.82
451982	01/08/25	MSC21	JENNIFER BROWNELL	13410 C	G	10-173-0000-000-000-0000	JENNIFER BROWNELL	87.50	87.50
451983	01/08/25	MSC21	KAREN HOLOWCHAK	13223 C	R	21-321-3110-000-000-9200	KAREN HOLOWCHAK	148.00	148.00
451984	01/08/25	MSC21	KATHERINE HOENER	13278 C	A	61-296-7920-022-827-0000	KATHERINE HOENER	374.50	374.50
451985	01/08/25	MSC21	MEGAN HAAPALA	13224 C	G	11-221-3220-013-000-9611	MEGAN HAAPALA	82.81	82.81
451986	01/08/25	MSC21	MIKE KOCESKI	13338 C	A	61-296-7920-022-827-0000	MIKE KOCESKI	108.37	108.37
451987	01/08/25	MSC21	NIDHIN RAJAN	13379 C	A	61-296-7920-099-984-0000	NIDHIN RAJAN	89.55	89.55
451988	01/08/25	MSC21	TEJA KUMAR MANNAVA	13373 C	A	61-296-7920-099-984-0000	TEJA KUMAR MANNAVA	519.41	519.41
451989	01/08/25	26933	LORI ANDERSON PESTA	13319 C	G	11-293-5997-000-000-0000	UNIFORMS	3,075.00	3,075.00
451990	01/10/25	10320	CHAPTER 13 TRUSTEE		G	12-451-0009-000-000-9451	24-47066	108.06	108.06
451991	01/10/25	12461	MISDU		G	12-451-0009-000-000-0000	913920497	501.75	
					G	12-451-0009-000-000-0000	2020500186	380.75	
					G	12-451-0009-000-000-0000	913919326	51.75	934.25
451992	01/10/25	16424	CHAPTER 13 TRUSTEE		G	12-451-0009-000-000-9451	23-41458	595.00	595.00
451993	01/10/25	21739	TEAMSTERS LOCAL 214		G	12-451-0009-000-000-9451	Union Dues	35.00	
					G	12-451-0009-000-000-9451	Union Dues	35.00	
					G	12-451-0009-000-000-9451	Union Dues	35.00	
					G	12-451-0009-000-000-9451	Union Dues	35.00	
					G	12-451-0009-000-000-9451	Union Dues	35.00	
					G	12-451-0009-000-000-9451	Union Dues	35.00	
					G	12-451-0009-000-000-9451	Union Dues	35.00	
					G	12-451-0009-000-000-9451	Union Dues	35.00	
					G	12-451-0009-000-000-9451	Union Dues	35.00	
					G	12-451-0009-000-000-9451	Union Dues	35.00	350.00
451994	01/15/25	06025	TRINITY INC	13442 C	G	11-111-5110-012-000-0000	TEACHING SUPPLIES	2,214.00	2,214.00
451995	01/15/25	10027	A PARTS WAREHOUSE	13492 C	G	11-271-5730-070-000-0000	Vehicle Repair Parts	526.17	
				13525 C	G	11-271-5730-070-000-0000	Vehicle Repair Parts	668.12	1,194.29
451996	01/15/25	10199	BUILDING AUTOMATED SYSTEMS	13446 C	S	41-261-4110-022-000-0000	Bldg & Land Repairs	572.50	572.50
451997	01/15/25	10326	CINTAS CORPORATION #31	13529 C	G	11-271-5997-070-000-0000	Uniforms	155.54	155.54
451998	01/15/25	10362	CORRIGAN ENTERPRISES	13469 C	G	11-261-5710-060-000-0000	Fuel	470.86	
				13489 C	G	11-271-5710-070-000-0000	Fuel	11,210.90	
				13490 C	G	11-271-5710-070-000-0000	Fuel	1,915.94	
				13511 C	G	11-271-5710-070-000-0000	Fuel	541.95	14,139.65
451999	01/15/25	10469	ADVANCED LIGHTING AND SOUND	13618 C	Q	41-456-6225-018-000-9044	BUILDING IMPROVEMENT	27,447.35	27,447.35
452000	01/15/25	10638	GOODWILL INDUSTRIES OF	13567 C	F	21-212-3120-025-000-6711	Facilitator	3,791.16	
				13568 C	F	21-212-3120-025-000-6711	Facilitator	5,560.39	9,351.55
452001	01/15/25	11083	PLANTE AND MORAN REALPOINT	20224 P	Q	41-456-6225-000-000-9044	BUILDING IMPROVEMENT	40,200.00	40,200.00

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452002	01/15/25	11110	ST. MATTHEW LUTHERAN SCHOOL	13565 C	G	11-111-3113-032-000-0000	EDUSTAFF - TEACHERS	48.83	48.83
452003	01/15/25	11348	VISUAL SPORTS NETWORK	13551 C	A	61-296-7920-022-873-0000	GYMNASTICS	85.00	85.00
452004	01/15/25	11407	CHARTWELLS DINING SERVICES	13611 C	C	21-297-3150-000-000-9250	Contract Management	11,324.88	
				13611 C	C	21-297-3151-000-000-9250	Contract Supervisor	23,291.34	
				13611 C	C	21-297-3190-000-000-9250	Other Professional &	97,407.54	
				13611 C	C	21-297-3210-000-000-9250	LOCAL MILEAGE	180.56	
				13611 C	C	21-297-3410-000-000-9250	Telephone	79.89	
				13611 C	C	21-297-3610-000-000-9250	Printing & Binding	86.48	
				13611 C	C	21-297-4120-000-000-9250	Equipment Repairs &	489.15	
				13611 C	C	21-297-5610-000-000-9250	Food Supplies/Materi	114,243.44	
				13611 C	C	21-297-5640-000-000-9250	Non Food Items	10,356.52	
				13611 C	C	21-297-5910-000-000-9250	OFFICE SUPPLIES	63.00	
				13611 C	C	21-297-5990-000-000-9250	MISCELLANEOUS SUPPLI	3,724.05	
				13611 C	C	21-297-5995-000-000-9250	Cleaning Supplies	671.45	261,918.30
452005	01/15/25	11508	DELTACOM INC	13493 C	G	11-271-3450-070-000-0000	SOFTWARE LICENSES	432.00	432.00
452006	01/15/25	11565	JACKSON TRUCK SERVICE INC	13542	G	11-271-5730-070-000-0000	Vehicle Repair Parts	821.32	
				13542	G	11-271-5730-070-000-0000	CREDIT INV PS200214391.01	(200.00)	621.32
452007	01/15/25	11573	NXKEM PRODUCTS LLC	13480 C	G	11-271-5990-070-000-0000	MISCELLANEOUS SUPPLI	223.01	223.01
452008	01/15/25	11695	HAROLD'S FRAME SHOP INC	13443 C	G	11-261-4130-060-000-0000	Vehicle Repairs & Ma	150.00	150.00
452009	01/15/25	11760	MCMASTER-CARR SUPPLY	10658 P	A	61-296-7920-099-978-0000	ROBOTICS TEAM 503	425.99	425.99
452010	01/15/25	11938	EA GRAPHICS	13629 C	A	61-296-7920-022-810-0000	FOOTBALL	408.00	408.00
452011	01/15/25	12096	HARTLAND HIGH SCHOOL	13583 C	A	61-296-7920-022-680-0000	QUIZ BOWL	360.00	360.00
452012	01/15/25	12143	HUBERT COMPANY	13466 C	C	21-297-4120-000-000-9251	EFB Equipment Repair	5,384.62	5,384.62
452013	01/15/25	12211	JOHN'S SANITATION INC	13488 C	G	11-271-4910-070-000-0000	Other Purchased Serv	150.00	150.00
452014	01/15/25	12412	MICHIGAN ASSOC SECONDARY	13578 C	A	61-296-7920-022-686-0000	STUDENT COUNCIL	5,625.00	5,625.00
452015	01/15/25	12478	MIDDLE CITIES RISK	13462 C	G	11-231-3170-000-000-0000	Legal Services	694.50	
				13622 C	G	11-231-3170-000-000-0000	Legal Services	610.50	1,305.00
452016	01/15/25	12529	NATIONAL TIME & SIGNAL CORP.	13445 C	G	11-261-4110-022-000-0000	Bldg & Land Repairs	716.68	716.68
452017	01/15/25	12569	CITY OF NOVI WATER & SEWER	10859 P	G	11-261-3830-001-000-0000	Water & Sewage	337.00	
				10859 P	G	11-261-3830-003-000-0000	Water & Sewage	518.80	
				10859 P	G	11-261-3830-011-000-0000	Water & Sewage	2,003.08	
				10859 P	G	11-261-3830-012-000-0000	Water & Sewage	2,103.07	
				10859 P	G	11-261-3830-013-000-0000	Water & Sewage	2,530.30	
				10859 P	G	11-261-3830-014-000-0000	Water & Sewage	1,984.90	
				10859 P	G	11-261-3830-018-000-0000	Water & Sewage	4,187.95	
				10859 P	G	11-261-3830-022-000-0000	Water & Sewage	13,729.51	
				10859 P	G	11-261-3830-052-000-0000	Water & Sewage	1,282.36	
				10859 P	G	11-261-3830-060-000-0000	Water & Sewage	1,787.22	

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
				10859 P	G	11-261-3830-061-000-0000	Water & Sewage	259.00	
				10859 P	G	11-261-3830-070-000-0000	Water & Sewage	518.80	31,241.99
452018	01/15/25	12579	NOVI ICE ARENA	13630 C	G	11-293-4290-000-000-0000	HOCKEY ICE RENTAL -	2,143.05	
				13630 C	A	61-296-7920-022-811-0000	ICE HOCKEY	5,322.20	7,465.25
452019	01/15/25	12797	ROTARY CLUB OF NOVI MICHIGAN	13494 C	G	11-232-7410-001-000-0000	DUES & FEES	180.00	180.00
452020	01/15/25	12813	SAFEWAY SHREDDING LLC	13620 C	G	11-261-4910-001-000-0000	Other Purchased Serv	298.95	298.95
452021	01/15/25	12874	SESAC LLC	13579 C	G	11-113-7414-022-000-0000	DUES & FEES - WOVI	198.00	198.00
452022	01/15/25	12941	STARK, KEN	13573 C	A	61-296-7920-022-821-0000	SWIM & DIVE GIRLS	3,832.54	3,832.54
452023	01/15/25	13041	POMPS TIRE SERVICE INC	13481 C	G	11-271-5720-070-000-0000	Tire,Tubes And Batte	960.10	
				13482 C	G	11-271-5720-070-000-0000	Tire,Tubes And Batte	203.30	
				13483 C	G	11-271-5720-070-000-0000	Tire,Tubes And Batte	1,870.13	
				13484 C	G	11-271-5720-070-000-0000	Tire,Tubes And Batte	2,622.55	
				13485 C	G	11-271-5720-070-000-0000	Tire,Tubes And Batte	2,608.26	
				13486 C	G	11-271-5720-070-000-0000	Tire,Tubes And Batte	54.00	
				13487 C	G	11-271-5720-070-000-0000	Tire,Tubes And Batte	2,622.55	10,940.89
452024	01/15/25	13084	US FOODSERVICE INC	13595 C	A	61-296-7920-022-612-0000	CATRACK	1,084.82	1,084.82
452025	01/15/25	13086	US GAMES (DIVISION OF BSN	13533 C	A	61-296-7920-022-804-0000	BASKETBALL GIRLS	1,145.27	1,145.27
452026	01/15/25	13096	MATHESON TRI-GAS INC	13577 C	G	11-113-5111-022-000-0000	TEACHING SUPPLIES -	768.23	768.23
452027	01/15/25	13119	WALLED LAKE CONSOLIDATED	13521 C	G	11-293-7410-000-000-0000	DUES & FEES	250.00	250.00
452028	01/15/25	13141	WEINGARTZ SUPPLY CO INC	13444 C	G	11-261-6420-060-000-0000	NEW EQUIPMENT UNDER	889.99	889.99
452029	01/15/25	13769	MAKE-A-WISH FOUNDATION	13576 C	A	61-296-7920-022-686-0000	STUDENT COUNCIL	20,800.00	20,800.00
452030	01/15/25	15331	BANGA, VANDANA	13560 C	A	61-296-7920-099-978-0000	ROBOTICS TEAM 503	339.20	339.20
452031	01/15/25	15439	MUNETRIX LLC	13623 C	G	11-225-3450-000-000-0000	SOFTWARE LICENSES	20,079.00	20,079.00
452032	01/15/25	15517	DAMON, ERIN	13468 C	G	11-111-5111-012-000-0000	TEACHING SUPPLIES -	84.30	84.30
452033	01/15/25	15519	DEINEK, KIMBERLY	13467 C	G	11-229-7910-001-000-0000	Therapy Dogs Exp NEF	59.00	59.00
452034	01/15/25	15647	PATEL, SHAILEE	13606 C	I	21-226-3210-000-081-9300	LOCAL MILEAGE	91.72	91.72
452035	01/15/25	15763	PAMULA, SUNEETA	13559 C	A	61-296-7920-099-978-0000	ROBOTICS TEAM 503	69.92	69.92
452036	01/15/25	15958	HUANG, CHRIS	13557 C	A	61-296-7920-099-978-0000	ROBOTICS TEAM 503	650.18	650.18
452037	01/15/25	15965	DIDIO, JAMES	13586 C	A	61-296-7920-022-734-0000	SCIENCE CLUB	28.34	28.34
452038	01/15/25	16469	CAPUANO, CHRISTOPHER	13584 C	A	61-296-7920-022-606-0000	IB TESTING	43.39	43.39
452039	01/15/25	16510	MOORE, BRAD	13530 C	A	61-296-7920-022-824-0000	TRACK BOYS	130.00	130.00
452040	01/15/25	16514	LAPORTE, LISA	13509 C	G	11-221-3210-001-000-9611	LOCAL MILEAGE	45.91	
				13509 C	G	11-221-3220-001-000-9611	CONFERENCES	38.46	84.37
452041	01/15/25	17018	JOHNSON, MICHELLE	13574 C	I	21-122-3210-052-271-9300	LOCAL MILEAGE	123.54	123.54
452042	01/15/25	17319	GREAT LAKES POWER & LIGHTING	13500 C	S	41-261-4110-022-000-0000	Bldg & Land Repairs	4,335.47	4,335.47
452043	01/15/25	17338	KENNETT, RACHEL	13570 C	J	21-131-3210-025-000-3310	LOCAL MILEAGE	40.67	40.67
452044	01/15/25	17528	WEIGEL-HUBLER, NICHOLAS	13438 C	G	11-111-5111-011-000-0000	TEACHING SUPPLIES -	175.00	175.00
452045	01/15/25	18009	PREMIER PEST MANAGEMENT	13504 C	G	11-261-4110-001-000-0000	Bldg & Land Repairs	43.00	

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				13504 C	G	11-261-4110-003-000-0000	Bldg & Land Repairs	28.00	
				13504 C	G	11-261-4110-011-000-0000	Bldg & Land Repairs	35.00	
				13504 C	G	11-261-4110-012-000-0000	Bldg & Land Repairs	28.00	
				13504 C	G	11-261-4110-013-000-0000	Bldg & Land Repairs	28.00	
				13504 C	G	11-261-4110-014-000-0000	Bldg & Land Repairs	28.00	
				13504 C	G	11-261-4110-015-000-0000	Bldg & Land Repairs	28.00	
				13504 C	G	11-261-4110-018-000-0000	Bldg & Land Repairs	56.00	
				13504 C	G	11-261-4110-020-000-0000	Bldg & Land Repairs	37.00	
				13504 C	G	11-261-4110-022-000-0000	Bldg & Land Repairs	33.00	
				13504 C	G	11-261-4110-023-000-0000	Bldg & Land Repairs	40.00	
				13504 C	G	11-261-4110-052-000-0000	Bldg & Land Repairs	37.00	421.00
452046	01/15/25	18022	GFL ENVIRONMENTAL USA INC.	13447 C	G	11-261-3840-022-000-0000	Waste & Trash Dispos	243.75	
				13447 C	R	21-261-3840-061-000-9200	Waste & Trash Dispos	81.25	325.00
452047	01/15/25	18096	ELITE SPORTSWEAR L.P.	13544	A	61-296-7920-022-873-0000	GYMNASTICS	4,760.70	
				13544	A	61-296-7920-022-873-0000	CREDIT NOTE 2024012007050	(268.20)	4,492.50
452048	01/15/25	18203	GUIDO'S PREMIUM PIZZA IN NOVI	13556 C	A	61-296-7920-099-978-0000	ROBOTICS TEAM 503	495.83	495.83
452049	01/15/25	18204	ROSEMARY, NICOLE	13607 C	I	21-218-3210-000-063-9300	LOCAL MILEAGE	41.39	41.39
452050	01/15/25	18386	AETNA BEHAVIORAL HEALTH LLC	13456 C	G	11-283-2490-000-000-0000	Other Dist-Pd Emp Be	1,890.50	1,890.50
452051	01/15/25	18422	H-O-H WATER TECHNOLOGY INC.	13441 C	G	11-261-4110-013-000-0000	Bldg & Land Repairs	609.50	
				13441 C	G	11-261-4110-014-000-0000	Bldg & Land Repairs	609.50	
				13441 C	G	11-261-4110-023-000-0000	Bldg & Land Repairs	609.50	
				13441 C	G	11-261-4110-052-000-0000	Bldg & Land Repairs	609.50	2,438.00
452052	01/15/25	18466	TOVAR, VICTOR	13561 C	A	61-296-7920-099-978-0000	ROBOTICS TEAM 503	365.15	365.15
452053	01/15/25	18467	ALLERTON, ELIZABETH	13437 C	G	11-111-5111-011-000-0000	TEACHING SUPPLIES -	200.00	200.00
452054	01/15/25	18523	KEIMIG, ELIZABETH	13531 C	A	61-296-7920-022-824-0000	TRACK BOYS	250.00	250.00
452055	01/15/25	18578	HURON VALLEY SCHOOLS	13523 C	G	11-293-7410-000-000-0000	DUES & FEES	225.00	225.00
452056	01/15/25	18721	STITCH & SCRIBE INC.	13552 C	A	61-296-7920-022-873-0000	GYMNASTICS	125.00	125.00
452057	01/15/25	19231	APTE, VAIBHAV	13587 C	A	61-296-7920-022-734-0000	SCIENCE CLUB	219.39	219.39
452058	01/15/25	20069	LOWERY CORP. DBA APPLIED	13615 C	G	11-111-4222-011-000-0000	COPIER EXPENSE	292.47	
				13624 C	G	11-111-4222-011-000-0000	COPIER EXPENSE	376.10	
				13624 C	G	11-111-4222-012-000-0000	COPIER EXPENSE	245.55	
				13624 C	G	11-111-4222-013-000-0000	COPIER EXPENSE	276.36	
				13616 C	G	11-111-4222-014-000-0000	COPIER EXPENSE	292.47	
				13624 C	G	11-111-4222-014-000-0000	COPIER EXPENSE	333.10	
				13624 C	G	11-111-4222-015-000-0000	COPIER EXPENSE	267.77	
				13624 C	G	11-111-4222-018-000-0000	COPIER EXPENSE	661.15	
				13617 C	G	11-111-4222-018-000-0000	COPIER EXPENSE	431.32	
				13628 C	G	11-111-4223-011-000-0000	Printer Expense	227.34	

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
				13628 C	G	11-111-4223-012-000-0000	Printer Expense	249.65	
				13628 C	G	11-111-4223-013-000-0000	Printer Expense	35.96	
				13628 C	G	11-111-4223-014-000-0000	Printer Expense	218.53	
				13628 C	G	11-111-4223-015-000-0000	Printer Expense	155.86	
				13628 C	G	11-111-4223-018-000-0000	Printer Expense	429.86	
				13624 C	G	11-112-4222-020-000-0000	COPIER EXPENSE	664.88	
				13625 C	G	11-112-4222-020-000-0000	COPIER EXPENSE	153.60	
				13463 C	G	11-112-4222-020-000-0000	COPIER EXPENSE	70.43	
				13628 C	G	11-112-4223-020-000-0000	Printer Expense	152.71	
				13624 C	G	11-113-4222-022-000-0000	COPIER EXPENSE	1,233.36	
				13624 C	G	11-113-4222-024-000-9411	COPIER EXPENSE	70.11	
				13628 C	G	11-113-4223-022-000-0000	Printer Expense	533.09	
				13628 C	G	11-113-4223-024-000-9411	Printer Expense	1.09	
				13624 C	G	11-261-4222-000-000-0000	COPIER EXPENSE	2.37	
				13624 C	G	11-271-4222-000-000-0000	COPIER EXPENSE	4.65	
				13624 C	G	11-289-4222-000-000-0000	COPIER EXPENSE	229.61	
				13619 C	G	11-289-4222-000-000-0000	COPIER EXPENSE	529.57	
				13628 C	G	11-289-4223-000-000-0000	Printer Expense	440.86	
				13624 C	G	11-293-4222-000-000-0000	COPIER EXPENSE	20.90	
				13624 C	G	11-311-4222-000-000-9551	COPIER EXPENSE	79.15	
				13628 C	G	11-311-4223-000-000-9551	Printer Expense	233.05	8,912.92
452059	01/15/25	20121	CONSTELLATION NEWENERGY INC	10119 P	G	11-261-5510-001-000-0000	Natural Gas	207.30	
				10119 P	G	11-261-5510-001-000-0000	Natural Gas	207.30	
				10119 P	G	11-261-5510-003-000-0000	Natural Gas	341.11	
				10119 P	G	11-261-5510-003-000-0000	Natural Gas	341.11	
				10119 P	G	11-261-5510-011-000-0000	Natural Gas	1,090.29	
				10119 P	G	11-261-5510-011-000-0000	Natural Gas	1,090.29	
				10119 P	G	11-261-5510-012-000-0000	Natural Gas	1,114.54	
				10119 P	G	11-261-5510-012-000-0000	Natural Gas	1,114.54	
				10119 P	G	11-261-5510-013-000-0000	Natural Gas	1,523.17	
				10119 P	G	11-261-5510-013-000-0000	Natural Gas	1,523.17	
				10119 P	G	11-261-5510-014-000-0000	Natural Gas	1,801.12	
				10119 P	G	11-261-5510-014-000-0000	Natural Gas	1,801.12	
				10119 P	G	11-261-5510-015-000-0000	Natural Gas	2,010.73	
				10119 P	G	11-261-5510-015-000-0000	Natural Gas	2,010.73	
				10119 P	G	11-261-5510-018-000-0000	Natural Gas	8,872.33	
				10119 P	G	11-261-5510-018-000-0000	Natural Gas	8,872.33	
				10119 P	G	11-261-5510-020-000-0000	Natural Gas	4,603.64	

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
				10119 P	G	11-261-5510-020-000-0000	Natural Gas	4,603.64	
				10119 P	G	11-261-5510-022-000-0000	Natural Gas	12,064.57	
				10119 P	G	11-261-5510-022-000-0000	Natural Gas	12,064.57	
				10119 P	G	11-261-5510-023-000-0000	Natural Gas	623.12	
				10119 P	G	11-261-5510-023-000-0000	Natural Gas	623.12	
				10119 P	G	11-261-5510-052-000-0000	Natural Gas	904.11	
				10119 P	G	11-261-5510-052-000-0000	Natural Gas	904.11	
				10119 P	G	11-261-5510-060-000-0000	Natural Gas	553.79	
				10119 P	G	11-261-5510-060-000-0000	Natural Gas	553.79	
				10119 P	G	11-261-5510-070-000-0000	Natural Gas	1,239.37	
				10119 P	G	11-261-5510-070-000-0000	Natural Gas	1,239.37	
				10119 P	G	11-261-5510-001-000-0000	CHECK # 452059 VOIDED	(207.30)	
				10119 P	G	11-261-5510-001-000-0000	CHECK # 452059 VOIDED	(207.30)	
				10119 P	G	11-261-5510-003-000-0000	CHECK # 452059 VOIDED	(341.11)	
				10119 P	G	11-261-5510-003-000-0000	CHECK # 452059 VOIDED	(341.11)	
				10119 P	G	11-261-5510-011-000-0000	CHECK # 452059 VOIDED	(1,090.29)	
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				10119 P	G	11-261-5510-013-000-0000	CHECK # 452059 VOIDED	(1,523.17)	
				10119 P	G	11-261-5510-014-000-0000	CHECK # 452059 VOIDED	(1,801.12)	
				10119 P	G	11-261-5510-014-000-0000	CHECK # 452059 VOIDED	(1,801.12)	
				10119 P	G	11-261-5510-015-000-0000	CHECK # 452059 VOIDED	(2,010.73)	
				10119 P	G	11-261-5510-015-000-0000	CHECK # 452059 VOIDED	(2,010.73)	
				10119 P	G	11-261-5510-018-000-0000	CHECK # 452059 VOIDED	(8,872.33)	
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				10119 P	G	11-261-5510-020-000-0000	CHECK # 452059 VOIDED	(4,603.64)	
				10119 P	G	11-261-5510-020-000-0000	CHECK # 452059 VOIDED	(4,603.64)	
				10119 P	G	11-261-5510-022-000-0000	CHECK # 452059 VOIDED	(12,064.57)	
				10119 P	G	11-261-5510-022-000-0000	CHECK # 452059 VOIDED	(12,064.57)	
				10119 P	G	11-261-5510-023-000-0000	CHECK # 452059 VOIDED	(623.12)	
				10119 P	G	11-261-5510-023-000-0000	CHECK # 452059 VOIDED	(623.12)	
				10119 P	G	11-261-5510-052-000-0000	CHECK # 452059 VOIDED	(904.11)	
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				10119 P	G	11-261-5510-060-000-0000	CHECK # 452059 VOIDED	(553.79)	
				10119 P	G	11-261-5510-070-000-0000	CHECK # 452059 VOIDED	(1,239.37)	

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452060	01/15/25	20236	MIDWEST MOTOR SUPPLY CO INC	13526 C	G	11-271-5730-070-000-0000	Vehicle Repair Parts	32.66	
				13532 C	G	11-271-5730-070-000-0000	Vehicle Repair Parts	650.22	682.88
452061	01/15/25	20296	VIKING AUTOMATIC SPRINKLER	13496 C	G	11-261-4110-013-000-0000	Bldg & Land Repairs	7,966.00	
				13498 C	G	11-261-4110-014-000-0000	Bldg & Land Repairs	1,985.00	
				13497 C	G	11-261-4110-015-000-0000	Bldg & Land Repairs	3,865.00	13,816.00
452062	01/15/25	20360	CLEAR RATE COMMUNICATINS INC	13461 C	G	11-225-3410-000-000-0000	Telephone	743.56	743.56
452063	01/15/25	20609	CHEN, WEIGUO	13562 C	A	61-296-7920-099-978-0000	ROBOTICS TEAM 503	47.15	47.15
452064	01/15/25	20674	GREAT LAKES BEVERAGE	13516 C	C	21-297-5610-000-000-9250	Food Supplies/Materi	390.00	390.00
452065	01/15/25	20759	MASSERANT, KELSEY	13528 C	A	61-296-7920-022-804-0000	BASKETBALL GIRLS	948.26	948.26
452066	01/15/25	20770	CUMMINS SALES AND SERVICE	13518 C	G	11-261-4110-013-000-0000	Bldg & Land Repairs	1,002.16	
				13520 C	G	11-261-4110-023-000-0000	Bldg & Land Repairs	1,371.25	
				13512 C	G	11-271-5730-070-000-0000	Vehicle Repair Parts	233.12	
				13513 C	G	11-271-5730-070-000-0000	Vehicle Repair Parts	62.07	2,668.60
452067	01/15/25	20817	JAIN, RACHNA	13589 C	A	61-296-7920-022-734-0000	SCIENCE CLUB	140.00	140.00
452068	01/15/25	20824	HOPSKIPDRIVE INC	13527 C	I	21-271-3310-000-000-9300	Pupil Tran/Carrier/F	5,225.76	5,225.76
452069	01/15/25	20931	JONES, OLIVIA	13582 C	I	21-122-5110-022-194-9300	TEACHING SUPPLIES	26.23	
				13582 C	I	21-122-5110-026-194-9300	TEACHING SUPPLIES	26.23	52.46
452070	01/15/25	20939	TATHE, RAGHURAJ	13439 C	A	61-296-7920-099-972-0000	ROBOTICS TEAM 21790	400.00	400.00
452071	01/15/25	21058	1ST QUALITY TRANSPORTATION	13514 C	G	11-271-3330-000-000-0000	Pupil Transp-Private	825.00	825.00
452072	01/15/25	21174	IMPERIAL DADE DBA NICHOLS	12251 C	Q	41-456-6225-060-000-9044	BUILDING IMPROVEMENT	3,433.32	3,433.32
452073	01/15/25	21255	SOCIE, PHILIP	13522 C	A	61-296-7920-020-824-0000	MS TRACK	106.80	106.80
452074	01/15/25	21351	BROWN, RANSOM	13460 C	G	11-229-7910-001-000-0000	Therapy Dogs Exp NEF	262.57	262.57
452075	01/15/25	21365	FASTSIGNS OF BRIGHTON	13436 C	A	61-296-7920-022-810-0000	FOOTBALL	1,950.00	1,950.00
452076	01/15/25	21432	KURUP, DEEPTHI	13558 C	A	61-296-7920-099-978-0000	ROBOTICS TEAM 503	134.16	134.16
452077	01/15/25	21459	SCHUITEMA, SCOTT	13475 C	G	11-111-5111-012-000-0000	TEACHING SUPPLIES -	147.65	147.65
452078	01/15/25	21539	FRANKE, PAIGE	13510 C	G	11-221-3210-001-000-9611	LOCAL MILEAGE	84.33	
				13510 C	G	11-221-3220-001-000-9611	CONFERENCES	53.14	137.47
452079	01/15/25	21595	TRUAX, REBEKAH	13476 C	G	11-111-5111-012-000-0000	TEACHING SUPPLIES -	34.99	34.99
452080	01/15/25	21840	KINGSCOTT ASSOCIATES INC	13626 C	Q	41-456-6225-000-000-9044	BUILDING IMPROVEMENT	7,903.06	7,903.06
452081	01/15/25	26763	PROPIO LS LLC	13473 C	A	61-296-7920-084-790-0000	JAPANESE GRANT	5.10	5.10
452082	01/15/25	26791	STERICYCLE INC	13472 C	G	11-241-4910-014-000-0000	OTHER PURCHASED SERV	101.82	101.82
452083	01/15/25	26793	BASE10ASSETS LLC	10645 P	A	61-296-7920-099-958-0000	ROBOTICS TEAM 10477	32.47	
				10645 P	A	61-296-7920-099-974-0000	ROBOTICS TEAM 23439	360.93	393.40
452084	01/15/25	26823	HALLET, HANNAH	13575 C	I	21-219-3210-022-000-9300	LOCAL MILEAGE	52.94	52.94
452085	01/15/25	26845	PATRICIA YOSHIKAWA TACAOCA	13474 C	A	61-296-7920-084-790-0000	JAPANESE GRANT	30.00	30.00
452086	01/15/25	26869	NATIONAL ENERGY CONTROL	13470 C	S	41-261-4110-022-000-0000	Bldg & Land Repairs	1,146.37	1,146.37
452087	01/15/25	26884	WOOLFENDEN ENINEERING LLC	11970 P	A	61-296-7920-099-956-0000	ROBOTICS TEAM 8426	1,042.50	1,042.50

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
452088	01/15/25	26898	OAKLAND TRUCK AND EQUIPMENT	13540 C	G	11-271-5730-070-000-0000	Vehicle Repair Parts	188.34	
				13541 C	G	11-271-5730-070-000-0000	Vehicle Repair Parts	199.08	387.42
452089	01/15/25	26932	VISTA HIGHER LEARNING INC	12751 C	J	21-125-5110-000-000-3071	TEACHING SUPPLIES	818.50	818.50
452090	01/15/25	26980	JENNIFER DAVID LANG	13543 C	G	11-221-7410-001-000-9611	DUES & FEES	348.00	348.00
452091	01/15/25	MSC21	ERIN HARBAR	13580 C	G	11-113-5112-022-000-0000	ERIN HARBAR	66.00	66.00
452092	01/15/25	MSC21	ERIN NAWROCKI	13524 C	A	61-296-7920-022-804-0000	ERIN NAWROCKI	63.92	63.92
452093	01/15/25	MSC21	HIMMAT ATKARI	13592 C	A	61-296-7920-022-734-0000	HIMMAT ATKARI	66.17	66.17
452094	01/15/25	MSC21	JOSEPH HASKILL	13477 C	G	11-111-5111-012-000-0000	JOSEPH HASKILL	101.80	101.80
452095	01/15/25	MSC21	KALMER URM	13547 C	A	61-296-7920-022-821-0000	KALMER URM	72.99	72.99
452096	01/15/25	MSC21	KALMER URM	13545 C	A	61-296-7920-022-821-0000	KALMER URM	693.09	693.09
452097	01/15/25	MSC21	KALMER URM	13550 C	A	61-296-7920-022-821-0000	KALMER URM	682.96	682.96
452098	01/15/25	MSC21	KALMER URM	13549 C	A	61-296-7920-022-821-0000	KALMER URM	945.73	945.73
452099	01/15/25	MSC21	KATHY GRISA	13471 C	G	11-111-5990-014-000-0000	KATHY GRISA	80.14	80.14
452100	01/15/25	MSC21	KIRISTEN COLLINS	13590 C	I	21-219-3210-022-000-9300	KIRISTEN COLLINS	49.42	49.42
452101	01/15/25	MSC21	REBECCA SHAVER	13572 C	I	21-215-3220-020-031-9300	REBECCA SHAVER	329.00	329.00
452102	01/15/25	MSC21	REBEKAH FERGUSON	13585 C	A	61-296-7920-018-620-0000	REBEKAH FERGUSON	346.19	346.19
452103	01/15/25	MSC21	SAMER HANNA	13554 C	A	61-296-7920-022-821-0000	SAMER HANNA	42.83	42.83
452104	01/15/25	MSC21	STEPHANIE DOCKUS	13553 C	G	11-293-3220-000-000-0000	STEPHANIE DOCKUS	407.25	407.25
452105	01/15/25	MSC21	TAKATOSHI YOSHIMURA	13539 C	C	22-471-0000-000-000-9250	TAKATOSHI YOSHIMURA	41.50	41.50
452106	01/15/25	MSC21	TAKESHI IMAMURA	13538 C	C	22-471-0000-000-000-9250	TAKESHI IMAMURA	109.25	109.25
452107	01/15/25	MSC21	XIAOXUE YE	13491 C	R	21-321-3110-000-000-9200	XIAOXUE YE	220.00	220.00
452109	01/23/25	10355	CONSUMERS ENERGY	10118 P	G	11-261-5510-001-000-0000	Natural Gas	307.99	
				10118 P	G	11-261-5510-003-000-0000	Natural Gas	344.64	
				10118 P	G	11-261-5510-011-000-0000	Natural Gas	1,625.57	
				10118 P	G	11-261-5510-012-000-0000	Natural Gas	1,530.82	
				10118 P	G	11-261-5510-013-000-0000	Natural Gas	160.80	
				10118 P	G	11-261-5510-014-000-0000	Natural Gas	620.90	
				10118 P	G	11-261-5510-015-000-0000	Natural Gas	641.36	
				10118 P	G	11-261-5510-018-000-0000	Natural Gas	2,129.90	
				10118 P	G	11-261-5510-020-000-0000	Natural Gas	1,191.95	
				10118 P	G	11-261-5510-022-000-0000	Natural Gas	3,371.25	
				10118 P	G	11-261-5510-023-000-0000	Natural Gas	1,148.71	
				10118 P	G	11-261-5510-052-000-0000	Natural Gas	394.79	
				10118 P	G	11-261-5510-060-000-0000	Natural Gas	534.12	
				10118 P	G	11-261-5510-070-000-0000	Natural Gas	588.69	14,591.49
452110	01/23/25	10362	CORRIGAN ENTERPRISES	13649 C	G	11-261-5710-060-000-0000	Fuel	500.29	500.29
452111	01/23/25	11307	JACKSON HIGH SCHOOL	13658 C	G	11-293-7410-000-000-0000	DUES & FEES	150.00	150.00
452112	01/23/25	11428	ENTECH STAFFING SOL./ENTECH	13642 C	I	21-213-3130-000-000-9300	Contracted Services	1,962.00	1,962.00

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
452113	01/23/25	11945	EVER KOLD REFRIGERATION	13635 C	C	21-297-4120-012-000-9250	Equipment Repairs &	416.00	416.00
452114	01/23/25	12143	HUBERT COMPANY	13634 C	C	21-297-4120-000-000-9251	EFB Equipment Repair	10,675.00	
				13637 C	C	21-297-4120-000-000-9251	EFB Equipment Repair	3,008.00	13,683.00
452115	01/23/25	12472	MID-AMERICAN POMPON INC	13663 C	A	61-296-7920-022-814-0000	V POM PON	170.00	170.00
452116	01/23/25	12696	PLYMOUTH PT SPECIALISTS	13661 C	G	11-293-4910-000-000-0000	OTHER PURCHASED SERV	2,736.00	2,736.00
452117	01/23/25	13086	US GAMES (DIVISION OF BSN	13655 C	A	61-296-7920-022-803-0000	BASKETBALL BOYS	446.25	446.25
452118	01/23/25	16109	QUICK SILVER MARKETING	13660 C	G	11-293-5997-000-000-0000	UNIFORMS	1,920.00	1,920.00
452119	01/23/25	20121	CONSTELLATION NEWENERGY INC	10119 P	G	11-261-5510-001-000-0000	Natural Gas	207.30	
				10119 P	G	11-261-5510-003-000-0000	Natural Gas	341.11	
				10119 P	G	11-261-5510-011-000-0000	Natural Gas	1,090.29	
				10119 P	G	11-261-5510-012-000-0000	Natural Gas	1,114.54	
				10119 P	G	11-261-5510-013-000-0000	Natural Gas	1,523.17	
				10119 P	G	11-261-5510-014-000-0000	Natural Gas	1,801.12	
				10119 P	G	11-261-5510-015-000-0000	Natural Gas	2,010.73	
				10119 P	G	11-261-5510-018-000-0000	Natural Gas	8,872.33	
				10119 P	G	11-261-5510-020-000-0000	Natural Gas	4,603.64	
				10119 P	G	11-261-5510-022-000-0000	Natural Gas	12,064.57	
				10119 P	G	11-261-5510-023-000-0000	Natural Gas	623.12	
				10119 P	G	11-261-5510-052-000-0000	Natural Gas	904.11	
				10119 P	G	11-261-5510-060-000-0000	Natural Gas	553.79	
				10119 P	G	11-261-5510-070-000-0000	Natural Gas	1,239.37	36,949.19
452120	01/23/25	20296	VIKING AUTOMATIC SPRINKLER	13650 C	S	41-261-4110-015-000-0000	Bldg & Land Repairs	4,450.00	4,450.00
452121	01/23/25	20360	CLEAR RATE COMMUNICATINS INC	13639 C	G	11-225-3410-000-000-0000	Telephone	819.17	819.17
452122	01/23/25	21060	TOWN N COUNTRY LANES	13657 C	G	11-293-7410-000-000-0000	DUES & FEES	200.00	200.00
452123	01/23/25	21279	OPTAVISE LLC	13669 C	G	11-283-3450-000-000-0000	SOFTWARE LICENSES	3,997.35	3,997.35
452124	01/23/25	21301	WORLD CHEER EXCHANGE	13656 C	A	61-296-7920-022-805-0000	CHEER	450.00	450.00
452125	01/23/25	21617	CHROMEBOOKPARTS.COM	13435 P	G	11-225-5990-000-000-0000	MISCELLANEOUS SUPPLI	6,142.43	6,142.43
452126	01/23/25	21641	LARKIN, BARBARA	13653 C	G	11-118-5110-000-000-9551	TEACHING SUPPLIES	30.00	30.00
452127	01/23/25	21782	YONDR INC	24256 C	S	41-261-4110-001-000-0000	Bldg & Land Repairs	76,850.00	76,850.00
452128	01/23/25	26819	DATA DELIVERY SERVICES	13638 C	C	21-297-4120-011-000-9250	Equipment Repairs &	407.50	407.50
452129	01/23/25	26957	ENCORE DATA PRODUCTS INC	12945 C	J	21-125-5110-000-000-3071	TEACHING SUPPLIES	7,715.40	7,715.40
452130	01/23/25	MSC21	LORI DANG	13659 C	G	10-173-0000-000-000-0000	LORI DANG	175.00	175.00
452131	01/23/25	MSC21	MELISSA HOMANN	13662 C	A	61-296-7920-022-814-0000	MELISSA HOMANN	226.86	226.86
452132	01/23/25	10144	ARCH ENVIRONMENTAL GROUP	13643 C	G	11-261-4910-020-000-0000	Other Purchased Serv	716.85	
				13643 C	G	11-261-4910-022-000-0000	Other Purchased Serv	716.85	1,433.70
452133	01/23/25	10320	CHAPTER 13 TRUSTEE		G	12-451-0009-000-000-9451	24-47066	108.06	108.06
452134	01/23/25	12461	MISDU		G	12-451-0009-000-000-0000	913920497	501.75	
					G	12-451-0009-000-000-0000	2020500186	380.75	

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
					G	12-451-0009-000-000-0000	913919326	51.75	934.25
452135	01/23/25	16424	CHAPTER 13 TRUSTEE		G	12-451-0009-000-000-9451	23-41458	595.00	595.00
452136	01/27/25	MSC21	ALEXANDRA WOJTOWICZ	13675 C	G	11-371-3210-030-000-9010	ALEXANDRA WOJTOWICZ	26.80	26.80
452137	01/27/25	MSC21	MASAKI SATO	13674 C	C	22-471-0000-000-000-9250	MASAKI SATO	123.00	123.00
452138	01/27/25	MSC21	SHAINA SIMMONS	13676 C	G	11-371-3210-030-000-9010	SHAINA SIMMONS	18.76	18.76
452139	01/29/25	06132	INTEGRATED DESIGN SOLUTIONS	24238 P	Q	41-456-6225-000-000-9044	BUILDING IMPROVEMENT	11,063.51	11,063.51
452140	01/29/25	10109	AMERICAN RED CROSS	13680 C	G	11-213-3220-000-000-0000	CONFERENCES	30.00	
				13681 C	G	11-213-3220-000-000-0000	CONFERENCES	70.00	
				13702 C	G	11-213-3220-000-000-0000	CONFERENCES	5.00	
				13803 C	A	61-296-7920-022-649-0000	AMERICAN RED CROSS T	110.00	215.00
452141	01/29/25	10144	ARCH ENVIRONMENTAL GROUP	13709 C	Q	41-456-6225-018-000-9044	BUILDING IMPROVEMENT	345.00	345.00
452142	01/29/25	10258	BROADCAST MUSIC INC (BMI)	13823 C	G	11-113-7414-022-000-0000	DUES & FEES - WOVI	410.00	410.00
452143	01/29/25	10326	CINTAS CORPORATION #31	13719 C	G	11-261-5997-060-000-0000	Uniforms	34.99	34.99
452144	01/29/25	10362	CORRIGAN ENTERPRISES	13732 C	G	11-261-5710-060-000-0000	Fuel	620.42	
				13686 C	G	11-271-5710-070-000-0000	Fuel	2,567.94	3,188.36
452145	01/29/25	10469	ADVANCED LIGHTING AND SOUND	13763 C	G	11-225-4120-000-000-0000	Equipment Repairs &	403.50	403.50
452146	01/29/25	10526	AMWAY GRAND PLAZA HOTEL	13818 C	A	61-296-7920-022-753-0000	BUSINESS PROF OF AME	800.00	800.00
452147	01/29/25	10954	ADN ADMINISTRATORS INC	13691 C	G	12-451-0001-000-000-9451	DENTAL	4,163.30	4,163.30
452148	01/29/25	11348	VISUAL SPORTS NETWORK	13758 C	G	11-293-5990-000-000-0000	MISCELLANEOUS SUPPLI	250.00	
				13764 C	A	61-296-7920-022-828-0000	WRESTLING	174.00	424.00
452149	01/29/25	11428	ENTECH STAFFING SOL./ENTECH	13708 C	I	21-213-3130-000-000-9300	Contracted Services	1,710.00	1,710.00
452150	01/29/25	11508	DELTACOM INC	12944 C	G	11-111-5112-018-000-9122	TEACHING SUPPLIES -	100.50	100.50
452151	01/29/25	11945	EVER KOLD REFRIGERATION	13728 C	C	21-297-4120-011-000-9250	Equipment Repairs &	1,935.00	
				13730 C	C	21-297-4120-018-000-9250	Equipment Repairs &	432.00	2,367.00
452152	01/29/25	12190	THE ITALIAN AMERICAN BANQUET	13754 C	A	61-296-7920-022-820-0000	SWIM & DIVE BOYS	250.00	250.00
452153	01/29/25	12216	JOSTENS INC	13821 C	G	11-249-3610-022-000-0000	PRITNING & BINDING	2,767.95	
				13822 C	G	11-249-3610-022-000-0000	PRITNING & BINDING	1,652.95	4,420.90
452154	01/29/25	12287	LEGO EDUCATION	13782 C	J	21-113-5990-022-000-3491	MISCELLANEOUS SUPPLI	204.80	
				11297 P	A	61-296-7920-099-984-0000	UPPER ELEM - ROBOTIC	257.75	462.55
452155	01/29/25	12293	LIFE INSURANCE COMPANY OF	13693 C	G	12-451-0003-000-000-9451	LIFE	20,954.91	20,954.91
452156	01/29/25	12421	MICHIGAN DECA	13791 C	A	61-296-7920-022-625-0000	DECA	7,750.00	7,750.00
452157	01/29/25	12425	MESSA (MICHIGAN EDUCATION	13690 C	G	12-451-0006-000-000-9451	MESSA	787,513.36	787,513.36
452158	01/29/25	12552	NORTHEAST HOCKEY REFEREES	13781 C	G	11-293-4910-000-000-0000	OTHER PURCHASED SERV	400.00	400.00
452159	01/29/25	12634	OXFORD H.S.	13767 C	G	11-293-7410-000-000-0000	DUES & FEES	100.00	100.00
452160	01/29/25	12746	QUILL CORPORATION	13840 C	G	11-111-5110-012-000-0000	TEACHING SUPPLIES	263.68	
				13841 C	G	11-111-5110-012-000-0000	TEACHING SUPPLIES	165.70	
				13842 C	G	11-111-5110-012-000-0000	TEACHING SUPPLIES	812.39	
				13843 C	G	11-111-5110-012-000-0000	TEACHING SUPPLIES	156.36	

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
				13844 C	G	11-111-5110-012-000-0000	TEACHING SUPPLIES	670.30	
				13845 C	G	11-111-5110-012-000-0000	TEACHING SUPPLIES	489.48	2,557.91
452161	01/29/25	12941	STARK, KEN	13765 C	A	61-296-7920-022-820-0000	SWIM & DIVE BOYS	571.00	571.00
452162	01/29/25	13041	POMPS TIRE SERVICE INC	13684 C	G	11-271-5720-070-000-0000	Tire,Tubes And Batte	1,491.20	
				13685 C	G	11-271-5720-070-000-0000	Tire,Tubes And Batte	2,576.76	4,067.96
452163	01/29/25	13086	US GAMES (DIVISION OF BSN	13814 C	G	11-293-5998-000-000-0000	ATHLETIC BALLS	47.99	47.99
452164	01/29/25	13096	MATHESON TRI-GAS INC	13805 C	G	11-113-5111-022-000-0000	TEACHING SUPPLIES -	4,225.47	4,225.47
452165	01/29/25	13146	WEST MUSIC CO	13427 C	A	61-296-7920-001-740-0000	NEF TEACHER GRANT	1,000.00	1,000.00
452166	01/29/25	15331	BANGA, VANDANA	13804 C	A	61-296-7920-099-978-0000	ROBOTICS TEAM 503	191.95	191.95
452167	01/29/25	15637	CLARK PARK COALITION	13752 C	G	11-293-4290-000-000-0000	HOCKEY ICE RENTAL -	281.00	281.00
452168	01/29/25	15681	GALLIGAN, JENNIFER	13817 C	G	11-241-3610-022-000-0000	PRINTING & BINDING	27.49	27.49
452169	01/29/25	15734	MCKAIG, HEATHER	13816 C	G	11-113-5113-022-000-0000	TEACHING SUPPLIES -	358.98	358.98
452170	01/29/25	15773	ALSPAUGH, ANDREA	13798 C	G	11-111-5110-018-000-0000	TEACHING SUPPLIES -	25.15	25.15
452171	01/29/25	15958	HUANG, CHRIS	13799 C	A	61-296-7920-099-978-0000	ROBOTICS TEAM 503	3,405.62	3,405.62
452172	01/29/25	15965	DIDIO, JAMES	13794 C	A	61-296-7920-022-605-0000	ADV. PLACEMENT ED	165.00	165.00
452173	01/29/25	15984	OAKLAND SCHOOLS	13735 C	G	11-225-3190-000-000-0000	Other Professional &	32,207.83	
				13679 C	G	11-283-3450-000-000-0000	SOFTWARE LICENSES	6,448.53	
				13735 C	G	11-284-3160-000-000-0000	Management Informati	291,142.42	329,798.78
452174	01/29/25	16040	ABEL, MARCI	13815 C	G	11-113-5114-022-000-9122	TEACHING SUPPLIES -	174.12	174.12
452175	01/29/25	16160	ARSLAN, BANU	13797 C	A	61-296-7920-099-978-0000	ROBOTICS TEAM 503	199.99	199.99
452176	01/29/25	16178	PAYNE, JODY	13795 C	G	11-111-5110-018-000-0000	TEACHING SUPPLIES -	55.55	55.55
452177	01/29/25	16238	STRICKER, CHRISTINE	13766 C	G	11-351-5110-000-000-9551	TEACHING SUPPLIES -	59.47	59.47
452178	01/29/25	16522	JUSZAK, KAIJA	13777 C	A	61-296-7920-022-811-0000	ICE HOCKEY	408.00	
				13778 C	A	61-296-7920-022-811-0000	ICE HOCKEY	625.00	1,033.00
452179	01/29/25	16664	SCAVO, PHILLIP	13819 C	G	11-113-3210-022-000-0000	LOCAL MILEAGE - TEAC	29.54	29.54
452180	01/29/25	16676	HORIZON ENGINEERING	13706 C	Q	41-456-6225-018-000-9044	BUILDING IMPROVEMENT	739.62	739.62
452181	01/29/25	17319	GREAT LAKES POWER & LIGHTING	13688 C	S	41-261-4110-022-000-0000	Bldg & Land Repairs	11,123.94	11,123.94
452182	01/29/25	17401	TAYLOR, DANIEL	13776 C	A	61-296-7920-022-824-0000	TRACK BOYS	130.00	130.00
452183	01/29/25	17528	WEIGEL-HUBLER, NICHOLAS	13807 C	A	61-296-7920-011-675-0000	VO ADMIN	42.16	42.16
452184	01/29/25	17885	EVANS, KELLY	13700 C	G	11-283-3210-001-000-0000	LOCAL MILEAGE	36.12	36.12
452185	01/29/25	18082	NAGLE PAVING COMPANY	13695 C	Q	41-456-6225-012-000-9044	BUILDING IMPROVEMENT	66,583.73	
				13695 C	Q	41-456-6225-014-000-9044	BUILDING IMPROVEMENT	243,485.08	
				13695 C	Q	41-456-6225-015-000-9044	BUILDING IMPROVEMENT	41,240.60	351,309.41
452186	01/29/25	18203	GUIDO'S PREMIUM PIZZA IN NOVI	13801 C	A	61-296-7920-099-978-0000	ROBOTICS TEAM 503	555.26	555.26
452187	01/29/25	18285	ZUK, GARRETT	13813 C	G	11-293-5990-000-000-0000	MISCELLANEOUS SUPPLI	151.40	
				13774 C	A	61-296-7920-022-824-0000	TRACK BOYS	1,139.88	1,291.28
452188	01/29/25	18422	H-O-H WATER TECHNOLOGY INC.	13725 C	G	11-261-5992-013-000-0000	Maintenance Supply	2,143.00	
				13723 C	G	11-261-5992-022-000-0000	Maintenance Supply	1,150.85	3,293.85

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
452189	01/29/25	18637	FINALFORMS	13785 C	G	11-241-7410-022-000-0000	DUES & FEES - ADMIN	2,000.00	2,000.00
452190	01/29/25	19666	NAUTIYAL, JYOTI	13802 C	A	61-296-7920-099-978-0000	ROBOTICS TEAM 503	69.92	69.92
452191	01/29/25	19673	BEARDSLEY, CARLA	13743 C	A	61-296-7920-022-811-0000	ICE HOCKEY	195.12	195.12
452192	01/29/25	19862	LONDO, JULIE	13745 C	A	61-296-7920-022-811-0000	ICE HOCKEY	204.71	204.71
452193	01/29/25	20069	LOWERY CORP. DBA APPLIED	13740 C	G	11-113-4222-022-000-0000	COPIER EXPENSE	153.98	153.98
452194	01/29/25	20290	BUTCHER & BUTCHER	13729 C	S	41-261-4110-012-000-0000	Bldg & Land Repairs	6,200.00	
				13731 C	S	41-261-4110-020-000-0000	Bldg & Land Repairs	12,850.00	19,050.00
452195	01/29/25	20296	VIKING AUTOMATIC SPRINKLER	13720 C	G	11-261-4110-022-000-0000	Bldg & Land Repairs	2,885.00	2,885.00
452196	01/29/25	20305	SPARKS, JIM	13756 C	A	61-296-7920-022-810-0000	FOOTBALL	353.10	353.10
452197	01/29/25	20536	SWEENEY, SABRINA	13812 C	A	61-296-7920-022-637-0000	CLUB FEES	193.72	193.72
452198	01/29/25	20557	RUNYAN, KIMBERLY	13738 C	G	11-221-3220-015-000-9611	CONFERENCES	37.80	37.80
452199	01/29/25	20674	GREAT LAKES BEVERAGE	13808 C	C	21-297-5610-000-000-9250	Food Supplies/Materi	650.00	
				13809 C	C	21-297-5610-000-000-9250	Food Supplies/Materi	520.00	1,170.00
452200	01/29/25	20997	PHILKA, RACHEL	13713 C	G	11-221-3220-013-000-9611	CONFERENCES	19.60	19.60
452201	01/29/25	20998	#MAKESHOTS LLC	13753 C	A	61-296-7920-022-804-0000	BASKETBALL GIRLS	350.00	350.00
452202	01/29/25	21063	SCHAVE, TINA	13780 C	A	61-296-7920-022-803-0000	BASKETBALL BOYS	383.07	383.07
452203	01/29/25	21275	DANGLE SAUCE SPORTS LLC	13746 C	A	61-296-7920-022-811-0000	ICE HOCKEY	234.00	
				13748 C	A	61-296-7920-022-811-0000	ICE HOCKEY	590.00	
				13749 C	A	61-296-7920-022-811-0000	ICE HOCKEY	2,009.00	2,833.00
452204	01/29/25	21351	BROWN, RANSOM	13742 C	G	11-229-7910-001-000-0000	Therapy Dogs Exp NEF	59.00	59.00
452205	01/29/25	21367	LUNGHAMER FORD OF OWOSSO	13678 C	G	11-271-6510-070-000-0000	NEW VEHICLES (NON-BU	89,224.00	89,224.00
452206	01/29/25	21432	KURUP, DEEPTHI	13800 C	A	61-296-7920-099-978-0000	ROBOTICS TEAM 503	51.56	51.56
452207	01/29/25	21544	CIGNA HEALTH AND LIFE	13692 C	G	12-451-0003-000-000-9451	LIFE	5,987.55	5,987.55
452208	01/29/25	21566	POLISETTI, VIMA	13806 C	A	61-296-7920-099-978-0000	ROBOTICS TEAM 503	145.64	145.64
452209	01/29/25	21594	MIRACLE CAMP AND RETREAT	13793 C	A	61-296-7920-022-808-0000	CROSS COUNTRY BOYS	2,431.07	2,431.07
452210	01/29/25	26793	BASE10ASSETS LLC	10645 P	A	61-296-7920-099-958-0000	ROBOTICS TEAM 10477	464.32	464.32
452211	01/29/25	26800	NOVI 26800 LLC	13737 C	Q	41-456-6225-018-000-9044	BUILDING IMPROVEMENT	5,175.00	5,175.00
452212	01/29/25	26885	WESTCOAST PRODUCTS & DESIGN	11969 P	A	61-296-7920-099-956-0000	ROBOTICS TEAM 8426	379.98	379.98
452213	01/29/25	26958	GATEWAY EDUCATION HOLDINGS	13210 C	G	11-111-3450-018-000-9611	SOFTWARE LICENSES	10,622.00	
				13210 C	G	11-112-3450-020-000-9611	SOFTWARE LICENSES	25,803.00	36,425.00
452214	01/29/25	26981	BRIGHTSOURCE LIGHTING	13727 C	G	11-261-5992-060-000-0000	Maintenance Supply	119.38	119.38
452215	01/29/25	26982	LIBRARY IDEAS LLC	13739 C	A	61-296-7920-001-740-0000	NEF TEACHER GRANT	260.28	260.28
452216	01/29/25	26983	WILDCAT HOCKEY LLC	13751 C	G	11-293-4290-000-000-0000	HOCKEY ICE RENTAL -	281.00	281.00
452217	01/29/25	MSC21	DHANALAKSHMI VIJAYAK	13787 C	G	10-173-0001-000-000-0000	DHANALAKSHMI VIJAYAK	75.00	75.00
452218	01/29/25	MSC21	ELAINE LEE	13769 C	G	11-351-4910-000-000-9551	ELAINE LEE	37.50	37.50
452219	01/29/25	MSC21	ERIC ELSHOLZ	13770 C	G	10-173-0000-000-000-0000	ERIC ELSHOLZ	75.00	75.00
452220	01/29/25	MSC21	MANIKANDAN GOPAL	13789 C	G	10-173-0000-000-000-0000	MANIKANDAN GOPAL	75.00	75.00
452221	01/29/25	MSC21	PREETHI GOWDA	13788 C	G	10-173-0001-000-000-0000	PREETHI GOWDA	75.00	75.00

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
452222	01/29/25	MSC21	SHANNON HADLEY	13736 C	G	11-221-3210-001-000-9611	SHANNON HADLEY	111.30	111.30
452223	01/29/25	MSC21	TOM KESSEL	13779 C	A	61-296-7920-022-824-0000	TOM KESSEL	120.00	120.00
452224	01/29/25	MSC21	VISHAL PATIL	13786 C	G	10-173-0001-000-000-0000	VISHAL PATIL	75.00	75.00
452225	01/29/25	MSC21	VOICE	13824 C	A	61-296-7920-011-675-0000	VOICE	199.00	199.00
452226	01/29/25	MSC21	YOUNGEUN KANG	13768 C	G	10-173-0000-000-000-0000	YOUNGEUN KANG	75.00	75.00
							Sub Total:	**$3,188,426.01**	
ACH CHECKS									
A00085	01/08/25	06035	ANDYMARK INC	11585 P	A	61-296-7920-099-956-0000	ROBOTICS TEAM 8426	150.82	
				11585 P	A	61-296-7920-099-956-0000	ROBOTICS TEAM 8426	262.62	
				10312 P	A	61-296-7920-099-958-0000	ROBOTICS TEAM 10477	531.38	
				10312 P	A	61-296-7920-099-962-0000	ROBOTICS TEAM 11244	84.75	
				10312 P	A	61-296-7920-099-972-0000	ROBOTICS TEAM 21790	747.82	1,777.39
A00086	01/08/25	10176	AVENTRIC TECHNOLOGIES LLC	13217 C	G	11-213-5990-000-000-0000	MISCELLANEOUS SUPPLI	1,204.00	1,204.00
A00087	01/08/25	10591	AQUATIC SOURCE LLC	13235 C	G	11-261-5990-022-000-0000	MISCELLANEOUS SUPPLI	640.50	640.50
A00088	01/08/25	10748	MCCARTHY & SMITH INC	13322 C	Q	41-456-6225-022-000-9044	BUILDING IMPROVEMENT	143,971.89	143,971.89
A00089	01/08/25	10915	LOGISTICS INC DBA RELIABLE	10654 P	G	11-261-3430-000-000-0000	POSTAGE	1,797.90	1,797.90
A00090	01/08/25	11392	ENVIRO-CLEAN SERVICES INC	13328 C	G	11-261-4116-063-000-0000	Contract Custodian	8,194.10	
				10115 P	R	21-261-4116-063-000-9200	Contract Custodian I	8,280.14	16,474.24
A00091	01/08/25	11846	BLUE LAKES CHARTERS & TOURS	13291 C	A	61-296-7920-022-811-0000	ICE HOCKEY	6,520.00	6,520.00
A00092	01/08/25	13018	THRUN LAW FIRM P.C.	13343 C	G	11-232-3170-001-000-0000	Legal Services	2,500.00	
				13345 C	G	11-232-3170-001-000-0000	Legal Services	1,885.00	
				13347 C	G	11-232-3170-001-000-0000	Legal Services	1,037.00	
				13348 C	G	11-232-3170-001-000-0000	Legal Services	97.50	5,519.50
A00093	01/08/25	18004	SONITROL GREAT LAKES -	13302 C	G	11-261-4120-012-000-0000	Equipment Repairs &	445.00	
				13333 C	G	11-261-4120-022-000-0000	Equipment Repairs &	4,944.41	5,389.41
A00094	01/08/25	18607	AMAZON CAPITAL SERVICES INC.	13310 C	G	11-111-5110-015-000-0000	TEACHING SUPPLIES	23.99	
				13242 C	G	11-111-5110-018-000-0000	TEACHING SUPPLIES -	64.97	
				13243 C	G	11-111-5110-018-000-0000	TEACHING SUPPLIES -	29.99	
				13246 C	G	11-111-5110-018-000-0000	TEACHING SUPPLIES -	9.99	
				13342	G	11-111-5110-018-000-0000	CREDIT MEMO 16J34WF9N17G	(19.99)	
				13226 C	G	11-111-5111-015-000-0000	TEACHING SUPPLIES -	35.00	
				13413 C	G	11-111-5111-015-000-0000	TEACHING SUPPLIES -	29.95	
				13367 C	G	11-113-5110-022-000-0000	TEACHING SUPPLIES -	23.39	
				13361 C	G	11-113-5112-022-000-0000	TEACHING SUPPLIES -	50.29	
				13363	G	11-113-5112-022-000-0000	TEACHING SUPPLIES -	32.91	
				13363	G	11-113-5112-022-000-0000	CREDIT MEMO 1XNC-NQDL-1P9F	(9.99)	
				13364 C	G	11-113-5112-022-000-0000	TEACHING SUPPLIES -	23.99	
				13368 C	G	11-113-5117-022-000-0000	TEACHING SUPPLIES -	11.98	

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
				13398 C	G	11-118-5110-000-000-9551	TEACHING SUPPLIES	113.47	
				13402 C	G	11-118-5110-000-000-9551	TEACHING SUPPLIES	22.41	
				13404 C	G	11-118-5110-000-000-9551	TEACHING SUPPLIES	65.52	
				13409 C	G	11-118-5110-000-000-9551	TEACHING SUPPLIES	37.98	
				13370 C	G	11-212-5910-022-000-0000	OFFICE SUPPLIES	15.88	
				13258 C	G	11-221-5910-001-000-9611	OFFICE SUPPLIES	23.72	
				13225 C	G	11-241-5910-013-000-0000	OFFICE SUPPLIES	54.64	
				13406 C	J	21-118-5990-051-000-3430	MISCELLANEOUS SUPPLI	59.39	
				13213 C	I	21-122-5110-026-194-9300	TEACHING SUPPLIES	128.65	
				13288 C	C	21-297-5640-000-000-9250	Non Food Items	7.90	
				13269 C	C	21-297-5640-000-000-9250	Non Food Items	28.90	
				13270 C	C	21-297-5640-000-000-9250	Non Food Items	33.64	
				13256 C	A	61-296-7920-001-740-0000	NEF TEACHER GRANT	188.49	
				13257 C	A	61-296-7920-001-740-0000	NEF TEACHER GRANT	5.45	
				13303 C	A	61-296-7920-001-740-0000	NEF TEACHER GRANT	60.00	
				13259 C	A	61-296-7920-001-740-0000	NEF TEACHER GRANT	326.64	
				13261 C	A	61-296-7920-001-740-0000	NEF TEACHER GRANT	232.74	
				13267 C	A	61-296-7920-001-740-0000	NEF TEACHER GRANT	141.16	
				13268 C	A	61-296-7920-001-740-0000	NEF TEACHER GRANT	24.74	
				13260 C	A	61-296-7920-001-740-0000	NEF TEACHER GRANT	215.34	
				13236 C	A	61-296-7920-015-621-0000	DF ART	45.42	
				13342	A	61-296-7920-018-617-0000	BOOK FAIR	53.94	
				13247 C	A	61-296-7920-018-675-0000	ADMIN NM	51.61	
				13365 C	A	61-296-7920-022-611-0000	BOOK FUND	7.99	
				13369 C	A	61-296-7920-022-622-0000	ART SUPPLIES	39.95	
				13366 C	A	61-296-7920-022-686-0000	STUDENT COUNCIL	175.93	
				13359	A	61-296-7920-022-690-0000	HOSA	61.56	
				13360 C	A	61-296-7920-022-690-0000	HOSA	87.99	
				13362 C	A	61-296-7920-022-690-0000	HOSA	29.99	
				13371 C	A	61-296-7920-022-734-0000	SCIENCE CLUB	8.59	
				13372 C	A	61-296-7920-022-734-0000	SCIENCE CLUB	35.99	
				13280 C	A	61-296-7920-022-805-0000	CHEER	29.98	
				13282	A	61-296-7920-022-805-0000	CREDIT MEMO 1XXLG1HWMQL7	(75.54)	
				13359	A	61-296-7920-022-805-0000	CREDIT MEMO 1XXLG1HWMQL7	(49.40)	
				13281 C	A	61-296-7920-022-805-0000	CHEER	86.90	
				13282	A	61-296-7920-022-805-0000	CHEER	75.55	2,759.58
A00095	01/08/25	20462	ENTECH MEDICAL STAFFING	13326 C	I	21-213-3130-000-000-9300	Contracted Services	864.00	864.00
A00096	01/08/25	21451	MICHAEL LANCE DBA EXCELANCE	13273 C	G	11-221-3190-001-000-9611	Other Professional &	2,083.33	2,083.33

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
A00097	01/08/25	21474	MULTILANGUAGE SERVICES INC	13298 C	A	61-296-7920-084-790-0000	JAPANESE GRANT	7,692.05	7,692.05
A00098	01/08/25	21687	SECOND TRIOLOGY LLC	13405 C	G	11-293-3310-000-000-0000	TRANSPORTATION	7,687.50	
				13407 C	G	11-293-3310-000-000-0000	TRANSPORTATION	5,640.00	13,327.50
A00099	01/15/25	06035	ANDYMARK INC	10648 P	A	61-296-7920-099-978-0000	ROBOTICS TEAM 503	471.58	471.58
A00100	01/15/25	10915	LOGISTICS INC DBA RELIABLE	13621 C	G	11-261-3430-000-000-0000	POSTAGE	1,917.76	1,917.76
A00101	01/15/25	11125	FIRE SYSTEMS OF MICHIGAN INC	13449 C	G	11-261-4120-011-000-0000	Equipment Repairs &	247.50	
				13458 C	G	11-261-4120-012-000-0000	Equipment Repairs &	247.50	
				13453 C	G	11-261-4120-013-000-0000	Equipment Repairs &	247.50	
				13459 C	G	11-261-4120-014-000-0000	Equipment Repairs &	247.50	
				13454 C	G	11-261-4120-015-000-0000	Equipment Repairs &	247.50	
				13451 C	G	11-261-4120-018-000-0000	Equipment Repairs &	302.50	
				13499 C	G	11-261-4120-020-000-0000	Equipment Repairs &	5,785.00	
				13455 C	G	11-261-4120-020-000-0000	Equipment Repairs &	302.50	
				13457 C	G	11-261-4120-022-000-0000	Equipment Repairs &	302.50	
				13452 C	G	11-261-4120-022-000-0000	Equipment Repairs &	302.50	
				13450 C	G	11-261-4120-052-000-0000	Equipment Repairs &	247.50	8,480.00
A00102	01/15/25	12346	MARSHALL MUSIC	10114 P	G	11-111-4121-018-000-0000	EQUIPMENT REPAIRS -	24.50	
				10114 P	G	11-113-4120-022-000-0000	EQUIPMENT REPAIRS	30.00	
				10114 P	G	11-113-4120-022-000-0000	EQUIPMENT REPAIRS	30.00	
				10114 P	G	11-113-4120-022-000-0000	EQUIPMENT REPAIRS	56.97	
				10114 P	G	11-113-4120-022-000-0000	EQUIPMENT REPAIRS	30.00	
				10114 P	G	11-113-4120-022-000-0000	EQUIPMENT REPAIRS	30.30	
				10114 P	G	11-113-4120-022-000-0000	EQUIPMENT REPAIRS	134.00	
				13597 C	G	11-113-5111-022-000-9122	TEACHING SUPPLIES -	191.90	
				13594 C	G	11-113-5111-022-000-9122	TEACHING SUPPLIES -	273.60	
				13598 C	A	61-296-7920-018-675-0000	ADMIN NM	19.75	
				13591 C	A	61-296-7920-018-675-0000	ADMIN NM	22.80	
				13593 C	A	61-296-7920-018-675-0000	ADMIN NM	19.95	
				13588 C	A	61-296-7920-018-675-0000	ADMIN NM	62.70	
				13596 C	A	61-296-7920-018-675-0000	ADMIN NM	45.60	972.07
A00103	01/15/25	12761	REDFORD LOCK COMPANY INC OF	13495 C	G	11-261-5991-018-000-0000	Custodial Supplies	40.00	
				13495 C	G	11-261-5991-020-000-0000	Custodial Supplies	40.00	
				13495 C	G	11-261-5991-022-000-0000	Custodial Supplies	40.00	120.00
A00104	01/15/25	17878	OAKLAND SCHOOLS	12055 C	I	21-122-3220-052-194-9300	CONFERENCES	60.00	
				12056 C	I	21-215-3220-052-031-9300	CONFERENCES	40.00	
				12057 C	I	21-216-3220-052-041-9300	CONFERENCES	20.00	120.00
A00105	01/15/25	18004	SONITROL GREAT LAKES -	13501 C	G	11-261-4110-022-000-0000	Bldg & Land Repairs	4,280.38	
				13448 C	G	11-261-4910-060-000-0000	Other Purchased Serv	5,794.35	10,074.73

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
A00106	01/15/25	18607	AMAZON CAPITAL SERVICES INC.	13440 C	G	11-111-5110-014-000-0000	TEACHING SUPPLIES	57.16	
				13537 C	G	11-111-5110-014-000-0000	TEACHING SUPPLIES	22.99	
				13505 C	G	11-111-5110-023-000-0000	TEACHING SUPPLIES	33.18	
				13502 C	G	11-111-5111-011-000-0000	TEACHING SUPPLIES -	198.41	
				13503 C	G	11-111-5111-011-000-0000	TEACHING SUPPLIES -	9.70	
				13600 C	G	11-111-5111-015-000-0000	TEACHING SUPPLIES -	6.43	
				13613 C	G	11-111-5114-018-000-0000	TEACHING SUPPLIES -	24.69	
				13614 C	G	11-111-5114-018-000-0000	TEACHING SUPPLIES -	13.99	
				13535 C	G	11-111-5990-014-000-0000	MISCELLANEOUS SUPPLI	15.03	
				13599 C	G	11-113-5110-022-000-0000	TEACHING SUPPLIES -	27.30	
				13605 C	G	11-113-5110-022-000-9614	TEACHING SUPPLIES -	56.99	
				13603 C	G	11-113-5112-022-000-0000	TEACHING SUPPLIES -	35.96	
				13536 C	G	11-241-5910-014-000-0000	OFFICE SUPPLIES	26.70	
				13479 C	G	11-241-5910-015-000-0000	OFFICE SUPPLIES	13.76	
				13464 C	G	11-283-5990-000-000-0000	MISCELLANEOUS SUPPLI	186.89	
				13555 C	G	11-293-5990-000-000-0000	MISCELLANEOUS SUPPLI	126.16	
				13566 C	J	21-132-5110-025-000-3310	TEACHING SUPPLIES	89.69	
				13569 C	J	21-132-5110-025-000-3310	TEACHING SUPPLIES	160.18	
				13563 C	J	21-132-5210-025-000-3310	TEXTBOOKS	237.40	
				13564 C	J	21-132-5210-025-000-3310	TEXTBOOKS	118.26	
				13569 C	J	21-226-5910-025-000-3310	OFFICE SUPPLIES	749.00	
				13517 C	C	21-297-5640-000-000-9250	Non Food Items	83.88	
				13534 C	C	21-297-5640-000-000-9250	Non Food Items	26.50	
				13610 C	C	21-297-5640-000-000-9250	Non Food Items	18.84	
				13612 C	C	21-297-5640-000-000-9250	Non Food Items	69.99	
				13581 C	A	61-296-7920-001-740-0000	NEF TEACHER GRANT	10.99	
				13546 C	A	61-296-7920-001-740-0000	NEF TEACHER GRANT	69.99	
				13548 C	A	61-296-7920-001-740-0000	NEF TEACHER GRANT	19.97	
				13507 C	A	61-296-7920-001-740-0000	NEF TEACHER GRANT	431.22	
				13508 C	A	61-296-7920-001-740-0000	NEF TEACHER GRANT	285.33	
				13515 C	A	61-296-7920-013-675-0000	ADMIN NW	21.69	
				13627 C	A	61-296-7920-013-675-0000	ADMIN NW	38.69	
				13609 C	A	61-296-7920-015-621-0000	DF ART	6.99	
				13506 C	A	61-296-7920-015-621-0000	DF ART	84.51	
				13478 C	A	61-296-7920-015-621-0000	DF ART	13.14	
				13602 C	A	61-296-7920-022-622-0000	ART SUPPLIES	117.92	
				13571 C	A	61-296-7920-022-637-0000	CLUB FEES	507.00	
				13604 C	A	61-296-7920-022-658-0000	INTERACT	23.92	

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
				13601 C	A	61-296-7920-022-690-0000	HOSA	64.51	
				13519 C	A	61-296-7920-022-828-0000	WRESTLING	240.56	4,345.51
A00107	01/15/25	21474	MULTILANGUAGE SERVICES INC	13608 C	I	21-219-3130-000-000-9300	Contracted Services	420.00	420.00
A00108	01/23/25	10591	AQUATIC SOURCE LLC	13646 C	G	11-261-4120-022-000-0000	Equipment Repairs &	230.00	
				13645 C	G	11-261-4120-022-000-0000	Equipment Repairs &	52.11	
				13644 C	G	11-261-4120-022-000-0000	Equipment Repairs &	560.00	
				13644 C	G	11-261-5990-022-000-0000	MISCELLANEOUS SUPPLI	756.00	
				13645 C	G	11-261-5990-022-000-0000	MISCELLANEOUS SUPPLI	987.00	2,585.11
A00109	01/23/25	16574	PREMIER RELOCATIONS LLC	13640 C	Q	41-456-6225-018-000-9044	BUILDING IMPROVEMENT	450.00	450.00
A00110	01/23/25	18607	AMAZON CAPITAL SERVICES INC.	13665 C	G	11-111-5110-013-000-0000	TEACHING SUPPLIES	68.50	
				13666 C	G	11-111-5110-013-000-0000	TEACHING SUPPLIES	11.99	
				13667 C	G	11-111-5110-013-000-0000	TEACHING SUPPLIES	17.48	
				13672 C	G	11-111-5111-015-000-0000	TEACHING SUPPLIES -	18.59	
				13673 C	G	11-111-5111-015-000-0000	TEACHING SUPPLIES -	6.43	
				13651 C	G	11-261-5980-060-000-0000	Miscellaneous Hardwa	24.99	
				13647 C	G	11-261-5980-060-000-0000	Miscellaneous Hardwa	219.99	
				13648 C	G	11-261-5993-060-000-0000	Grounds Supplies	405.76	
				13652 C	G	11-261-5993-060-000-0000	Grounds Supplies	90.72	
				13654 C	J	21-118-5990-051-000-3430	MISCELLANEOUS SUPPLI	33.00	
				13664 C	J	21-125-5110-000-000-3071	TEACHING SUPPLIES	163.86	
				13668 C	J	21-221-5110-000-000-2820	TEACHING SUPPLIES	219.95	
				13670 C	I	21-226-5990-000-081-9300	MISCELLANEOUS SUPPLI	29.82	
				13670 C	I	21-226-5990-026-194-9300	MISCELLANEOUS SUPPLI	14.91	
				13636 C	C	21-297-5640-000-000-9250	Non Food Items	22.70	
				13671 C	A	61-296-7920-015-621-0000	DF ART	25.98	1,374.67
A00111	01/23/25	20462	ENTECH MEDICAL STAFFING	13641 C	I	21-213-3130-000-000-9300	Contracted Services	1,728.00	1,728.00
A00112	01/29/25	10176	AVENTRIC TECHNOLOGIES LLC	13682 C	G	11-213-5990-000-000-0000	MISCELLANEOUS SUPPLI	1,154.00	1,154.00
A00113	01/29/25	10663	EXECUTIVE ENERGY SVS LLC	10122 P	G	11-261-4910-060-000-0000	Other Purchased Serv	400.00	400.00
A00114	01/29/25	10748	MCCARTHY & SMITH INC	13703 C	Q	41-456-6225-012-000-9044	BUILDING IMPROVEMENT	1,889.02	
				13703 C	Q	41-456-6225-013-000-9044	BUILDING IMPROVEMENT	748.29	
				13703 C	Q	41-456-6225-018-000-9044	BUILDING IMPROVEMENT	4,887.21	
				13696 C	Q	41-456-6225-018-000-9044	BUILDING IMPROVEMENT	1,176,416.49	
				13697 C	Q	41-456-6225-022-000-9044	BUILDING IMPROVEMENT	522,701.45	
				13703 C	Q	41-456-6225-022-000-9044	BUILDING IMPROVEMENT	31,970.47	
				13703 C	Q	41-456-6225-060-000-9044	BUILDING IMPROVEMENT	4,102.50	1,742,715.43
A00115	01/29/25	12656	PEDIATRIC HEALTH CONSULTANTS	13694 C	I	21-213-3131-000-000-9300	Contracted Services	26,395.68	26,395.68
A00116	01/29/25	16574	PREMIER RELOCATIONS LLC	13733 C	Q	41-456-6225-018-000-9044	BUILDING IMPROVEMENT	450.00	450.00
A00117	01/29/25	18004	SONITROL GREAT LAKES -	13741 C	Q	41-456-6225-018-000-9044	BUILDING IMPROVEMENT	4,610.00	4,610.00

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
A00118	01/29/25	18607	AMAZON CAPITAL SERVICES INC.	13698 C	G	11-111-5110-012-000-0000	TEACHING SUPPLIES	19.36	
				13699 C	G	11-111-5110-012-000-0000	TEACHING SUPPLIES	73.98	
				13820 C	G	11-111-5110-013-000-0000	TEACHING SUPPLIES	55.05	
				13846 C	G	11-111-5110-015-000-0000	TEACHING SUPPLIES	49.76	
				13757 C	G	11-111-5110-018-000-0000	TEACHING SUPPLIES -	25.88	
				13755 C	G	11-111-5110-018-000-0000	TEACHING SUPPLIES -	13.89	
				13759 C	G	11-111-5110-018-000-0000	TEACHING SUPPLIES -	35.99	
				13760 C	G	11-111-5110-018-000-0000	TEACHING SUPPLIES -	49.73	
				13705 C	G	11-111-5111-012-000-0000	TEACHING SUPPLIES -	54.79	
				13707 C	G	11-111-5111-012-000-0000	TEACHING SUPPLIES -	53.93	
				13711 C	G	11-111-5111-012-000-0000	TEACHING SUPPLIES -	34.98	
				13712 C	G	11-111-5111-012-000-0000	TEACHING SUPPLIES -	8.99	
				13833 C	G	11-111-5111-012-000-0000	TEACHING SUPPLIES -	68.26	
				13834 C	G	11-111-5111-012-000-0000	TEACHING SUPPLIES -	9.49	
				13836 C	G	11-111-5111-012-000-0000	TEACHING SUPPLIES -	202.90	
				13837 C	G	11-111-5111-012-000-0000	TEACHING SUPPLIES -	131.76	
				13838 C	G	11-111-5111-012-000-0000	TEACHING SUPPLIES -	93.36	
				13839 C	G	11-111-5111-012-000-0000	TEACHING SUPPLIES -	68.74	
				13847 C	G	11-111-5111-012-000-0000	TEACHING SUPPLIES -	118.38	
				13848 C	G	11-111-5111-012-000-0000	TEACHING SUPPLIES -	49.03	
				13849 C	G	11-111-5111-012-000-0000	TEACHING SUPPLIES -	21.98	
				13850 C	G	11-111-5111-012-000-0000	TEACHING SUPPLIES -	21.23	
				13851 C	G	11-111-5111-012-000-0000	TEACHING SUPPLIES -	49.86	
				13835 C	G	11-111-5111-012-000-0000	TEACHING SUPPLIES -	124.77	
				13716 C	G	11-111-5111-015-000-0000	TEACHING SUPPLIES -	31.84	
				13796 C	G	11-112-5110-023-000-0000	TEACHING SUPPLIES	7.84	
				13832 C	G	11-113-5110-022-000-0000	TEACHING SUPPLIES -	13.64	
				13828 C	G	11-113-5112-022-000-0000	TEACHING SUPPLIES -	247.12	
				13829 C	G	11-113-5112-022-000-0000	TEACHING SUPPLIES -	145.35	
				13773 C	G	11-118-5110-000-000-9551	TEACHING SUPPLIES	27.72	
				13775 C	G	11-118-5110-000-000-9551	TEACHING SUPPLIES	116.39	
				13772 C	G	11-118-5110-000-000-9551	TEACHING SUPPLIES	22.08	
				13734 C	G	11-252-5910-001-000-0000	OFFICE SUPPLIES	26.85	
				13718 C	G	11-261-5910-060-000-0000	OFFICE SUPPLIES	50.00	
				13717 C	G	11-261-5993-060-000-0000	Grounds Supplies	195.79	
				13683 C	G	11-283-5910-000-000-0000	OFFICE SUPPLIES	18.80	
				13771 C	J	21-118-5110-051-000-3996	TEACHING SUPPLIES	129.97	
				13761 C	F	21-125-4910-001-000-6010	Other Purchased Serv	29.99	

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
				13722 C	C	21-297-5640-000-000-9250	Non Food Items	7.90	
				13721 C	C	21-297-5640-000-000-9250	Non Food Items	9.98	
				13747 C	C	21-297-5640-000-000-9250	Non Food Items	89.14	
				13724 C	C	21-297-5640-000-000-9250	Non Food Items	21.66	
				13810 C	C	21-297-5640-000-000-9250	Non Food Items	68.98	
				13811 C	C	21-297-5640-000-000-9250	Non Food Items	18.06	
				13726 C	C	21-297-5910-000-000-9250	OFFICE SUPPLIES	27.30	
				13714 C	A	61-296-7920-001-740-0000	NEF TEACHER GRANT	288.24	
				13715 C	A	61-296-7920-001-740-0000	NEF TEACHER GRANT	100.62	
				13825 C	A	61-296-7920-022-622-0000	ART SUPPLIES	32.99	
				13704 C	A	61-296-7920-022-637-0000	CLUB FEES	132.46	
				13701 C	A	61-296-7920-022-637-0000	CLUB FEES	90.92	
				13830 C	A	61-296-7920-022-659-0000	JAPANESE CLUB	57.95	
				13831 C	A	61-296-7920-022-686-0000	STUDENT COUNCIL	189.52	
				13826 C	A	61-296-7920-022-748-0000	HS COOKING LABS	16.23	
				13827 C	A	61-296-7920-022-748-0000	HS COOKING LABS	6.35	
				13790 C	A	61-296-7920-022-805-0000	CHEER	199.87	
				13792 C	A	61-296-7920-022-814-0000	V POM PON	19.98	3,877.62
A00119	01/29/25	20462	ENTECH MEDICAL STAFFING	13744 C	I	21-213-3130-000-000-9300	Contracted Services	2,124.00	
				13762 C	I	21-213-3130-000-000-9300	Contracted Services	1,728.00	3,852.00
A00120	01/29/25	21089	TRANSFINDER CORPORATION	13689 C	G	11-271-5790-070-000-0000	Other Transportation	2,500.00	2,500.00
A00121	01/29/25	21304	FIVE STAR TECHNOLOGY	13710 C	G	11-283-7410-000-000-0000	DUES & FEES	25,300.00	25,300.00
A00122	01/29/25	21474	MULTILANGUAGE SERVICES INC	13687 C	A	61-296-7920-084-790-0000	JAPANESE GRANT	2,894.57	2,894.57
A00123	01/29/25	21687	SECOND TRIOLOGY LLC	13783 C	G	11-293-3310-000-000-0000	TRANSPORTATION	9,312.50	
				13784 C	G	11-293-3310-000-000-0000	TRANSPORTATION	10,112.50	19,425.00
							Sub Total:	**$2,076,655.02**	
							Register Total:	**$5,265,081.03**	

JP MORGAN/CHASE	PCARD CYCLE 01/01/2025-01/31/2025				
NAME	**ACCOUNT**	**AMOUNT**	**DATE**	**MERCHANT**	**DESCRIPTION**
ABRAHAM, JACQUELINE	11-118-3450-052-611-0000	500.00	01/21/2025	PAYPAL *AURORAEDTEC	SQL STUDIO
ABRAHAM, JACQUELINE Total		**500.00**			
ADER, KATHLEEN	61-296-7920-022-690-0000	1000.00	01/15/2025	WILDHORSE SALOON DBA C	DEPOSIT FOR STUDENT LESSON AT HOSA
ADER, KATHLEEN	61-296-7920-022-690-0000	257.50	01/30/2025	BLUE TRACTOR BARBEQUE	DEPOSIT FOR CHAPERONE DINNER HOSA
ADER, KATHLEEN Total		**1257.50**			
BAKER, ROBERT	61-296-7920-020-675-0000	1114.59	01/03/2025	4IMPRINT, INC	CANDY JARS BOE/STAFF
BAKER, ROBERT Total		**1114.59**			
BOBOIGE, JACQUELINE	21-221-5110-000-000-2820	151.96	01/13/2025	OFFICE DEPOT #1170	FOLDERS FOR 4TH GRADE SAS HANDBOOK
BOBOIGE, JACQUELINE	11-221-7910-001-000-9611	99.03	01/28/2025	APPLE SPICE	ACCREDITATION WORKING LUNCH
BOBOIGE, JACQUELINE	11-221-7910-001-000-9611	66.16	01/28/2025	PANERA BREAD #600667 O	GRADING LEADERSHIP MTG BREAKFAST
BOBOIGE, JACQUELINE Total		**317.15**			
BOOTZ, ASHLEY	61-296-7920-099-978-0000	122.95	01/10/2025	BENITO S CAFE	WORKERS MEAL
BOOTZ, ASHLEY	61-296-7920-022-805-0000	743.81	01/10/2025	TUMBL TRAK	CHEER TUMBLE TRAK
BOOTZ, ASHLEY	61-296-7920-099-976-0000	-31.99	01/13/2025	QUALITY INNS	REFUND FOR OVERCHARGED RM
BOOTZ, ASHLEY	61-296-7920-020-805-0000	60.00	01/16/2025	IN *NORTH AMERICAN SPI	COACHES WORKSHOP
BOOTZ, ASHLEY	61-296-7920-022-805-0000	60.00	01/16/2025	IN *NORTH AMERICAN SPI	COACHES WORKSHOP
BOOTZ, ASHLEY	61-296-7920-022-873-0000	-10.80	01/17/2025	GKELITE	OVERCHARGED GYMNASTICS REFUND
BOOTZ, ASHLEY	61-296-7920-022-801-0000	20.64	01/20/2025	HATTIE'S HALLMARK #3	ATHLETIC ORNAMENTS
BOOTZ, ASHLEY	61-296-7920-022-801-0000	109.05	01/24/2025	BENITO S CAFE	WORKERS MEAL
BOOTZ, ASHLEY	61-296-7920-020-805-0000	500.00	01/27/2025	IN *NORTH AMERICAN SPI	MS CHEER CAMP DEPOSIT
BOOTZ, ASHLEY	61-296-7920-099-984-0000	176.85	01/27/2025	LEGO	TEAM 45081 RE ORDER OF PARTS
BOOTZ, ASHLEY	61-296-7920-022-801-0000	99.00	01/29/2025	CITY OF NOVI - PARKS R	USED IN ERROR-REPAID DISTRICT
BOOTZ, ASHLEY Total		**1849.51**			
BRASIL, SANDRA	11-225-3490-000-000-0000	193.92	01/27/2025	ATT*BILL PAYMENT	INTERNET FOR ITC
BRASIL, SANDRA	11-261-5510-022-000-0000	841.12	01/27/2025	CONSUMER ENERGY	SVC FOR THE HS
BRASIL, SANDRA	11-261-5510-003-000-0000	755.42	01/27/2025	CONSUMER ENERGY	SVC FOR THE ITC
BRASIL, SANDRA Total		**1790.46**			
BRATNEY, BETHANY	11-222-5990-022-000-0000	440.65	01/09/2025	FOLLETT CONTENT SOLUTI	NEW MATERIALS FOR THE LMC
BRATNEY, BETHANY Total		**440.65**			
BROWN, ALAINA	11-113-3452-022-000-9611	250.00	01/31/2025	THEORYOFKNOWLEDGE.NET	IB TOK SUBSCRIPTION MAINTENANCE
BROWN, ALAINA Total		**250.00**			
BYRON, KACY	61-296-7920-022-748-0000	62.86	01/08/2025	SHIPT* ORDER	GROCERIES FOR CULINARY CLASS
BYRON, KACY	61-296-7920-022-748-0000	5.00	01/08/2025	SHIPT* TIP 347339695	GROCERIES FOR CULINARY CLASS
BYRON, KACY	61-296-7920-022-748-0000	86.18	01/14/2025	SHIPT* ORDER	GROCERIES FOR CULINARY CLASS
BYRON, KACY	11-113-5117-022-000-0000	61.13	01/28/2025	IC* INSTACART	GROCERIES FOR CULINARY CLASS
BYRON, KACY	11-113-5117-022-000-0000	91.10	01/28/2025	SHIPT* ORDER	GROCERIES FOR CULINARY CLASS
BYRON, KACY	61-296-7920-022-748-0000	142.56	01/29/2025	SHIPT* ORDER	GROCERIES FOR CULINARY CLASS
BYRON, KACY Total		**448.83**			
DINKELMANN, KATY	61-296-7920-011-675-0000	43.16	01/10/2025	HOBBY-LOBBY #645	FAMILY ENGAGEMENT NIGHT
DINKELMANN, KATY Total		**43.16**			
DIROFF, MATTHEW	11-113-5111-022-000-9122	25.00	01/08/2025	AMAZON.COM*ZD6T700Z0	KEYBOARD PEDAL FOR JAZZ PIANO
DIROFF, MATTHEW	11-113-5111-022-000-9122	-398.00	01/09/2025	AMAZON.COM	HS BANK-RETURNED ITEM
DIROFF, MATTHEW	11-113-5113-022-000-9123	8.99	01/13/2025	AMAZON.COM*Z53Z11QH2	SOLO ENSEMBLE FESTIVAL BOOK FEE
DIROFF, MATTHEW	11-113-5111-022-000-9122	391.30	01/13/2025	J.W. PEPPER	CONCERT MUSIC
DIROFF, MATTHEW	11-113-5111-022-000-9122	95.00	01/13/2025	SWEETWATER SOUND	BASS DRUM RUBBER BANDS FOR STAND
DIROFF, MATTHEW	11-113-7410-022-000-0000	927.19	01/15/2025	MCGC.NET	WINTER GUARD COMPETITION FEES
DIROFF, MATTHEW	11-113-5111-022-000-9122	242.95	01/29/2025	SWEETWATER SOUND	PICKUP FOR BASS FOR JAZZ BAND
DIROFF, MATTHEW Total		**1292.43**			
DRAGOO, MICHAEL	11-261-4910-060-000-0000	204.24	01/08/2025	WILLSCOT MOBILE MINI	DISTRICT POD RENTAL FOR JSD
DRAGOO, MICHAEL	11-261-5910-060-000-0000	27.99	01/13/2025	AMAZON MKTPL*Z59A312F2	MTCE OFFICE SUPPLY NEW KEYBOARD

DRAGOO, MICHAEL	11-261-7410-060-000-0000	139.00	01/14/2025	AMAZON PRIME*ZD4ZP6BB1	MTCE AMAZON MEMBERSHIP RENEWAL
DRAGOO, MICHAEL Total		**371.23**			
DUQUETTE, EDWARD	41-261-4110-020-000-0000	557.52	01/10/2025	REDFORD LOCK COMPANY	MS LOCKER MASTER LOCKS SF PG 43
DUQUETTE, EDWARD	11-261-4110-022-000-0000	84.00	01/14/2025	REDFORD LOCK COMPANY	HS FIELD HOUSE STORAGE UNIT FOR PA
DUQUETTE, EDWARD	41-261-4110-022-000-0000	331.50	01/16/2025	IDN HARDWARE SALES-INC	HS DOOR #123 REPAIR SUPPLIES
DUQUETTE, EDWARD	11-261-4110-022-000-0000	84.70	01/16/2025	THE HOME DEPOT #2737	HS DOOR STOPS
DUQUETTE, EDWARD	11-261-5992-015-000-0000	83.50	01/17/2025	THE HOME DEPOT #2737	DF CEILING EDGE CEILING
DUQUETTE, EDWARD	11-261-5980-060-000-0000	29.43	01/17/2025	THE HOME DEPOT #2737	MTCE TOOLS DUOPOWER
DUQUETTE, EDWARD	11-261-5980-060-000-0000	150.08	01/20/2025	LAWSON PRODUCTS	MTCE TOOLSHED REPLENISHMENT
DUQUETTE, EDWARD	11-261-5992-060-000-0000	25.30	01/21/2025	FASTENAL COMPANY 01MID	MTCE HARDWARE SCREWS
DUQUETTE, EDWARD	11-261-5992-011-000-0000	11.87	01/21/2025	GREAT LAKES ACE HDWE	VO CARPENTRY DESK PARTS
DUQUETTE, EDWARD	11-261-5992-014-000-0000	53.91	01/22/2025	ALL SURFACES WIXOM 187	PV TAPE FOR WALK OFF CARPET
DUQUETTE, EDWARD	41-261-4110-014-000-0000	351.36	01/22/2025	IDN HARDWARE SALES-INC	PV DOOR HOLDER IN ROOM 111 SF PG 24
DUQUETTE, EDWARD	11-261-5980-060-000-0000	5.61	01/23/2025	LAWSON PRODUCTS	MTCE TOOLSHED REPLENISHMENT
DUQUETTE, EDWARD	11-261-5992-022-000-0000	17.05	01/28/2025	GREAT LAKES ACE HDWE	HS POOL MARINE SEALANT SILCN
DUQUETTE, EDWARD	11-261-5992-022-000-0000	8.16	01/29/2025	GREAT LAKES ACE HDWE	HS EJECTION PUMP REPAIR
DUQUETTE, EDWARD	11-261-5730-060-000-0000	55.60	01/29/2025	NAPA AUTO M-2	MS GATOR REPAIR PARTS
DUQUETTE, EDWARD	11-261-5992-014-000-0000	47.90	01/29/2025	THE HOME DEPOT #2737	PV CARPENTRY MEDIA CENTER SHELVES
DUQUETTE, EDWARD	11-261-4120-060-000-0000	146.49	01/30/2025	CHET S RENT ALL - NOVI	OH TOOLS FOR DOOR 29 REPAIR
DUQUETTE, EDWARD	11-261-5992-022-000-0000	35.00	01/30/2025	REDFORD LOCK COMPANY	HS KEYS FOR RM 224 CABINETS
DUQUETTE, EDWARD	41-261-4110-011-000-0000	145.80	01/31/2025	IDN HARDWARE SALES-INC	VO PROJECT RM TRACK DOOR CLOSER
DUQUETTE, EDWARD	11-261-5992-060-000-0000	571.00	01/31/2025	JH CORPORATION/THE FLA	DISTRICT FLAGS
DUQUETTE, EDWARD	11-261-5992-022-000-0000	25.00	01/31/2025	REDFORD LOCK COMPANY	HS KEYS FOR FILE CABINETS
DUQUETTE, EDWARD Total		**2820.78**			
EASTER, CYNTHIA	21-215-5110-052-270-9300	125.71	01/29/2025	SP SPEECH TREE CO	SPEECH PROTOCOLS FOR PREK
EASTER, CYNTHIA Total		**125.71**			
ERICKSON, TODD	11-222-5310-018-000-0000	625.10	01/17/2025	JUNIOR LIBRARY GUILD	SUBSCRIPTION FOR LIBRARY BOOKS
ERICKSON, TODD	11-222-5310-018-000-0000	291.64	01/20/2025	BOOKSHOP.ORG	BOOKS FOR LIBRARY
ERICKSON, TODD	11-222-5410-018-000-0000	145.96	01/28/2025	BOOKSHOP.ORG	BOOKS FOR LIBRARY
ERICKSON, TODD	11-222-5310-018-000-0000	284.12	01/29/2025	INTERSTATE BOOKS4SCHOO	BOOKS FOR LIBRARY
ERICKSON, TODD Total		**1346.82**			
EVANS, KELLY	11-283-7910-000-000-0000	10.00	01/06/2025	OAKLAND COUNTY CLERKS	NOTARY COMMISSION FEE
EVANS, KELLY	11-283-7410-000-000-0000	0.17	01/08/2025	SEC OF STATE ESERVICES	CREDIT CARD FEE
EVANS, KELLY	11-283-7910-000-000-0000	10.00	01/08/2025	SEC OF STATE ESERVICES	NOTARY APPLICATION FEE
EVANS, KELLY	11-283-7910-000-000-0000	68.85	01/13/2025	MICHIGAN NOTARY SERVIC	NOTARY BOND & STAMP PACKAGE
EVANS, KELLY	11-283-7910-000-000-0000	44.90	01/15/2025	MICHIGAN NOTARY SERVIC	NOTARY SEAL & CASE
EVANS, KELLY	11-283-7910-000-000-0000	2.69	01/15/2025	MICHIGAN NOTARY SERVIC	SALES TAX
EVANS, KELLY	11-283-7410-000-000-0000	10.95	01/15/2025	MICHIGAN NOTARY SERVIC	SHIPPING & HANDLING
EVANS, KELLY	11-283-7910-000-000-0000	-68.85	01/17/2025	MICHIGAN NOTARY SERVIC	NOTARY BOND & STAMP PACKAGE REFUND
EVANS, KELLY	11-283-7910-000-000-0000	-2.69	01/20/2025	MICHIGAN NOTARY SERVIC	NOTARY SEAL & CASE SALES TAX REFUND
EVANS, KELLY Total		**76.02**			
FENCHEL, LISA	61-296-7920-018-675-0000	95.88	01/13/2025	CRICUT	FOR SCHOOL PURPOSES
FENCHEL, LISA Total		**95.88**			
FULAR, JAMES	11-261-4120-060-000-0000	242.97	01/07/2025	COUGAR SALES AND RENTA	MTCE GROUNDS CHOP SAW REPAIR
FULAR, JAMES	11-261-5993-060-000-0000	882.05	01/08/2025	AMSOIL	MTCE GROUNDS OIL AND GREASE
FULAR, JAMES	11-261-5993-060-000-0000	123.60	01/09/2025	SPRAYER DEPOT	MTCE GROUNDS SPRAYER PARTS
FULAR, JAMES	11-261-5980-060-000-0000	749.99	01/13/2025	WEINGARTZ (LIVONIA)	HS GROUNDS SALT SPREADER
FULAR, JAMES	11-261-5730-060-000-0000	24.90	01/15/2025	NAPA AUTO M-2	MTCE VEHICLES TRUCK TAIL LIGHT BULBS
FULAR, JAMES	11-261-5730-060-000-0000	250.72	01/21/2025	HUTSON OF MI SOUTH LYO	MTCE VEHICLE GATOR PARTS
FULAR, JAMES	11-261-5993-060-000-0000	1282.59	01/27/2025	MARKS OUTDOOR PWR EQUI	MTCE GROUNDS MOWER REPAIR PARTS
FULAR, JAMES	11-261-5993-060-000-0000	53.80	01/27/2025	SPRAYER DEPOT	MTCE GROUNDS PARTS BOOM SPRAYER
FULAR, JAMES Total		**3610.62**			

GLINSKI, JASON	11-261-5992-022-000-0000	26.68	01/06/2025	THE HOME DEPOT #2737	HS RUNTAL PROPRESS ADAPTER
GLINSKI, JASON	41-261-4110-011-000-0000	107.18	01/09/2025	DOWNRIVER REFRIG SUP C	VO HVAC CONTROL PENN SPDT
GLINSKI, JASON	11-261-5992-020-000-0000	57.08	01/16/2025	DOWNRIVER REFRIG SUP C	MS HVAC VAV BOX RM 412 STEVECO RELAY
GLINSKI, JASON	11-261-5980-060-000-0000	179.00	01/16/2025	THE HOME DEPOT #2737	MTCE HVAC TRUCK TOOLS
GLINSKI, JASON	11-261-5992-020-000-0000	498.80	01/17/2025	TRANE SUPPLY-113415	MS HVAC ROOM 422 MOTOR AND CAPCITOR
GLINSKI, JASON	11-261-5992-022-000-0000	14.13	01/20/2025	DOWNRIVER REFRIG SUP C	HS FITNESS UNDERFLOOR BCU
GLINSKI, JASON	11-261-5992-022-000-0000	4185.00	01/20/2025	RL DEPPMANN	HS PUMP 19 BEARING ASSEMBLY
GLINSKI, JASON	11-261-5980-060-000-0000	100.07	01/28/2025	GRAINGER	MTCE HVAC VAN TOOL
GLINSKI, JASON	11-261-5992-022-000-0000	38.30	01/29/2025	DOWNRIVER REFRIG SUP C	HS HVAC CENTRAL FAN 1
GLINSKI, JASON	41-261-4110-022-000-0000	5858.92	01/30/2025	COCHRANE SUPPLY AND EN	HS AHU 32 3-PHASE AMPS EMC FILTER
GLINSKI, JASON Total		**11065.16**			
GORNY, KIMBERLY	11-111-5110-013-000-0000	99.90	01/08/2025	SAFEWAY SHREDDING	SCHOOL SHREDDING- 2 DIFFERENT
GORNY, KIMBERLY	11-111-5110-013-000-0000	24.95	01/31/2025	SUPER TEACHER WORKSHEE	4TH GRADE SUBSCRIPTION
GORNY, KIMBERLY Total		**124.85**			
GREAVES, JASON	11-261-5992-060-000-0000	15.50	01/10/2025	REDFORD LOCK COMPANY	MTCE CORE KEY
GREAVES, JASON	11-261-5992-018-000-0000	122.04	01/13/2025	MADISON ELECTRIC COMPA	NM ELECTRICAL POWER SUPPLIES FOR CUSTODIAL
GREAVES, JASON	11-261-5980-060-000-0000	566.25	01/14/2025	CES 264	MTCE ELECTRICAL TOOLS FOR ELECTRICIAN
GREAVES, JASON	11-261-5992-018-000-0000	144.14	01/14/2025	CES 264	NM ELECTRICAL PLUGS
GREAVES, JASON	11-261-5992-018-000-0000	269.13	01/15/2025	CES 264	NM ELECTRICAL WIRE FOR PLUGS
GREAVES, JASON	11-261-5992-060-000-0000	294.88	01/17/2025	CES 264	MTCE ELECTRICAL STOCK
GREAVES, JASON	11-261-5992-060-000-0000	65.87	01/17/2025	SQ *BRIGHTSOURCE LIGHT	MTCE ELECTRICAL STOCK LED ADJ STRIP
GREAVES, JASON	11-261-5992-060-000-0000	128.28	01/20/2025	THE HOME DEPOT #2737	MTCE TAPE SUPPLIES
GREAVES, JASON	11-261-5992-060-000-0000	299.76	01/23/2025	SAMS CLUB #6657	DISTRICT DOOR BATTERIES
GREAVES, JASON	11-261-5992-060-000-0000	560.50	01/24/2025	SQ *BRIGHTSOURCE LIGHT	MTCE ELECTRICAL STOCK
GREAVES, JASON	11-261-5992-060-000-0000	946.70	01/24/2025	SQ *BRIGHTSOURCE LIGHT	MTCE ELECTRICAL STOCK
GREAVES, JASON Total		**3413.05**			
HARBAR, ERIN	12-199-0000-000-000-0000	38.00	01/09/2025	DOLLAR TREE	STORAGE TUBS DUE TO CAR ACCIDENT ART
HARBAR, ERIN	11-261-5992-022-000-0000	559.99	01/09/2025	THE CERAMIC SHOP	KILN VENT
HARBAR, ERIN	11-113-5112-022-000-0000	179.55	01/09/2025	THE CERAMIC SHOP	25G CLEAR GLAZE
HARBAR, ERIN	11-113-5112-022-000-0000	6.89	01/10/2025	SCHOOL SPECIALTY ECOMM	ART PENCILS
HARBAR, ERIN	11-113-5112-022-000-0000	46.00	01/27/2025	AVES STUDIO	PATINA FOR BRASS-JEWELRY
HARBAR, ERIN	11-113-5112-022-000-0000	58.61	01/27/2025	GFS STORE #1985	CERAMIC ART SUPPLIES
HARBAR, ERIN	11-113-5112-022-000-0000	53.31	01/30/2025	GREAT LAKES ACE HDWE	SANDPAPER AND MURIATIC ACID
HARBAR, ERIN Total		**942.35**			
HARRIS, CHRISTINE	61-296-7920-022-608-0000	130.84	01/28/2025	MEIJER # 122	STAFF MEETING & ADMIN/STUDENT LUNCH
HARRIS, CHRISTINE	11-212-5910-022-000-0000	91.14	01/29/2025	PANERA BREAD #600667 O	STUDENT SERVICES/ADMIN 504 MEETING
HARRIS, CHRISTINE	11-241-5910-022-000-0000	75.22	01/30/2025	SAMSCLUB.COM	ADMIN OFFICE SUPPLIES
HARRIS, CHRISTINE Total		**297.20**			
HENDERSON, BETH	11-252-3220-001-000-0000	621.37	01/20/2025	AIRBNB * HMTSE5KH24	MSBO ANNUAL CONFERENCE CASTANEDA
HENDERSON, BETH	11-252-5910-001-000-0000	466.34	01/20/2025	IN *PRINT & MARKETING	DISTRICT AP CHECK STOCK
HENDERSON, BETH	11-252-5910-001-000-0000	74.43	01/27/2025	STAPLS7650386193000001	BUSINESS OFFICE SUPPLIES
HENDERSON, BETH Total		**1162.14**			
HERTRICH, MARINA	11-111-4910-018-000-0000	49.95	01/08/2025	SAFEWAY SHREDDING	SHREDDING
HERTRICH, MARINA	61-296-7920-018-752-0000	63.99	01/16/2025	J.W. PEPPER	ORCHESTRA CLUB SUPPLIES
HERTRICH, MARINA	11-111-5111-018-000-0000	108.40	01/30/2025	DBC*BLICK ART MATERIAL	ART SUPPLIES
HERTRICH, MARINA Total		**222.34**			
HETTEL, ERIC	11-261-5992-018-000-0000	270.46	01/03/2025	GRAINGER	NM HVAC AIR FILTERS
HETTEL, ERIC Total		**270.46**			
HOLLY, SHEILA	11-231-5990-000-000-0000	290.68	01/07/2025	VISPRONET	STATE OF THE DISTRICT TABLECLOTHS
HOLLY, SHEILA	11-231-5990-000-000-0000	14.95	01/13/2025	WWW.DOODLE.COM	MONTHLY AUTO-RENEWAL SUBSCRIPTION

HOLLY, SHEILA	11-231-3220-000-000-0000	50.00	01/20/2025	MASB	MASB CBA COURSE 101 REGISTRATION
HOLLY, SHEILA	11-232-3220-001-000-0000	30.00	01/24/2025	NOVI CHAMBER OF COMMER	NOVI CHAMBER OF COM.ALL STAR EVENT
HOLLY, SHEILA Total		**385.63**			
HOSKINS, DIANE	21-131-5110-025-000-3310	369.90	01/13/2025	STAPLS7649054611000001	ESL TEACHER SUPPLY PAPER
HOSKINS, DIANE	61-296-7920-025-607-0000	233.29	01/14/2025	BENITO S CAFE	STUDENT MEAL
HOSKINS, DIANE	61-296-7920-025-607-0000	251.02	01/14/2025	PANERA BREAD #600689 O	ESL TESTING SNACKS
HOSKINS, DIANE	61-296-7920-025-607-0000	251.02	01/15/2025	PANERA BREAD #600689 O	ESL TESTING SNACKS
HOSKINS, DIANE	61-296-7920-025-607-0000	288.00	01/16/2025	EZCATER*BIG TOMMYS PAR	ESL TESTING SORTING LUNCH
HOSKINS, DIANE	61-296-7920-025-607-0000	538.84	01/16/2025	SAMSCLUB.COM	ESL TESTING SNACKS& SUPPLIES
HOSKINS, DIANE	21-131-5210-025-000-3310	6398.26	01/17/2025	CAMBRIDGE UNIV PRESS	ESL BOOKS
HOSKINS, DIANE	61-296-7920-025-607-0000	364.51	01/17/2025	POTBELLY	ESL TESTING SORTING LUNCH
HOSKINS, DIANE	61-296-7920-025-607-0000	-149.11	01/21/2025	POTBELLY	CREDIT FOR LUNCH ISSUE
HOSKINS, DIANE	61-296-7920-025-607-0000	41.00	01/22/2025	TST* NOTHING BUNDT CAK	STUDENT ACTIVITY
HOSKINS, DIANE	21-227-3450-025-000-3310	400.00	01/30/2025	PROLITERACY WORLDWIDE	GED VOUCHERS
HOSKINS, DIANE	61-296-7920-025-607-0000	84.84	01/31/2025	SAMSCLUB.COM	ESL COFFEE SUPPLIES
HOSKINS, DIANE Total		**9071.57**			
JARVIS, JUSTIN	11-299-5990-000-000-0000	291.11	01/15/2025	MENARDS WIXOM MI	HS ONE ACT MATERIALS
JARVIS, JUSTIN	11-299-5990-000-000-0000	149.86	01/27/2025	MENARDS WIXOM MI	HS ONE ACT LUMBER
JARVIS, JUSTIN	61-296-7920-022-643-0000	1016.54	01/29/2025	BIG FROG CUSTOM T-SHIR	T SHIRTS FOR ONE ACT
JARVIS, JUSTIN	11-299-5990-000-000-0000	65.82	01/29/2025	MENARDS WIXOM MI	HS ONE ACT LUMBER AND HARDWARE
JARVIS, JUSTIN	11-299-5990-000-000-0000	124.90	01/31/2025	MENARDS WIXOM MI	HS ONE ACT PAINT AND CROWN MOLDING
JARVIS, JUSTIN Total		**1648.23**			
JOB, STACEY	11-351-5110-000-000-9551	14.58	01/27/2025	AMAZON MKTPL*ZC2P27L00	DF AND NM CARE
JOB, STACEY	11-351-5110-000-000-9551	18.96	01/28/2025	AMAZON.COM*Z731G8EH2	VO CARE
JOB, STACEY	11-351-5110-000-000-9551	45.16	01/29/2025	AMAZON.COM*ZG0DU8U01	VO CARE
JOB, STACEY	11-351-4910-000-000-9551	14.39	01/30/2025	AMAZON MKTPL*ZC58M3ZQ1	DF CARE
JOB, STACEY Total		**93.09**			
JORDAN, CHRISTOPHER	11-261-5992-060-000-0000	44.88	01/20/2025	DOWNRIVER REFRIG SUP C	JSD AND ITC AIR FILTERS
JORDAN, CHRISTOPHER	11-261-5992-023-000-0000	259.20	01/22/2025	RL DEPPMANN	ROAR HVAC AHU EAST COUPLER
JORDAN, CHRISTOPHER	11-261-5980-060-000-0000	412.23	01/22/2025	THE HOME DEPOT #2737	MTCE HVAC TRUCK TOOLS
JORDAN, CHRISTOPHER	11-261-5992-022-000-0000	8.82	01/27/2025	THE HOME DEPOT #2737	HS HVAC E2 AHU COUPLING
JORDAN, CHRISTOPHER Total		**725.13**			
KERR, MAKAYLA	11-111-5111-012-000-0000	33.34	01/16/2025	LEARNING WITHOUT TEARS	CLASSROOM SUPPLIES
KERR, MAKAYLA Total		**33.34**			
KRAEMER, SARAH	21-216-3220-025-000-3310	945.00	01/16/2025	COABC	COABE CONFERENCE 2025. REG. FEE.
KRAEMER, SARAH Total		**945.00**			
LANDAU, DENISE	11-283-7910-000-000-0000	74.00	01/03/2025	CITY OF NOVI	FINGERPRINTS FOR JAPANESE SCHOOL
LANDAU, DENISE	11-283-7910-000-000-0000	74.00	01/03/2025	CITY OF NOVI	FINGERPRINTS FOR JAPANESE SCHOOL
LANDAU, DENISE	11-283-7910-000-000-0000	74.00	01/03/2025	CITY OF NOVI	FINGERPRINTS FOR JAPANESE SCHOOL
LANDAU, DENISE	11-283-7910-000-000-0000	74.00	01/03/2025	CITY OF NOVI	FINGERPRINTS FOR JAPANESE SCHOOL
LANDAU, DENISE	11-283-7410-000-000-0000	2.95	01/03/2025	ICI*FEECITY OF NOVI	CREDIT CARD FEE
LANDAU, DENISE	11-283-7410-000-000-0000	2.95	01/03/2025	ICI*FEECITY OF NOVI	CREDIT CARD FEE
LANDAU, DENISE	11-283-7410-000-000-0000	2.95	01/03/2025	ICI*FEECITY OF NOVI	CREDIT CARD FEE
LANDAU, DENISE	11-283-7410-000-000-0000	2.95	01/03/2025	ICI*FEECITY OF NOVI	CREDIT CARD FEE
LANDAU, DENISE	11-283-7910-000-000-0000	74.00	01/06/2025	CITY OF NOVI	FINGERPRINTS FOR JAPANESE SCHOOL
LANDAU, DENISE	11-283-7410-000-000-0000	2.95	01/06/2025	ICI*FEECITY OF NOVI	CREDIT CARD FEE
LANDAU, DENISE	11-283-7910-000-000-0000	74.00	01/07/2025	CITY OF NOVI	FINGERPRINTS FOR JAPANESE SCHOOL
LANDAU, DENISE	11-283-7910-000-000-0000	74.00	01/07/2025	CITY OF NOVI	FINGERPRINTS FOR JAPANESE SCHOOL
LANDAU, DENISE	11-283-7910-000-000-0000	74.00	01/07/2025	CITY OF NOVI	FINGERPRINTS FOR JAPANESE SCHOOL
LANDAU, DENISE	11-283-7410-000-000-0000	2.95	01/07/2025	ICI*FEECITY OF NOVI	CREDIT CARD FEE
LANDAU, DENISE	11-283-7410-000-000-0000	2.95	01/07/2025	ICI*FEECITY OF NOVI	CREDIT CARD FEE
LANDAU, DENISE	11-283-7410-000-000-0000	2.95	01/07/2025	ICI*FEECITY OF NOVI	CREDIT CARD FEE

LANDAU, DENISE	11-283-7910-000-000-0000	74.00	01/10/2025	CITY OF NOVI	FINGERPRINTS FOR JAPANESE SCHOOL
LANDAU, DENISE	11-283-7910-000-000-0000	74.00	01/10/2025	CITY OF NOVI	FINGERPRINTS FOR JAPANESE SCHOOL
LANDAU, DENISE	11-283-7910-000-000-0000	74.00	01/10/2025	CITY OF NOVI	FINGERPRINTS FOR JAPANESE SCHOOL
LANDAU, DENISE	11-283-7410-000-000-0000	2.95	01/10/2025	ICI*FEECITY OF NOVI	CREDIT CARD FEE
LANDAU, DENISE	11-283-7410-000-000-0000	2.95	01/10/2025	ICI*FEECITY OF NOVI	CREDIT CARD FEE
LANDAU, DENISE	11-283-7410-000-000-0000	2.95	01/10/2025	ICI*FEECITY OF NOVI	CREDIT CARD FEE
LANDAU, DENISE	11-283-7910-000-000-0000	74.00	01/16/2025	CITY OF NOVI	FINGERPRINTS FOR JAPANESE SCHOOL
LANDAU, DENISE	11-283-7410-000-000-0000	2.95	01/16/2025	ICI*FEECITY OF NOVI	CREDIT CARD FEE
LANDAU, DENISE	11-283-7910-000-000-0000	74.00	01/24/2025	CITY OF NOVI	FINGERPRINTS FOR JAPANESE SCHOOL
LANDAU, DENISE	11-283-7410-000-000-0000	2.95	01/24/2025	ICI*FEECITY OF NOVI	CREDIT CARD FEE
LANDAU, DENISE	11-283-3220-001-000-0000	25.00	01/24/2025	OAKLAND SCHOOLS	RESPONSE/REUNIFICATION WRKSHOP
LANDAU, DENISE	11-283-7910-000-000-0000	74.00	01/28/2025	CITY OF NOVI	FINGERPRINTS FOR JAPANESE SCHOOL
LANDAU, DENISE	11-283-7410-000-000-0000	2.95	01/28/2025	ICI*FEECITY OF NOVI	CREDIT CARD FEE
LANDAU, DENISE Total		**1102.30**			
LAUER, KELLI	11-221-3220-001-000-9611	60.00	01/16/2025	OAKLAND SCHOOLS	EARLY WARNING SYSTEMS CONF
LAUER, KELLI	11-221-7910-001-000-9611	113.42	01/17/2025	APPLE SPICE	INTERVIEW LUNCH
LAUER, KELLI Total		**173.42**			
LEPHART, SARAH	21-127-3220-022-000-9349	27.84	01/28/2025	TST*UCCELLOS DOWNTOWN	CONFERENCE
LEPHART, SARAH	21-127-3220-022-000-9349	391.76	01/30/2025	COURTYARD BY MARRIOTT	CONFERENCE
LEPHART, SARAH	21-127-3220-022-000-9349	391.76	01/30/2025	COURTYARD BY MARRIOTT	CONFERENCE
LEPHART, SARAH Total		**811.36**			
MAINKA, BENJAMIN	11-232-5410-001-000-0000	35.00	01/07/2025	GAN*DETNEWS/FREE PRESS	MONTHLY SUBSCRIPTION RENEWAL
MAINKA, BENJAMIN	11-231-3220-000-000-0000	60.82	01/10/2025	JOE KOOLS OF NOVI	LUNCHEON MEETING w/ BOARD PRESIDENT
MAINKA, BENJAMIN	11-232-3220-001-000-0000	59.00	01/10/2025	TBL* RADICAL CANDOR	ONLINE COURSE REGISTRATION
MAINKA, BENJAMIN	11-231-3190-000-000-0000	346.50	01/13/2025	BLACK SHEEP AUDIO &	SNOW DAY AUDIO RECORDING
MAINKA, BENJAMIN	11-231-3220-000-000-0000	61.88	01/13/2025	DIAMOND JIM BRADY'S	LUNCHEON MEETING W/ BOARD PRESIDENT
MAINKA, BENJAMIN	11-232-3210-001-000-0000	20.00	01/15/2025	AMWAY GRAND PLAZA PARK	MASA BOARD MEETING, PARKING
MAINKA, BENJAMIN	11-232-7910-001-000-0000	20.00	01/20/2025	OPENAI *CHATGPT SUBSCR	ONLINE AUTO-RENEWAL SUBSCRIPTION
MAINKA, BENJAMIN	11-231-3220-000-000-0000	47.79	01/27/2025	BREAKFAST CLUB OF NOVI	LUNCHEON MEETING W/ BOARD SEC.
MAINKA, BENJAMIN	11-231-3220-000-000-0000	10.32	01/31/2025	SQ *SWEETWATERS COFFEE	LUNCHEON MEETING W/BOARD PRESIDENT
MAINKA, BENJAMIN Total		**661.31**			
MCDOUGALL, BARBARA	61-296-7920-022-811-0000	189.95	01/02/2025	SAMS CLUB #6666	HOCKEY
MCDOUGALL, BARBARA	61-296-7920-022-811-0000	209.71	01/06/2025	DOMINOS 1165	HOCKEY UP TRIP
MCDOUGALL, BARBARA	61-296-7920-022-811-0000	213.10	01/06/2025	JERSEY MIKES 31065	HOCKEY UP TRIP
MCDOUGALL, BARBARA	61-296-7920-022-811-0000	153.49	01/06/2025	JIMMY JOHNS - 1352	HOCKEY UP TRIP
MCDOUGALL, BARBARA	61-296-7920-022-811-0000	463.98	01/06/2025	QUINCY DINING COMPANY	HOCKEY UP TRIP
MCDOUGALL, BARBARA	61-296-7920-022-811-0000	66.01	01/06/2025	THE MINE SHAFT/ROCK HO	HOCKEY UP TRIP
MCDOUGALL, BARBARA	61-296-7920-022-811-0000	211.60	01/07/2025	JERSEY MIKES 31065	HOCKEY UP TRIP
MCDOUGALL, BARBARA	11-293-3490-000-000-0000	135.00	01/08/2025	ATHLETIC.NET	ONLINE TRACK SOFTWARE
MCDOUGALL, BARBARA	61-296-7920-022-801-0000	324.66	01/13/2025	SAMS CLUB #6657	ATHLETIC OFFICE
MCDOUGALL, BARBARA	11-293-5990-000-000-0000	315.00	01/29/2025	MT BRIGHTON SKI SCHOOL	COACHES SKI PASSES
MCDOUGALL, BARBARA Total		**2282.50**			
NESMITH, RUSSELL	11-261-5992-060-000-0000	314.90	01/08/2025	BEST PLUMBING SPECIALT	MTCE PLUMBING STOCK
NESMITH, RUSSELL	11-261-5993-060-000-0000	97.99	01/15/2025	WEINGARTZ	MTCE GROUNDS SKID STEER
NESMITH, RUSSELL	11-261-5993-060-000-0000	944.60	01/15/2025	WEINGARTZ	MTCE GROUNDS SKID STEER
NESMITH, RUSSELL	11-261-5992-020-000-0000	8.48	01/17/2025	MENARDS WIXOM MI	MS BATHROOM RM 400
NESMITH, RUSSELL	11-261-5992-020-000-0000	8.12	01/17/2025	THE HOME DEPOT #2737	MS BATHROOM RM 400 ADAPTER POLY
NESMITH, RUSSELL	41-261-4110-013-000-0000	129.00	01/20/2025	THE HOME DEPOT #2737	NW PLUMBING LOUNGE KITCHEN FAUCET
NESMITH, RUSSELL	11-261-5992-060-000-0000	78.76	01/21/2025	BEST PLUMBING SPECIALT	MTCE PLUMBING STOCK
NESMITH, RUSSELL	11-261-5992-060-000-0000	119.96	01/29/2025	BEST PLUMBING SPECIALT	MTCE PLUMBING STOCK NPT MALE ELBOW
NESMITH, RUSSELL Total		**1701.81**			

PARK, CATHRYN	61-296-7920-001-740-0000	81.07	01/03/2025	BLT*FUN AND FUNCTION	NEF CLASSROOM GRANT
PARK, CATHRYN	61-296-7920-001-740-0000	158.99	01/08/2025	LAKESHORE LEARNING MAT	NEF CLASSROOM GRANT
PARK, CATHRYN	61-296-7920-001-740-0000	59.99	01/10/2025	PLAYAWAY PRODUCTS LLC	NEF CLASSROOM GRANT
PARK, CATHRYN	61-296-7920-001-740-0000	528.22	01/13/2025	LAKESHORE LEARNING MAT	NEF CLASSROOM GRANT
PARK, CATHRYN	11-111-5110-011-000-9611	110.50	01/13/2025	WWW.MATHRECOVERY.ORG	TEACHING SUPPLIES
PARK, CATHRYN	11-112-5110-020-000-9611	110.50	01/13/2025	WWW.MATHRECOVERY.ORG	TEACHING SUPPLIES
PARK, CATHRYN	61-296-7920-001-740-0000	1223.91	01/14/2025	SP WIPEBOOK CORP.	NEF CLASSROOM GRANT
PARK, CATHRYN	61-296-7920-001-740-0000	144.00	01/15/2025	HCS*HIGHLIGHTSFORCHIL	NEF CLASSROOM GRANT
PARK, CATHRYN	61-296-7920-001-740-0000	2238.00	01/15/2025	PST*TORQUE FITNESS	NEF CLASSROOM GRANT
PARK, CATHRYN	61-296-7920-001-740-0000	1223.91	01/15/2025	SP WIPEBOOK CORP.	NEF CLASSROOM GRANT
PARK, CATHRYN	61-296-7920-001-740-0000	11.75	01/16/2025	LAKESHORE LEARNING MAT	NEF CLASSROOM GRANT
PARK, CATHRYN	11-221-7910-001-000-9611	133.15	01/17/2025	PANERA BREAD #600689 O	ALL DAY TRAINING MEAL
PARK, CATHRYN	61-296-7920-001-740-0000	84.96	01/20/2025	LAKESHORE LEARNING MAT	NEF CLASSROOM GRANT
PARK, CATHRYN	61-296-7920-001-740-0000	64.98	01/20/2025	LAKESHORE LEARNING MAT	NEF CLASSROOM GRANT
PARK, CATHRYN	61-296-7920-001-740-0000	39.75	01/28/2025	TARGET.COM	NEF CLASSROOM GRANT
PARK, CATHRYN	11-111-5110-018-000-9611	395.97	01/30/2025	ROCKWELL PRINTING	TEACHING SUPPLIES
PARK, CATHRYN	61-296-7920-001-740-0000	130.97	01/30/2025	SP YWFRIEDMAN KITS	NEF CLASSROOM GRANT- GRIFFIN
PARK, CATHRYN	61-296-7920-001-740-0000	26.99	01/30/2025	WALMART.COM	NEF CLASSROOM GRANT
PARK, CATHRYN	61-296-7920-001-740-0000	527.85	01/31/2025	J.W. PEPPER	NEF CLASSROOM GRANT - RONNING
PARK, CATHRYN Total		**7295.46**			
PATEL, SHAILEE	21-226-3220-000-081-9300	496.97	01/07/2025	DELTA	OUT OF STATE CONFERENCE AIR FARE
PATEL, SHAILEE	21-226-3220-000-081-9300	496.97	01/07/2025	DELTA	OUT OF STATE CONFERENCE AIR FARE
PATEL, SHAILEE	21-226-5990-000-081-9300	25.42	01/13/2025	PIZZA HUT 037235	INTERVIEW LUNCH
PATEL, SHAILEE Total		**1019.36**			
POHLONSKI, EMILY	11-241-3210-023-000-0000	590.97	01/03/2025	DELTA	FLIGHT TO THE ASU GSV SUMMIT
POHLONSKI, EMILY Total		**590.97**			
POSHADLO, JEFFREY	11-261-5992-060-000-0000	23.22	01/06/2025	THE HOME DEPOT #2737	MTCE TOOLS
POSHADLO, JEFFREY	11-261-5980-060-000-0000	17.10	01/09/2025	THE HOME DEPOT #2737	MTCE TOOLS QUICK LINK 5/16 ZINC
POSHADLO, JEFFREY	11-261-5993-060-000-0000	45.84	01/16/2025	NAPA AUTO M-2	MTCE GROUNDS SPARK PLUGS
POSHADLO, JEFFREY	11-261-5992-060-000-0000	86.82	01/17/2025	THE HOME DEPOT #2737	MTCE SUPPLIES GLOVES, SCRUBS
POSHADLO, JEFFREY	11-261-5993-011-000-0000	13.77	01/30/2025	WEINGARTZ	VO GROUNDS SNOWBLOWER CABLE
POSHADLO, JEFFREY Total		**186.75**			
SCHURIG, CLAIRE	61-296-7920-022-620-0000	92.82	01/30/2025	FEVOINC*DETROITPISTONS	TICKETS FOR PISTONS GAME WHERE SINGERS ARE PERFORMING THE NATIONAL ANTHEM.
SCHURIG, CLAIRE Total		**92.82**			
SCHYPINSKI, RACHEL	61-296-7920-022-686-0000	26.90	01/29/2025	WM SUPERCENTER #5048	RISE & SHINE WITH MIDDLE SCHOOL
SCHYPINSKI, RACHEL	61-296-7920-022-686-0000	190.99	01/30/2025	BENITO S CAFE	RISE & SHINE WITH MIDDLE SCHOOL
SCHYPINSKI, RACHEL Total		**217.89**			
SCICLUNA, REBECCA	11-252-3220-001-000-0000	430.00	01/29/2025	MSBO	CONFERENCE EXP
SCICLUNA, REBECCA Total		**430.00**			
SHAFER, RACHELLE	11-118-4910-000-000-9551	49.95	01/08/2025	SAFEWAY SHREDDING	SHREDDING
SHAFER, RACHELLE	11-118-5990-000-000-9551	162.09	01/13/2025	STAPLS7649471087000001	TEACHING SUPPLIES
SHAFER, RACHELLE	11-118-5990-000-000-9551	136.91	01/16/2025	SP PARTS-LITTLETIKES	PARTS FOR LITTLE TIKES CARS
SHAFER, RACHELLE	11-118-5990-000-000-9551	138.38	01/16/2025	STAPLS7649665068000001	TISSUE
SHAFER, RACHELLE	11-311-5910-000-000-9551	15.98	01/17/2025	STAPLS7649471087000003	PACKING TAPE
SHAFER, RACHELLE	11-118-5110-000-000-9551	361.90	01/27/2025	STAPLS7909713922000001	PS TEACHING SUPPLIES
SHAFER, RACHELLE	11-118-5110-000-000-9551	548.70	01/27/2025	STAPLS7909726903000001	RED POD SUPPLIES
SHAFER, RACHELLE	11-118-5110-000-000-9551	26.99	01/27/2025	STAPLS7909726903000002	RED POD TEACHING SUPPLIES
SHAFER, RACHELLE	11-118-5110-000-000-9551	51.98	01/30/2025	STAPLS7650537097000001	RED POD TEACHING SUPPLIES
SHAFER, RACHELLE	11-118-5110-000-000-9551	29.94	01/31/2025	STAPLS7909726903000003	RED POD TEACHING SUPPLIES
SHAFER, RACHELLE Total		**1522.82**			

SINANIS, HEATHER	11-111-5110-015-000-0000	1077.50	01/13/2025	STAPLS7649018983000001	PAPER SUPPLY
SINANIS, HEATHER Total		**1077.50**			
SIPPLE, GEORGE	11-282-3220-000-000-0000	120.60	01/13/2025	BIG TOMMYS PARTHENON	LUNCH FOR CONFERENCE WE HOSTED
SIPPLE, GEORGE	11-282-7410-000-000-0000	20.00	01/28/2025	OPENAI *CHATGPT SUBSCR	MONTHLY RENEWAL
SIPPLE, GEORGE	11-282-3220-000-000-0000	149.00	01/29/2025	GRAND TRAVERSE RESORT	CONFERENCE EXP
SIPPLE, GEORGE	11-282-3220-000-000-0000	300.00	01/29/2025	MICHIGAN ASSOCIATION O	MSPRA CONFERENCE FEE
SIPPLE, GEORGE Total		**589.60**			
SOWDERS, ERICA	11-112-5110-020-716-0000	34.88	01/29/2025	THE HOME DEPOT #2737	STEM SUPPLIES
SOWDERS, ERICA Total		**34.88**			
SQUIRES, AMANDA	21-218-5111-000-063-9300	155.75	01/09/2025	QDOBA 2823 ONLINE	PROTOCOLS
SQUIRES, AMANDA	21-226-3220-000-081-9300	260.00	01/17/2025	OAKLAND SCHOOLS	CONFERENCE REGISTRATION
SQUIRES, AMANDA Total		**415.75**			
TURNER, NANCY	11-261-5910-060-000-0000	56.19	01/20/2025	STAPLS7649857823000001	MTCE SUPPLIES FOLDERS, KLEENEX
TURNER, NANCY Total		**56.19**			
VANEIZENGA, JAMES	11-113-5117-022-000-9122	22.90	01/10/2025	SP BREITKOPF-US	MUSIC FOR SOLO AND ENSEMBLE
VANEIZENGA, JAMES Total		**22.90**			
VANGIESON, ROBERT	11-261-5992-022-000-0000	1.48	01/13/2025	THE HOME DEPOT #2737	HS ELECTRICAL COVER
VANGIESON, ROBERT	11-261-5992-022-000-0000	53.73	01/13/2025	THE HOME DEPOT #2737	HS CARPENTRY DRYWALL PATCH
VANGIESON, ROBERT	11-261-5992-011-000-0000	3.79	01/17/2025	GREAT LAKES ACE HDWE	VO SPECIAL NEEDS INNER TUBE REPAIR
VANGIESON, ROBERT	11-261-5992-022-000-0000	24.95	01/17/2025	SHERWIN-WILLIAMS701197	HS PAINT FOR CEILING IN THE BAND WING
VANGIESON, ROBERT	11-261-5992-022-000-0000	29.40	01/20/2025	THE HOME DEPOT #2737	HS CEILING REPAIR
VANGIESON, ROBERT	11-261-5992-022-000-0000	44.17	01/21/2025	SHERWIN-WILLIAMS701197	HS CEILING PAINT
VANGIESON, ROBERT Total		**157.52**			
WARRA, MARY	11-113-5118-022-000-9122	163.36	01/08/2025	SP ARBOR SCIENTIFIC	SUPPLIES FOR SCIENCE CLASSROOM
WARRA, MARY	11-241-4910-022-000-9044	153.11	01/08/2025	WM.COM	HS RECYCLING SERVICE
WARRA, MARY	61-296-7920-022-671-0000	2430.00	01/10/2025	IN *MICHIGAN STATE UNI	MSUMUN REGISTRATION FEES
WARRA, MARY	61-296-7920-022-686-0000	145.62	01/13/2025	EZCATER*PANERA BREAD	WISH WEEK WINNERS
WARRA, MARY	11-113-5110-022-000-0000	1409.60	01/13/2025	STAPLS7649006639000001	COPY PAPER
WARRA, MARY	11-113-5110-022-000-0000	59.96	01/14/2025	SAMSCLUB.COM	TISSUE PAPER
WARRA, MARY	11-113-5110-022-000-0000	48.04	01/20/2025	STAPLS7649764762000001	SUPPLIES FOR SUPPLY ROOM
WARRA, MARY	61-296-7920-022-671-0000	3937.50	01/21/2025	KENSINGTON COURT	MUNUM CONFERENCE HOTEL STAY
WARRA, MARY	61-296-7920-022-734-0000	938.31	01/24/2025	CUSTOMINK LLC	T-SHIRTS FOR SCIENCE OLYMPIAD
WARRA, MARY	11-113-3711-022-000-0000	50.99	01/27/2025	REDSHELF ETEXTBOOKS	DUAL ENROLLMENT TEXTBOOK
WARRA, MARY	11-113-5110-022-000-0000	1409.60	01/27/2025	STAPLS7909667978000001	COPY PAPER
WARRA, MARY	11-113-7410-022-000-0000	175.00	01/28/2025	SQ *MICHIGAN INTERSCHO	MIFA ONE ACT REGIONALS FEE
WARRA, MARY	61-296-7920-022-753-0000	1350.00	01/29/2025	BUSIE INC. - STRIPE	TRANSPORTATION FOR BPA COMPETITION
WARRA, MARY	61-296-7920-022-753-0000	-1350.00	01/30/2025	BUSIE INC. - STRIPE	REFUND TRANSPORTATION
WARRA, MARY	11-113-5118-022-000-9122	53.32	01/30/2025	CAROLINA BIOLOGIC SUPP	SCIENCE CLASSROOM SUPPLY
WARRA, MARY	11-113-5116-022-000-0000	189.10	01/31/2025	MARKS OUTDOOR PWR EQUI	SUPPLIES FOR CAREER TECH CLASSROOM
WARRA, MARY Total		**11163.51**			
WATCHOWSKI, DONALD	11-293-4120-000-000-0000	530.00	01/03/2025	LYNX SYSTEM DEVELOPERS	UPDATES OF TRACK TIMING SYSTEM
WATCHOWSKI, DONALD	11-293-7410-000-000-0000	760.00	01/03/2025	SP MID AMERICAN POMP	JV POM ENTRY FEES
WATCHOWSKI, DONALD	61-296-7920-022-801-0000	180.00	01/06/2025	BENITO S CAFE	COACHES & OFFICIALS HOSPITALITY ROOM
WATCHOWSKI, DONALD	61-296-7920-022-801-0000	79.20	01/07/2025	GB1 LEADERSHIP LLC	PD SUBSCRIPTION: COACHES/STUDENTS
WATCHOWSKI, DONALD	61-296-7920-022-811-0000	6171.45	01/07/2025	HAMPTON INN HOTELS	HOTEL ROOMS- HOCKEY UP TRIP
WATCHOWSKI, DONALD	11-293-7410-000-000-0000	20.00	01/07/2025	SP MID AMERICAN POMP	JV POM ENTRY FEE
WATCHOWSKI, DONALD	61-296-7920-022-801-0000	280.00	01/17/2025	PISTONS SPORTS & ENT	UNIFIED BB- COACHES & SUPER. TICKETS
WATCHOWSKI, DONALD	11-293-7410-000-000-0000	784.05	01/23/2025	LAXBASH TOURNAMENTS	ENTRY FEE- NMS BOYS LACROSSE
WATCHOWSKI, DONALD	11-293-7410-000-000-0000	784.05	01/23/2025	LAXBASH TOURNAMENTS	ENTRY FEE- NMS GIRLS LACROSSE
WATCHOWSKI, DONALD	61-296-7920-022-810-0000	698.00	01/24/2025	PRO QUICK DRAW	LICENSE- SOFTWARE FOR FOOTBALL
WATCHOWSKI, DONALD	61-296-7920-022-814-0000	700.74	01/28/2025	PY *BIG FROG CUSTOM T	POM- INK FOR SWEATSHIRTS
WATCHOWSKI, DONALD	11-293-5990-000-000-0000	1089.67	01/31/2025	IN *WORLD CUP SUPPLY,	SKI- MISC ITEMS

WATCHOWSKI, DONALD	61-296-7920-022-801-0000	163.53	01/31/2025	KNAPPS DONUTS INC	SALPI- SNACK
WATCHOWSKI, DONALD Total		**12240.69**			
WESNER, KIMBERLY	61-296-7920-020-782-0000	880.00	01/15/2025	VAIL RESORTS	SKI CLUB LESSONS
WESNER, KIMBERLY	61-296-7920-020-782-0000	890.00	01/22/2025	VAIL RESORTS	SKI CLUB LESSONS
WESNER, KIMBERLY Total		**1770.00**			
WHITESIDE, LISA	11-225-5990-000-000-0000	1249.95	01/08/2025	BESTBUYCOM807012416697	CURVED MONITORS TO TEST
WHITESIDE, LISA	11-225-3490-000-000-0000	118.00	01/08/2025	DIGICERT	FIREWALL CERTIFICATE RENEWAL
WHITESIDE, LISA	11-225-5990-000-000-0000	185.00	01/09/2025	AMZN MKTP US*ZD2IU6MT0	KEYBOARDS AND MICE
WHITESIDE, LISA	11-225-3450-000-000-0000	118.00	01/13/2025	DIGICERT	HS RADIO CERT RENEWAL
WHITESIDE, LISA	11-225-3450-000-000-0000	51.80	01/15/2025	TELZIO* TELZIO 249599	MONTHLY TELZIO RENEWAL
WHITESIDE, LISA	11-225-5990-000-000-0000	-999.96	01/16/2025	BEST BUY 00004176	RETURN OF MONITORS USED TO TEST
WHITESIDE, LISA	11-225-5990-000-000-0000	-249.99	01/16/2025	BEST BUY 00004176	RETURN OF MONITORS USED TO TEST
WHITESIDE, LISA	11-225-5990-000-000-0000	96.50	01/17/2025	AMAZON MKTPL*Z51LQ8DM0	WIFI ADAPTERS AND HDMI CABLES
WHITESIDE, LISA	11-225-5990-000-000-0000	239.92	01/17/2025	AMAZON MKTPL*ZG7DE2HV2	ADDITIONAL POWER STRIPS
WHITESIDE, LISA	11-225-5990-000-000-0000	359.90	01/28/2025	AMZN MKTP US*ZC0RJ8E30	ADDITIONAL KEYBOARDS AND MICE
WHITESIDE, LISA	11-225-5910-000-000-0000	10.48	01/29/2025	AMAZON MKTPL*ZG8068IP1	MICROFIBER CLEANING CLOTHS
WHITESIDE, LISA	11-225-5990-000-000-0000	15.99	01/29/2025	AMAZON MKTPL*ZG8068IP1	LAVALIER MIC
WHITESIDE, LISA	11-225-3430-000-000-0000	6.99	01/29/2025	AMAZON MKTPL*ZG8068IP1	SHIPPING
WHITESIDE, LISA	11-225-5990-000-000-0000	60.00	01/30/2025	AMAZON MKTPL*ZC90U0FJ1	SCANNER FOR KITCHEN POS MACHINES
WHITESIDE, LISA	11-225-5990-000-000-0000	60.74	01/30/2025	AMZN MKTP US*ZC0DI6FV1	ADDITIONAL SCANNER FOR POS MACHINES
WHITESIDE, LISA Total		**1323.32**			
WILLIAMS, LAKEISA	11-111-5110-011-000-0000	175.00	01/14/2025	BRAINPOP.COM	GRADE LEVEL SUBSCRIPTION
WILLIAMS, LAKEISA	61-296-7920-011-617-0000	235.95	01/21/2025	FOLLETT CONTENT SOLUTI	MEDIA CENTER
WILLIAMS, LAKEISA	61-296-7920-011-675-0000	2373.14	01/24/2025	TRINITY, INC	4TH GRADE FIELD TRIP
WILLIAMS, LAKEISA Total		2784.09			
WINKLER, LEANN	11-112-5117-020-000-0000	70.50	01/08/2025	MEIJER # 122	GROCERIES
WINKLER, LEANN	11-112-5117-020-000-0000	17.12	01/14/2025	WAL-MART #5048	GROCERIES
WINKLER, LEANN	11-112-5117-020-000-0000	151.58	01/31/2025	WAL-MART #5048	GROCERIES
WINKLER, LEANN Total		**239.20**			
ZARDUS, ASHLEY	61-296-7920-022-631-0000	90.09	01/13/2025	JIMMY JOHNS - 0309 - E	FOOD FOR DANCERS AT COMP
ZARDUS, ASHLEY	61-296-7920-022-631-0000	42.26	01/13/2025	LITTLE CAESARS 3827-00	FOOD FOR DANCERS AT COMP
ZARDUS, ASHLEY	61-296-7920-022-631-0000	9.53	01/13/2025	TARGET 00014654	GLITTER GEL FOR COMPETITION HAIR
ZARDUS, ASHLEY	61-296-7920-022-629-0000	45.00	01/20/2025	IN *PARAMOUNT SIGNS &	EXTRA COMPANY JACKET
ZARDUS, ASHLEY Total		**186.88**			
Grand Total		98301.68			

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
March 20, 2025

ASSISTANT SUPERINTENDENT OF TEACHING AND LEARNING

TOPIC: Novi High School Business Professionals of America National Leadership Conference

Darcie Moss, teacher at Novi High School, is requesting approval to attend the Business Professionals of America National Leadership Conference in Orlando, Florida from May 7, 2025 through May 11, 2025. Four (4) Novi High School students qualified to advance to this National BPA Conference. The cost to each student is $1,240.00 to cover registration, transportation, and four nights of lodging.

RECOMMENDATION:
That the Novi Community Schools Board of Education approve the Novi High School Business Professionals of America National Leadership Conference in Orlando, Florida from May 7, 2025 through May 11, 2025.

APPROVED AND RECOMMENDED
FOR BOARD ACTION



Ben Mainka, Superintendent

Click here for instructions

COMMUNITY SCHOOL DISTRICT

SY 24-25

0000041

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

Date Request Submitted (auto-populated) 12 weeks prior minimum	**Date of Request** 01/27/2025	**Type of Trip:** Out of State & Overnight
Dates of Trip	**Leave** 05/07/2025	**Return** 05/11/2025
Number of School Days Missed by Students	Wed-Friday, 3	

TRIP INFORMATION

Requester's Name	Darcie Moss
Requester's Building	Novi High School
Group/Class Traveling	Business Professionals of America (BPA)
Title of Field Trip	National Leadership Conference - 2025, Capture the Moment
Primary Destination	Orland Florida
Expected Chaperone Numbers	NCSD Staff Chaperones Darcie Moss Non-Staff Chaperones 1

Summary of Trip:

Competitive event with 50 business-oriented categories, open testing rounds, break-out sessions, a virtual showcase of direct-submit winning events, plus free Microsoft Certification testing. Prior to this event, 17 of the 22 NHS students qualified for and will attend the BPA state event on March 13-16. Currently, 4 students are projected to advance to the National BPA conference. The students enjoy "trading state pins" with each other, while this is not an international exchange.
Family contribution at 100% of student cost expected is $1240. This includes the flight for $315, on-ground transport for $49, Registration for $125, Quad occupancy for 4 nights for $335, 5 days meals for $220, Tour & Misc $200.

CURRICULUM (Required for Curricular Trips)

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

1. Accounting cycle, 2. payroll mechanics 3) software usage 4) business organization structure 5) Human Resource issues, 6) Interviewing mechanics 7) Personal Financial matters 8) Prepared and on-spot public Speaking 9) Making presentations with supporting hand out and visual material 10) social media presence 11) basic employment law and ethics and 12) Banking and Federal Reserve workings.
Sub Confirmation is #12846265

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

Business Professional of America is an expansion of Building Wealth classroom activities through various financial measures as listed above. Accounting has several exercises in the accounting cycle prior to tournament. Open tests are available in former copy form at a website and student rows take one historical test to dive deeper into content of interest. (Copy/Pasted from state tournament field trip requested month earlier)

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

Students in the CTE Finance program deserve equal access to programming which develops student leadership, presentation confidence, awards if top in field, and professional insite about transitioning to college.

Students are evaluated by business and industry professionals who commit to seeing all participants. This makes assessment of their development and skill very authentic. Students mature through BPA. Going to this tournament takes self management, courage and initiative.

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

This is where Field Trip form deviates from customary CTE programming. BPA is the expansion of the classroom opportunity to develop leadership, self confidence, explore career items and find their niche to make the next steps in live more successful. In short, this event is the climax. Seniors leave NHS 3 days later. Teacher expect juniors to attend nationals who qualify but not seniors. College applications like the national advancement and exposure. Seniors prefer to go on spring break which is very understandable.

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

Have you coordinated this trip in the past?	Yes	If yes, when:	05/15/2024
If not, what is the most recent overnight trip you have coordinated? Please describe the destination, group traveling, and date.			
If you have never coordinated an overnight trip, it is required that a chaperone accompanying your group has done so.		Which chaperone has this experience?	

HOTEL ACCOMMODATIONS

Hotel Name If applicable	MI BPA participants assigned to GALYLOR PALMS & CONV CENTER	Address	6000 W. OSCELOLA PKWY KISSIMMEE FL 34746
Contact Name	BUSINESS OFFICE - BPA NATIONAL COORDINATOR	Phone #	407 586 0000
Link to Hotel:	https://www.marriott.com/en-ss/hotels/mcogp-gaylord-palms-resort-and-convention-center/overview/		

***DETAILED ITINERARY REQUIRED TO BE ATTACHED-(WILL COVER IF MORE THAN 1 HOTEL)**

TRANSPORTATION DETAILS

Must be contacted for pre-arrangements. **Requirements:** **12 weeks prior**	Date contacted/prearranged	
	Transportation Provider If charter bus, confirm on MDOT approved list	Likely Spirit flight NK3782 a 1:13 DTW to MCO orlando international 3:55 pm arrival
	Contact Person	
	Contact Phone Number	
	Email Address	

Does the bus need to stay?	No
Lift Bus Required?	No
Special Equipment Required:	Yes, See notes below
Number of Students Attending	4

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION			
Departure Location Building Name & Address	Detroit Metro Airport DTW	Departure Date & Time	05/07/2025 11:15 AM
Destination Location Building Name & Address	MCO Orlando International, ground shuttle to Gaylord Palms Conference Center	Arrival Time	3:55 PM
RETURN TRAVEL FROM FIELD TRIP TO SCHOOL			
Departure Location Building Name & Address	Gaylord Palms Kissimmee FL to MCO Orlando airport	Departure Date & Time	05/11/2025 9:45 AM
Destination Location Building Name & Address	DTW PARENT PICK UP	Arrival Time	3:30 PM

Notes:

SPIRIT AIRLINES BEST TIME IS 1:13 OUT BOUND FROM DTW, ARRIVING DIRECT 3:55 PM FLIGHT N 3782. ARRIVE HRS EARLY TO DTW. Students are expected to provide their own transportation to the airport.

CHECK IN AT CONF. CENTER REGISTRATION UPON ARRIVAL AROUND 4:30. GETTING ROOM TENDS TO BE SLOW AT BPA NATIONALS. NK 3783 IS FLIGHT NUMBER . STUDENTS CAN MICROSOFT TEST UNTIL8 PM

RETURN FLIGHT SPIRIT MAY 11 12:47 PM ARRIVES DTW 3:30 Flight NK 1577. CHECK OUT 11 AM WORKS WEL

1 CARRY ON AVAILABLE FOR A FEE. OR 1 CHECK BAG AVAILABLE FOR A FEE. ROLLING LUGGAGE

NATIONAL BPA SITE DID REFERENCE 2% - 10% AIRLINE DISCOUNTS WHICH ADVISOR WILL CHECK IN TO WITH STUDENT LEADERSHIP

FIELD TRIP COSTS

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

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

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

TOTAL NCSD BUS COST $

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

Parking facilities on-site? Is there a cost?
n /a

Other important information about NCSD Bus Cost:

None this is an overnight out of state field trip requiring air flight, ground transportation, uber

Also, RED ROVER SUB CONFIRMATION IS #12846265
Booked 1 27 25

If field trip doesn't occur as no family will fund, the above needs canceling

FIELD TRIP COST SUMMARY PER STUDENT		
Total Estimated Cost Per Student		$ 1,240.00
Estimated Total Per Student		**Expense Description (what is included)**
Paid by Students & Families	820.00	Flight, on ground transport, tips, lodging 4 nights, event registration
Supplied by Students During the Trip	420.00	4 days meals @ $50 = $220 + theme park entrance
Covered By Other Funding Sources*	2,615.00	Advisor and chaperone travel, meals, lodging, miles to DTW, parking, on ground transport, tips and tolls, theme night
*List other funding sources (grant names etc.)	Voc Ed funding	

NCSD BUSINESS OFFICE INFO NEEDED:	Expense Item	Account Name to be charged	Account Number	Amount
	Lodging Advisor & male spouse	5	21-127-3220-022-593-3440	900
	Transportation (all in)		61-296-7920-022-753-0000	1090
	Registration		61-296-7920-022-753-0000	125
	Meals & Misc		61-296-7920-022-753-0000	500

Notes: CTE Vocational Funds Aug 2024 Finance budgeted national trip for Advisor & chaperone, but with Moss's foot fusing, it is best husband accompany her, saving room cost which is largest outlay for 4 days compared to a 2nd chaperone.

APPROVAL TO COLLECT FUNDS		
Anticipated participants (qty)	Amt. Collected per participant ($)	Expected Total Collected
4	820	**$** 3,280.00
Account Name Where Funds will be Deposited		Account Number
BPA Activities		60-179-0000-022-753-0000
Name of Adult(s) present and responsible for collecting, counting, and turning in money to the school's financial secretary the day of sale.		Estimated Date (s) Money will be Collected
Darcie moss		March 20-April 2, 2025

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

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

LINKS / ITEMS NEEDED TO PROCESS		
Links / Documents	When Needed	Process
NCSD Field Trip Permission Form - dgm	Required for ● All field trips. Completed, unsigned version required to process this request.	1. Choose a form option a. Digital Form b. Paper Form 2. Update with event details. 3. Attach an unsigned, updated form at the end of this process (scroll all the way to the bottom). If using the digital form, simply upload a document with the link you are sharing with families.
Detailed Itinerary dgm	Required for: ● All overnight, out of state or out of country field trips.	No required format. Must be attached at the end of this process (scroll all the way to the bottom).
Chaperone & Volunteer Non-Employment Background Request (ICHAT) dgm	Required for: ● All NON-NCSD chaperones	Please follow district guidelines found at link including allow 3 business days for your submission to be processed.
NCSD Health Forms dgm	Required for all students: ● Emergency Medical Release Form ● Authorization for Administering Over-The-Counter Medication Required for students bringing Medications: ● Medication Authorization Form ● Medication Form- Self Administer	Medication Instructions for Overnight Field Trips
Student & Chaperone Rules and Responsibilities dgm	Required for: ● All overnight, out of state or out of country field trips.	Attach the NCSD Overnight, Out of State or Out of Country Rules and Responsibilities to the permission slip when distributing. (already linked in the digital form). Ensure that all chaperones have reviewed the chaperone responsibilities.
For More Details Please Review the NCSD Overnight, Out of State, Out of Country Field Trip Procedure		

APPROVAL PROCESS			
Staff Member	**Signature**	**Date**	**Action**
Requester's Signature	Darcie G. Moss Darcie G. Moss [01/27/2025 11:41pm EST]	01/27/2025	**Submitted**
Sponsoring Administrator of Trip	Michelle Eathorne Michelle Eathorne [01/28/2025 1:55pm EST]	01/28/2025	Reviewed, Denied
Notes:			
Building Administrator	Nicole Carter Nicole Carter [02/26/2025 8:47am EST]	02/26/2025	Reviewed, okay to proceed
Notes:			
Building Budget Admin. Asst. Review	Mary Warra Mary Warra [02/27/2025 12:37pm EST]	02/27/2025	Reviewed, okay to proceed.
Account number(s) provided have been reviewed and are accurate. Yes Notes:			
Director of Transportation Only if NCSD Bus used			
Notes: Dir. of Transp. Will be cc'd after board review if request is denied and using NCSD Bus.			
Director of Instruction	Emily Parker Pohlonski Emily Parker Pohlonski [02/27/2025 2:52pm EST]	02/27/2025	Reviewed, okay to proceed
Notes: non district employee chaperone will need to complete an ichat			
Asst. Superintendent Teaching & Learning	Michael Giromini Michael Giromini [02/27/2025 3:31pm EST]	02/27/2025	Reviewed, okay to proceed
Notes:			
Proposed Overnight, Out of State/Country Trip Executive Assistant, Superintendent & Board of Education	Sheila Holly Sheila Holly [02/27/2025 3:44pm EST]	02/27/2025	Expected Board Review Date 03/20/2025
Notes:			
Board of Ed Decision		03/10/2025	Remember to CC Director of Transportation if Denied & Using NCSD Bus.
All completed forms automatically cc'd to: SUPERVISOR OF MEDICAL SERVICES		Board of Education Decision:	

NOVI
COMMUNITY SCHOOL DISTRICT

Novi Community School District Field Trip Permission Form

Teacher/Sponsor: Darcie Moss Business Professionals of America Advisor

Destination: BPA Nationals - Orlando FL **Field Trip Date:** 05/07/25

Departure Time: 11:15 **Return Time:**

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

☐ **Bus** ☐ **Parent-driving own child(ren)** ☑ **Other** flight

Student Name:Parent/Guardian Name:

Parent/Guardian Phone #:

Parent/Guardian Email:

Emergency Contact Name:

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

Parent/Guardian Approval:

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

Parent Signature **Date**

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

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

The BPA National Tournament is at the Gaylord Palms Hotel and Conference Center on May 7 -11. The cost is $1,240 if items below are solidified. Flight is booked direct by parent on zoom meeting March 18- 20 range.

Students can attend to take open round tests, sit for Microsoft Officer Certification for free, and experience the social and leadership aspects., Typically advancement through a regional or state tournament is best; however, traveling, meeting students from across the county, and seeing professional meetings is education in its own right.

Cost goals: Take nonstop flight through Spirit at $315 or less. Price IN one checked bag or carry on. Roller luggage a must. Registration for event is $125. On ground transportation and tips to run $49 a student. Lodging quad occupancy per the Bpa national website is $331. Meals are best done on independent debit/credit cards or cash at $55 X 4 days for $220. Plan $200 for on Saturday night at theme park & miscellaneous spending. Students are not paying advisor costs in their price; that is taken care of by vocational funding through the CTE grant as these events develop work skills, student leadership, technical and oral speaking skills. Dress is professional and business casual, with theme night and travel casual.

Parents wil be responsible for drop off/ hand off at DTW on May 7 Wednesday at 10:15 am, and pic up 3:45 on Sun May 11.

2025 BPA National Leadership Conference

Schedule of Events (TENTATIVE)

Events will be held at the Gaylord Palms Resort & Convention Center

Date	Time	Event
		General Events
Tuesday, May 6	8:00 AM	Executive Officer Rehearsal
Tuesday, May 6	12:00 pm-6:00 pm	**Competitive Events Center**
Tuesday, May 6	3:00 pm-8:00 pm	**Conference Headquarters**
Tuesday, May 6	3:00 pm-8:00 pm	**Registration/Information Desk**
Tuesday, May 6	3:00 pm-8:00 pm	**Finance Desk**
Tuesday, May 6	5:00 pm-6:00 pm	***Student Volunteer Orientation***
Tuesday, May 6	6:00 pm-7:00 pm	***Administrator's/Proctor's/Grader's Orientation*** *Preliminary round APGs*
Tuesday, May 6	8:30 pm-10:00 pm	Executive Director's Reception (By Invitation Only)
Date	**Time**	**Event**
		General Events
Wednesday, May 7	7:00 am-7:00 pm	**Registration/Information Desk**
Wednesday, May 7	7:00 am-7:00 pm	**Finance Desk**
Wednesday, May 7	7:00 am-7:00 pm	**Tour Desk**
Wednesday, May 7	9:00 am-4:00 pm	**Student Volunteer Desk**
Wednesday, May 7	9:00 am-7:00 pm	**Conference Headquarters**
Wednesday, May 7	10:00 am-5:00 pm	**BPA Mall**
Wednesday, May 7	10:00 am-7:00 pm	**Competitive Events Headquarters**
Wednesday, May 7	1:00 pm-5:00pm	**Conference Pin & Prepaid Merchandise Pick-Up** (Conference t-shirts, pins, tassles, honor cords)
Wednesday, May 7	3:00 pm-4:00 pm	**Candidate/Head Voting Delegate/Voting Delegate Briefing Meeting** *All candidates & head voting delegates are required to attend. General Voting Delegates are invited to attend, but not required.*
Wednesday, May 7	4:00 pm-4:30 pm	Candidate Rehearsal
Wednesday, May 7	4:00 pm-5:00 pm	***Administrator's/Proctor's/Grader's Orientation*** *Preliminary round APGs*
Wednesday, May 7	4:00 pm-5:00 pm	***Student Volunteer Orientation***
Wednesday, May 7	4:30 pm-5:30 pm	SAAC Meeting
Wednesday, May 7	5:00 pm-6:00 pm	CEAC Meeting
Wednesday, May 7	5:00 pm-6:00 pm	**AICPA Advisor Reception** Pre-registration and Ticket are required. Sponsored by AICPA.
Wednesday, May 7	5:30 pm-6:30 pm	Parade of Flags Rehearsal (State Rep Must Attend)
Wednesday, May 7	6:00 pm-8:00 pm	Exhibitor Move-in
Wednesday, May 7	6:30 pm-7:30 pm	**State Meetings**
Wednesday, May 7	8:30 pm-10:00 pm	**Opening General Session**
Wednesday, May 7	10:30 pm-11:30 pm	**State Meetings *(if necessary)***
Wednesday, May 7	Midnight	Curfew (Secondary & Middle Level)
		Competitive Events
Wednesday, May 7	12:00 pm-5:00 pm **(Last exam administered at 4:30 pm)**	**WSAP Open Events Lab**
Wednesday, May 7		Administrative Support Concepts (S/PS)
Wednesday, May 7		BPA Merit Scholar (open to all attendees)
Wednesday, May 7		Business Communication Skills Concepts (ML)
Wednesday, May 7		Business Fundamentals Concepts (ML)
Wednesday, May 7		Business Math Concepts (ML)
Wednesday, May 7		Computer Literacy Concepts (ML)
Wednesday, May 7		Computer Programming Concepts (S/PS)
Wednesday, May 7		Digital Communications & Design Concepts (S/PS)

Wednesday, May 7		Digital Marketing Concepts (S/PS)
Wednesday, May 7		Financial Math & Analysis Concepts (S/PS)
Wednesday, May 7		Health Administration Concepts (S/PS)
Wednesday, May 7		Information Technology Concepts (S/PS)
Wednesday, May 7		Management, Marketing, and Human Resources Concepts (S/PS)
Wednesday, May 7		Meeting & Event Planning Concepts (S/PS)
Wednesday, May 7		Parliamentary Procedures Concepts (S/PS)
Wednesday, May 7		Project Management Concepts (PS)
Date	**Time**	**Event**
General Events		
Thursday, May 8	6:30 am-6:00 pm	**Competitive Events Headquarters**
Thursday, May 8	7:00 am-8:00 am	***Competitive Event Judge's Orientation*** **Ticket Required; Judged Event Administrators are permitted to attend Orientation*
Thursday, May 8	7:00 am-9:00 am	Exhibitor Move-in
Thursday, May 8	7:00 am-5:00 pm	**Registration/Information Desk**
Thursday, May 8	7:00 am-5:00 pm	**Finance Desk**
Thursday, May 8	7:00 am-5:00 pm	**Tour Desk**
Thursday, May 8	8:00 am-9:00 am	***Student Volunteer Orientation***
Thursday, May 8	8:00 am-3:00 pm	***Advisor Professional Learning Workshops***
Thursday, May 8	8:00 am-3:00 pm	***Leadership Passport Workshops***
Thursday, May 8	8:00 am-11:00 am	Candidate Placement Committee & Candidate Interviews (PS)
Thursday, May 8	8:00 am-5:00 pm	**Conference Headquarters**
Thursday, May 8	9:00 am-4:00 pm	**Student Volunteer Desk**
Thursday, May 8	9:00 am-5:00 pm	**BPA Mall**
Thursday, May 8	9:00 am-5:00 pm	**Conference Pin & Prepaid Merchandise Pick-Up** (Conference t-shirts, tassles, honor cords)
Thursday, May 8	9:00 am-5:00 pm	**NLC Exhibitor Showcase**
Thursday, May 8	9:00 am-6:00 pm	Grading Room
Thursday, May 8	9:30 am-10:30 am	***Administrator's/Proctor's/Grader's Orientation*** *Preliminary and Finals round APGs*
Thursday, May 8	12:00 pm-1:00 pm	***Competitive Event Judge's Orientation*** **Ticket Required; Judged Event Administrators are permitted to attend Orientation*
Thursday, May 8	1:00 pm-5:00 pm **(Last certification administered at 4:00 pm)**	**Certiport Open Certification Lab**
Thursday, May 8	1:00 pm-5:00 pm **(Last certification administered at 4:00 pm)**	**YouScience Open Certification Lab**
Thursday, May 8	2:30 pm-3:30 pm	***Student Volunteer Orientation***
Thursday, May 8	3:00 pm-4:00 pm	Secondary Division Campaign Rally Set-Up
Thursday, May 8	4:00 pm-5:00 pm	***Administrator's/Proctor's/Grader's Orientation*** *Finals round APGs*
Thursday, May 8	4:00 pm-5:00 pm	***Secondary Division Business Meeting***
Thursday, May 8	Following Business Meeting	***Secondary Division Campaign Rally***
Thursday, May 8	6:00 pm-7:00 pm	***Post-secondary Division Business Meeting***
Thursday, May 8	Following Business Meeting	***Post-secondary Caucuses***
Thursday, May 8	7:00 pm-8:00 pm	***Alumni Division Business Meeting***
Thursday, May 8	8:00 pm-10:30 pm	Executive Officer Tabulation Meeting
Thursday, May 8	8:30 pm-10:30 pm	***Secondary State Caucuses***
Thursday, May 8	11:00 pm-11:30 pm	Candidate Selection Committee Meeting
Thursday, May 8	Midnight	Curfew (Secondary & Middle Level)
Competitive Events		
Thursday, May 8	7:00 am-10:00 am	Device Configuration & Troubleshooting (S/PS)
Thursday, May 8	7:00 am-10:00 am	Fundamentals of Web Design (S/PS)

Thursday, May 8	7:00 am-12:00 pm **(Last exam administered at 11:30 am)**	**WSAP Open Events Lab**
Thursday, May 8		Administrative Support Concepts (S/PS)
Thursday, May 8		BPA Merit Scholar (open to all attendees)
Thursday, May 8		Business Communication Skills Concepts (ML)
Thursday, May 8		Business Fundamentals Concepts (ML)
Thursday, May 8		Business Math Concepts (ML)
Thursday, May 8		Computer Literacy Concepts (ML)
Thursday, May 8		Computer Programming Concepts (S/PS)
Thursday, May 8		Digital Communications & Design Concepts (S/PS)
Thursday, May 8		Digital Marketing Concepts (S/PS)
Thursday, May 8		Financial Math & Analysis Concepts (S/PS)
Thursday, May 8		Health Administration Concepts (S/PS)
Thursday, May 8		Information Technology Concepts (S/PS)
Thursday, May 8		Management, Marketing, and Human Resources Concepts (S/PS)
Thursday, May 8		Meeting & Event Planning Concepts (S/PS)
Thursday, May 8		Parliamentary Procedures Concepts (S/PS)
Thursday, May 8		Project Management Concepts (PS)
Thursday, May 8	7:30 am-9:30 am	Administrative Support Team (S) - Section 1
Thursday, May 8	8:00 am-10:00 am	Advanced College Accounting (PS)
Thursday, May 8	8:00 am-10:00 am	College Accounting (PS)
Thursday, May 8	8:30 am-12:30 pm	Administrative Support Research Project (S)
Thursday, May 8	8:30 am-12:30 pm	Computer Modeling (S)
Thursday, May 8	8:30 am-12:30 pm	Contemporary Issues (PS)
Thursday, May 8	8:30 am-12:30 pm	Digital Media Production (PS)
Thursday, May 8	8:30 am-12:30 pm	Digital Media Production (S)
Thursday, May 8	8:30 am-12:30 pm	Economic Research Team (S)
Thursday, May 8	8:30 am-12:30 pm	Ethics & Professionalism (S)
Thursday, May 8	8:30 am-12:30 pm	Extemporaneous Speech (ML)
Thursday, May 8	8:30 am-12:30 pm	Extemporaneous Speech (S)
Thursday, May 8	8:30 am-12:30 pm	Financial Analyst Team (PS)
Thursday, May 8	8:30 am-12:30 pm	Financial Analyst Team (S)
Thursday, May 8	8:30 am-12:30 pm	Graphic Design Promotion (ML)
Thursday, May 8	8:30 am-12:30 pm	Graphic Design Promotion (S)
Thursday, May 8	8:30 am-12:30 pm	Human Resource Exploration (ML)
Thursday, May 8	8:30 am-12:30 pm	Human Resource Management (PS)
Thursday, May 8	8:30 am-12:30 pm	Human Resource Management (S)
Thursday, May 8	8:30 am-12:30 pm	Parliamentary Procedure Team (S)
Thursday, May 8	8:30 am-12:30 pm	Presentation Individual (PS)
Thursday, May 8	8:30 am-12:30 pm	Presentation Individual (S)
Thursday, May 8	8:30 am-12:30 pm	Presentation Team (ML)
Thursday, May 8	8:30 am-12:30 pm	Presentation Team (PS)
Thursday, May 8	8:30 am-12:30 pm	Presentation Team (S)
Thursday, May 8	8:30 am-12:30 pm	Small Business Management Team (S)
Thursday, May 8	8:30 am-12:30 pm	Video Production Team (ML)
Thursday, May 8	8:30 am-12:30 pm	Video Production Team (PS)
Thursday, May 8	8:30 am-12:30 pm	Video Production Team (S)
Thursday, May 8	10:30 am-12:30 pm	Advanced Accounting (S)
Thursday, May 8	10:30 am-12:30 pm	C++ Programming (S/PS)
Thursday, May 8	10:30 am-1:30 pm	Advanced Word Processing (S/PS)
Thursday, May 8	10:30 am-1:30 pm	Digital Citizenship (ML)

Thursday, May 8	10:30 am-1:30 pm	Linux Operating System Fundamentals (S/PS)
Thursday, May 8	10:30 am-1:30 pm	Server Administration Using Microsoft (S/PS)
Thursday, May 8	11:30 am-12:30 pm	Banking & Finance
Thursday, May 8	1:30 pm-5:30 pm	Advanced Interview Skills (PS)
Thursday, May 8	1:30 pm-5:30 pm	Advanced Interview Skills (S)
Thursday, May 8	1:30 pm-5:30 pm	Broadcast News Production Team (PS)
Thursday, May 8	1:30 pm-5:30 pm	Broadcast News Production Team (S)
Thursday, May 8	1:30 pm-5:30 pm	Computer Animation Team (S)
Thursday, May 8	1:30 pm-5:30 pm	Digital Game Design Team (ML)
Thursday, May 8	1:30 pm-5:30 pm	Economic Research Individual (S)
Thursday, May 8	1:30 pm-5:30 pm	Entrepreneurship Exploration (ML)
Thursday, May 8	1:30 pm-5:30 pm	Entrepreneurship (PS)
Thursday, May 8	1:30 pm-5:30 pm	Entrepreneurship (S)
Thursday, May 8	1:30 pm-5:30 pm	Ethics & Professionalism (PS)
Thursday, May 8	1:30 pm-5:30 pm	Global Marketing Team (S)
Thursday, May 8	1:30 pm-5:30 pm	Graphic Design Promotion (PS)
Thursday, May 8	1:30 pm-5:30 pm	Health Research Presentation (PS)
Thursday, May 8	1:30 pm-5:30 pm	Health Research Presentation (S)
Thursday, May 8	1:30 pm-5:30 pm	Interview Skills (PS)
Thursday, May 8	1:30 pm-5:30 pm	Interview Skills (S)
Thursday, May 8	1:30 pm-5:30 pm	Network Design Team (PS)
Thursday, May 8	1:30 pm-5:30 pm	Network Design Team (S)
Thursday, May 8	1:30 pm-5:30 pm	Prepared Speech (ML)
Thursday, May 8	1:30 pm-5:30 pm	Prepared Speech (PS)
Thursday, May 8	1:30 pm-5:30 pm	Prepared Speech (S)
Thursday, May 8	1:30 pm-5:30 pm	Podcast Production Team (PS)
Thursday, May 8	1:30 pm-5:30 pm	Podcast Production Team (S)
Thursday, May 8	1:30 pm-5:30 pm	Small Business Management Team (PS)
Thursday, May 8	1:30 pm-5:30 pm	User Experience Design Team (S)
Thursday, May 8	1:30 pm-5:30 pm	Visual Design Team - Pilot (ML)
Thursday, May 8	1:30 pm-5:30 pm	Visual Design Team - Pilot (PS)
Thursday, May 8	1:30 pm-5:30 pm	Visual Design Team - Pilot (S)
Thursday, May 8	1:30 pm-5:30 pm	Website Design Team (ML)
Thursday, May 8	1:30 pm-5:30 pm	Website Design Team (PS)
Thursday, May 8	1:30 pm-5:30 pm	Website Design Team (S)
Thursday, May 8	2:00 pm-5:00 pm	Administrative Support Team (ML) - Section 1
Thursday, May 8	2:00 pm-5:00 pm	Computer Security (S/PS)
Thursday, May 8	2:00 pm-5:00 pm	C# Programming (S/PS)
Thursday, May 8	2:00 pm-5:00 pm	Integrated Office Applications (S/PS)
Thursday, May 8	2:00 pm-5:00 pm	Java Programming (S/PS)
Thursday, May 8	3:00 pm-5:00 pm	Network Administration Using Cisco (S/PS)
Thursday, May 8	5:30 pm-7:00 pm	Administrative Support Team (PS) - Section 1
Thursday, May 8	5:30 pm-7:00 pm	Health Insurance & Medical Billing (S/PS)
Thursday, May 8	5:30 pm-7:00 pm	Managerial Accounting (PS)
Thursday, May 8	5:30 pm-7:00 pm	Parliamentary Procedure Team-Objective Event (S)
Thursday, May 8	5:30 pm-8:30 pm	Advanced Spreadsheet Applications (S/PS)
Thursday, May 8	5:30 pm-8:30 pm	Computer Network Technology (S/PS)
Thursday, May 8	5:30 pm-8:30 pm	Database Applications (S/PS)
Thursday, May 8	5:30 pm-8:30 pm	Python Programming (S/PS)
Date	**Time**	**Event**
General Events		
Friday, May 9	7:30 am-11:00 am	Candidate Placement Committee & Candidate Interviews (S)
Friday, May 9	8:00 am-9:00 am	***Student Volunteer Orientation***
Friday, May 9	8:00 am-3:00 pm	***Advisor Professional Learning Workshops***
Friday, May 9	8:00 am-3:00 pm	***Leadership Passport Workshops***

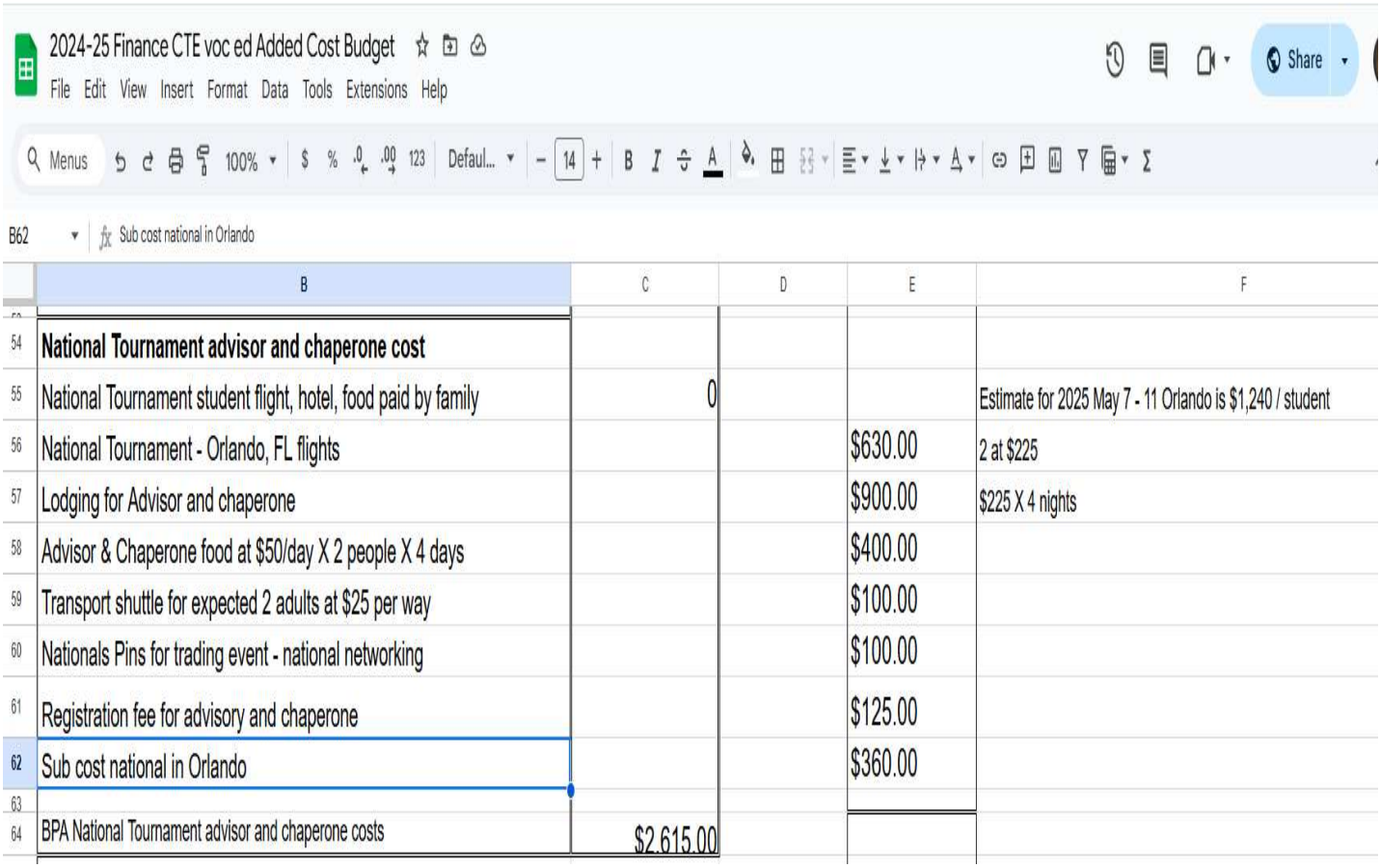
Friday, May 9	8:00 am-5:00 pm	**Conference Headquarters**
Friday, May 9	8:00 am-5:00 pm	**Finance Desk**
Friday, May 9	8:00 am-5:00 pm	**Registration/Information Desk**
Friday, May 9	8:00 am-5:00 pm	**Tour Desk**
Friday, May 9	8:00 am-7:00 pm	**Competitive Events Headquarters**
Friday, May 9	9:00 am-10:00 am	***Competitive Event Judge's Orientation*** **Ticket Required; Judged Event Administrators are permitted to attend Orientation*
Friday, May 9	9:00 am-4:00 pm	**Student Volunteer Desk**
Friday, May 9	9:00 am- 5:00 pm	**BPA Mall**
Friday, May 9	9:00 am-5:00 pm	**Conference Pin & Prepaid Merchandise Pick-Up** (Conference t-shirts, tassles, honor cords)
Friday, May 9	9:00 am-5:00 pm	**NLC Exhibitor Showcase**
Friday, May 9	9:00 am-9:00 pm	Grading Room
Friday, May 9	1:00 pm-6:00 pm **(Last certification administered at 5:00 pm)**	**Certiport Open Certification Lab**
Friday, May 9	1:00 pm-6:00 pm **(Last certification administered at 5:00 pm)**	**YouScience Open Certification Lab**
Friday, May 9	3:00 pm-6:00 pm	***BPA Acts of Service***
Friday, May 9	5:00 pm-6:30 pm	**National Honor Awards Ceremony**
Friday, May 9	7:00 pm-8:00 pm	State Officers' Reception
Friday, May 9	7:00 pm-10:00 pm	***Special Event***
Friday, May 9	Midnight	Curfew (Secondary & Middle Level)
		Competitive Events
Friday, May 9	7:00 am-10:00 am	Intermediate Word Processing (S/PS)
Friday, May 9	7:00 am-10:00 am	Fundamental Word Processing (S/PS)
Friday, May 9	7:00 am-12:00 pm **(Last exam administered at 11:30 am)**	**WSAP Open Events Lab**
Friday, May 9		Administrative Support Concepts (S/PS)
Friday, May 9		BPA Merit Scholar (open to all attendees)
Friday, May 9		Business Communication Skills Concepts (ML)
Friday, May 9		Business Fundamentals Concepts (ML)
Friday, May 9		Business Math Concepts (ML)
Friday, May 9		Computer Literacy Concepts (ML)
Friday, May 9		Computer Programming Concepts (S/PS)
Friday, May 9		Digital Communications & Design Concepts (S/PS)
Friday, May 9		Digital Marketing Concepts (S/PS)
Friday, May 9		Financial Math & Analysis Concepts (S/PS)
Friday, May 9		Health Administration Concepts (S/PS)
Friday, May 9		Information Technology Concepts (S/PS)
Friday, May 9		Management, Marketing, and Human Resources Concepts (S/PS)
Friday, May 9		Meeting & Event Planning Concepts (S/PS)
Friday, May 9		Parliamentary Procedures Concepts (S/PS)
Friday, May 9		Project Management Concepts (PS)
Friday, May 9	7:30 am-9:30 am	Fundamental Accounting (S)
Friday, May 9	7:30 am-9:30 am	Personal Financial Management (S/PS)
Friday, May 9	8:00 am-9:30 am	Health Administration Procedures (S/PS)
Friday, May 9	8:00 am-5:00 pm	**Event Conflicts** (must first be resolved by Competitive Events Center)
Friday, May 9	10:00 am-11:00 am	Fundamental Desktop Publishing (S/PS)
Friday, May 9	10:00 am-12:00 pm	Basic Office Systems & Procedures (S/PS)
Friday, May 9	10:00 am-1:00 pm	Broadcast News Production Team Finals (S) *Students will complete projects 10:00 am-1:00 pm*

Friday, May 9	10:00 am-1:00 pm	Video Production Team Finals (S/PS) *Students will complete projects 10:00 am-1:00 pm*
Friday, May 9	10:00 am-3:30 pm	Contemporary Issues Finals (PS)
Friday, May 9	10:00 am-3:30 pm	Extemporaneous Speech Finals (ML)
Friday, May 9	10:00 am-3:30 pm	Extemporaneous Speech Finals (S)
Friday, May 9	10:00 am-3:30 pm	Financial Analyst Team Finals (S)
Friday, May 9	10:00 am-3:30 pm	Human Resource Management Finals (S)
Friday, May 9	10:00 am-3:30 pm	Network Design Team Finals (S)
Friday, May 9	10:00 am-3:30 pm	Parliamentary Procedure Team Finals (S)
Friday, May 9	10:00 am-3:30 pm	Small Business Management Team Finals (S)
Friday, May 9	10:30 am-12:00 pm	Legal Office Procedures (S/PS)
Friday, May 9	10:30 am-12:00 pm	Spreadsheet Applications (ML)
Friday, May 9	10:30 am-3:30 pm	Administrative Support Research Project Finals (S)
Friday, May 9	10:30 am-3:30 pm	Advanced Interview Skills Finals (S)
Friday, May 9	10:30 am-3:30 pm	Computer Animation Team Finals (S)
Friday, May 9	10:30 am-3:30 pm	Computer Modeling Finals (S)
Friday, May 9	10:30 am-3:30 pm	Digital Game Design Team Finals (ML)
Friday, May 9	10:30 am-3:30 pm	Digital Media Production Finals (S)
Friday, May 9	10:30 am-3:30 pm	Economic Research Individual Finals (S)
Friday, May 9	10:30 am-3:30 pm	Economic Research Team Finals (S)
Friday, May 9	10:30 am-3:30 pm	Entrepreneurship Finals (S)
Friday, May 9	10:30 am-3:30 pm	Ethics & Professionalism Finals (S)
Friday, May 9	10:30 am-3:30 pm	Global Marketing Team Finals (S)
Friday, May 9	10:30 am-3:30 pm	Graphic Design Promotion Finals (ML)
Friday, May 9	10:30 am-3:30 pm	Graphic Design Promotion Finals (S)
Friday, May 9	10:30 am-3:30 pm	Health Research Presentation Finals (S)
Friday, May 9	10:30 am-3:30 pm	Human Resource Exploration (ML)
Friday, May 9	10:30 am-3:30 pm	Interview Skills Finals (PS)
Friday, May 9	10:30 am-3:30 pm	Interview Skills Finals (S)
Friday, May 9	10:30 am-3:30 pm	Podcast Production Team Finals (S)
Friday, May 9	10:30 am-3:30 pm	Prepared Speech Finals (ML)
Friday, May 9	10:30 am-3:30 pm	Prepared Speech Finals (S)
Friday, May 9	10:30 am-3:30 pm	Presentation Individual Finals (S)
Friday, May 9	10:30 am-3:30 pm	Presentation Team Finals (ML)
Friday, May 9	10:30 am-3:30 pm	Presentation Team Finals (S)
Friday, May 9	10:30 am-3:30 pm	User Experience Design Team Finals (S)
Friday, May 9	10:30 am-3:30 pm	Video Production Team Finals (ML)
Friday, May 9	10:30 am-3:30 pm	Visual Design Team - Pilot Finals (ML)
Friday, May 9	10:30 am-3:30 pm	Visual Design Team - Pilot Finals (S)
Friday, May 9	10:30 am-3:30 pm	Website Design Team Finals (ML)
Friday, May 9	10:30 am-3:30 pm	Website Design Team Finals (S)
Friday, May 9	12:30 pm-1:30 pm	Business Law & Ethics (S/PS)
Friday, May 9	12:30 pm-2:30 pm	Advanced Office Systems & Procedures (S/PS)
Friday, May 9	12:30 pm-2:30 pm	Word Processing (ML)
Friday, May 9	12:30 pm-3:30 pm	Advanced Desktop Publishing (S/PS)
Friday, May 9	12:30 pm-3:30 pm	Fundamental Spreadsheet Applications (S/PS)
Friday, May 9	3:00 pm-4:00 pm	Financial Literacy (ML)
Friday, May 9	3:00 pm-4:00 pm	Medical Coding (S/PS)
Friday, May 9	3:00 pm-4:00 pm	MIS Event Finals - Section 1
Friday, May 9		Computer Network Technology-Application Event (S/PS)
Friday, May 9		Computer Security-Application Event (S/PS)
Friday, May 9		Device Configuration & Troubleshooting-Application Event (S/PS)
Friday, May 9		Linux Operating System Fundamentals-Application Event (S/PS)
Friday, May 9		Network Administration Using Cisco-Application Event (S/PS)
Friday, May 9		Server Administration Using Microsoft-Application Event (S/PS)

Friday, May 9	3:00 pm-5:00 pm	Payroll Accounting (S/PS)
Friday, May 9	3:00 pm-5:00 pm	SQL Database Fundamentals (S/PS)
Friday, May 9	4:30 pm-5:30 pm	MIS Event Finals - Section 2
Friday, May 9		Computer Network Technology-Application Event (S/PS)
Friday, May 9		Computer Security-Application Event (S/PS)
Friday, May 9		Device Configuration & Troubleshooting-Application Event (S/PS)
Friday, May 9		Linux Operating System Fundamentals-Application Event (S/PS)
Friday, May 9		Network Administration Using Cisco-Application Event (S/PS)
Friday, May 9		Server Administration Using Microsoft-Application Event (S/PS)
Friday, May 9	6:00 pm-7:00 pm	MIS Event Finals - Section 3
Friday, May 9		Computer Network Technology-Application Event (S/PS)
Friday, May 9		Computer Security-Application Event (S/PS)
Friday, May 9		Device Configuration & Troubleshooting-Application Event (S/PS)
Friday, May 9		Linux Operating System Fundamentals-Application Event (S/PS)
Friday, May 9		Network Administration Using Cisco-Application Event (S/PS)
Friday, May 9		Server Administration Using Microsoft-Application Event (S/PS)
Date	**Time**	**Event**
	General Events	
Saturday, May 10	6:00 am-12:00 pm	**Competitive Events Headquarters**
Saturday, May 10	7:30 am-9:00 am	BPA National Showcase Set-up
Saturday, May 10	8:00 am-12:00 pm **(Last certification administered at 11:00 am)**	**Certiport Open Certification Lab**
Saturday, May 10	8:00 am-12:00 pm	**Conference Headquarters**
Saturday, May 10	8:00 am-12:00 pm	**Finance Desk**
Saturday, May 10	8:00 am-12:00 pm	**Tour Desk**
Saturday, May 10	8:00 am-12:00 pm	**Registration/Information Desk**
Saturday, May 10	8:00 am-12:00 pm	**Student Volunteer Desk**
Saturday, May 10	8:00 am-12:00 pm **(Last certification administered at 11:00 pm)**	**YouScience Open Certification Lab**
Saturday, May 10	8:00 am-1:00 pm	**Conference Pin & Prepaid Merchandise Pick-Up** (Conference t-shirts, tassles, honor cords)
Saturday, May 10	9:00 am-10:00 am	Executive Council Reception (By Invitation Only)
Saturday, May 10	9:00 am-10:00 am	***National Showcase Business Panel*** *All National Showcase participants are required to attend*
Saturday, May 10	9:00 am-12:00 pm	**Leadership Passport Certificate Pick-up**
Saturday, May 10	10:00 am-12:00 pm	**Contest Review** Drop in as needed to review the contest of your choice
Saturday, May 10	10:00 am-12:30 pm	***BPA National Showcase***
Saturday, May 10		V01 Virtual Multimedia & Promotion Individual
Saturday, May 10		V02 Virtual Multimedia & Promotion Team
Saturday, May 10		V03 Software Engineering Team
Saturday, May 10		V04 Web Application Team
Saturday, May 10		V05 Mobile Applications
Saturday, May 10		V06 Promotional Photography
Saturday, May 10		V07 Cybersecurity - Digital Forensics
Saturday, May 10		V08 Start-up Enterprise Team
Saturday, May 10		V09 Financial Portfolio Management Team
Saturday, May 10		V10 Virtual Branding Team
Saturday, May 10		V11 2D Animation Team
Saturday, May 10		V12 Social Media Marketing Campaign Team
Saturday, May 10		V13 Esports Team
Saturday, May 10		V14 Ethical Leadership & Decision Making Team
		V15 Virtual Interview & Digital Portfolio Design - Pilot
Saturday, May 10	10:00 am-9:00 pm	**BPA Mall**
Saturday, May 10	2:00 pm-4:00 pm	**Post-secondary Division Awards Session Finale**

Saturday, May 10	5:00 pm-8:00 pm	**Middle Level/Secondary Divisions Awards Session Finale**
Saturday, May 10	9:00 pm-10:00 pm	New Executive Council Orientation
Saturday, May 10	Midnight	Curfew (Secondary & Middle Level)
Date	**Time**	**Event**
General Events		
Sunday, May 11	7:00 am-11:00 am	**NLC Award Pick-up** *Final opportunity*
Sunday, May 11	7:30 am-8:30 am	Board of Trustees Meeting
Sunday, May 11	9:00 am-11:00 am	Corporate Meeting
Sunday, May 11	11:00 am-12:00 pm	New Board of Trustees Meeting

Portion of CTE Finance Budget submitted to HS Administrator in August 2024 and reviewed early Sept 2024. Teacher heard back from Sarah Lephart shortfall in funding was covered; Andy Combs arranged.



2024-25 Finance CTE voc ed Added Cost Budget

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B62 Sub cost national in Orlando

	B	C	D	E	F
54	**National Tournament advisor and chaperone cost**				
55	National Tournament student flight, hotel, food paid by family	0			Estimate for 2025 May 7 - 11 Orlando is $1,240 / student
56	National Tournament - Orlando, FL flights			$630.00	2 at $225
57	Lodging for Advisor and chaperone			$900.00	$225 X 4 nights
58	Advisor & Chaperone food at $50/day X 2 people X 4 days			$400.00	
59	Transport shuttle for expected 2 adults at $25 per way			$100.00	
60	Nationals Pins for trading event - national networking			$100.00	
61	Registration fee for advisory and chaperone			$125.00	
62	Sub cost national in Orlando			$360.00	
63					
64	BPA National Tournament advisor and chaperone costs	$2,615.00			

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
March 20, 2025

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

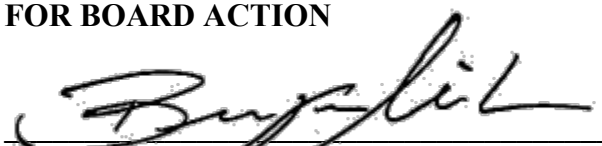
TOPIC: DECA International Career Development Conference in Orlando, Florida

Sarah Lephart, Novi High School Assistant Principal, is requesting that the Novi DECA students participate in the DECA International Career Development Conference, held in Orlando, Florida, from April 25, 2025 through April 30, 2025.

20 students qualified for the opportunity to participate and compete against 18,000 other students from around the nation. Students will be asked to pay $1,900.00 to cover the costs of registration fees, transportation, food, and the hotel accommodations.

RECOMMENDATION:
That the Novi Community Schools Board of Education approve the Novi High School DECA trip to the International DECA Conference in in Orlando, Florida, from April 25, 2025 through April 30, 2025.

APPROVED AND RECOMMENDED
FOR BOARD ACTION



Ben Mainka, Superintendent

Click here for instructions

SY 24-25

0000051

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

Date Request Submitted (auto-populated) 12 weeks prior minimum	**Date of Request** 03/07/2025	**Type of Trip:** Out of State & Overnight
Dates of Trip	**Leave** 04/25/2025	**Return** 04/30/2025
Number of School Days Missed by Students	3	

TRIP INFORMATION

Requester's Name	Sarah Lephart			
Requester's Building	Novi High School			
Group/Class Traveling	Novi DECA			
Title of Field Trip	DECA International Career Development Conference			
Primary Destination	Orlando Convention Center, Orlando, FL			
Expected Chaperone Numbers	NCSD Staff Chaperones	Armstrong, Lephart, Kane, Pistolesi	Non-Staff Chaperones	none

Summary of Trip:

DECA is a student organization operating throughout our nation's schools to attract individuals to careers in marketing, merchandising, and management. Over 18,000 students from across the United States, and beyond are invited to compete and enjoy the sights in Orlando.
Friday, April 25 arrival and check in, Saturday, April 26 Grand Opening, Sunday, April 27 Competitions, Monday, April 28 Competitions and College and Career Exhibits, Tuesday, April 29 Final Competitions and Awards, Wednesday, April 30 Departure
Details can be found here https://www.deca.org/conferences/icdc

CURRICULUM (Required for Curricular Trips)

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

DECA is a competitive club, in order to be a member of DECA students must be enrolled in marketing or IB Business Management courses. This competition is the direct application of their learning to real world experiences. Additionally DECA is committed to developing students leadership skills, understanding our free enterprise system, developing positive human relations skills.

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

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

This is an international competition to demonstrate learning and skill as related to business.

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

The club will continue to learn from the event and develop as an excellent opportunity for our students. .

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

Have you coordinated this trip in the past?	Yes	If yes, when:	04/30/2024
If not, what is the most recent overnight trip you have coordinated? Please describe the destination, group traveling, and date.			
If you have never coordinated an overnight trip, it is required that a chaperone accompanying your group has done so.		Which chaperone has this experience?	Sarah Lephart Rob Armstrong Ron Kane Peter Pistolesi

HOTEL ACCOMMODATIONS

Hotel Name If applicable	Rosen Shingle Creek, Orlando	Address	9939 Universal Blvd., Orlando, Fl. 32819
Contact Name		Phone #	(866) 996-9939
Link to Hotel:	https://www.rosenshinglecreek.com/		

***DETAILED ITINERARY REQUIRED TO BE ATTACHED-(WILL COVER IF MORE THAN 1 HOTEL)**

TRANSPORTATION DETAILS

Must be contacted for pre-arrangements. **Requirements:** **12 weeks prior**	Date contacted/prearranged	03/07/2025
	Transportation Provider If charter bus, confirm on MDOT approved list	District provided charter bus (competitive club)
	Contact Person	Ashley Bootz
	Contact Phone Number	248-449-1509
	Email Address	ashley.bootz@novik12.org

Does the bus need to stay?	No
Lift Bus Required?	No
Special Equipment Required:	No
Number of Students Attending	20

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION			
Departure Location Building Name & Address	Detroit Metro Airport	Departure Date & Time	04/25/2025
Destination Location Building Name & Address	Rosen Shingle Creek 9939 Universal Blvd., Orlando, FL	Arrival Time	
RETURN TRAVEL FROM FIELD TRIP TO SCHOOL			
Departure Location Building Name & Address	Rosen Shingle Creek 9939 Universal Blvd., Orlando, FL	Departure Date & Time	04/30/2025
Destination Location Building Name & Address	Detroit Metro Airport	Arrival Time	

Notes:

Travel information cannot be confirmed until the trip is finalized.

FIELD TRIP COSTS

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

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

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

TOTAL NCSD BUS COST $

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

Parking facilities on-site? Is there a cost?

Other important information about NCSD Bus Cost:

FIELD TRIP COST SUMMARY PER STUDENT		
Total Estimated Cost Per Student		$ 1,500.00
Estimated Total Per Student		**Expense Description (what is included)**
Paid by Students & Families	1,500.00	Airfare, transportation to from airport and hotel in FL, 5 nights accommodations, conference registration fee
Supplied by Students During the Trip	400.00	food and souvenirs
Covered By Other Funding Sources*	0.00	N/A
*List other funding sources (grant names etc.)		

NCSD BUSINESS OFFICE INFO NEEDED:	Expense Item	Account Name to be charged	Account Number	Amount
	$2000/chaperone	CTE Grant	21-271-3310-022-510-3440	8000
	Team Dinner	CTE Grant	21-271-3310-022-510-3440	500
	Underestimated student cost	DECA	61-296-7920-022-625-0000	2000

Notes: Please note the team dinner cost is an estimate and we do not expect to have underestimated the student cost as it cost less than $1500 last year.

APPROVAL TO COLLECT FUNDS		
Anticipated participants (qty)	Amt. Collected per participant ($)	Expected Total Collected
20	1500	**$** 30,000.00
Account Name Where Funds will be Deposited		Account Number
Novi DECA		60-179-0000-022-625-0000
Name of Adult(s) present and responsible for collecting, counting, and turning in money to the school's financial secretary the day of sale.		Estimated Date (s) Money will be Collected
Jodi Forster		March 17, 2025

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

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

LINKS / ITEMS NEEDED TO PROCESS		
Links / Documents	When Needed	Process
NCSD Field Trip Permission Form - amb	Required for ● All field trips. Completed, unsigned version required to process this request.	1. Choose a form option a. Digital Form b. Paper Form 2. Update with event details. 3. Attach an unsigned, updated form at the end of this process (scroll all the way to the bottom). If using the digital form, simply upload a document with the link you are sharing with families.
Detailed Itinerary amb	Required for: ● All overnight, out of state or out of country field trips.	No required format. Must be attached at the end of this process (scroll all the way to the bottom).
Chaperone & Volunteer Non-Employment Background Request (ICHAT) amb	Required for: ● All NON-NCSD chaperones	Please follow district guidelines found at link including allow 3 business days for your submission to be processed.
NCSD Health Forms amb	Required for all students: ● Emergency Medical Release Form ● Authorization for Administering Over-The-Counter Medication Required for students bringing Medications: ● Medication Authorization Form ● Medication Form- Self Administer	Medication Instructions for Overnight Field Trips
Student & Chaperone Rules and Responsibilities amb	Required for: ● All overnight, out of state or out of country field trips.	Attach the NCSD Overnight, Out of State or Out of Country Rules and Responsibilities to the permission slip when distributing. (already linked in the digital form). Ensure that all chaperones have reviewed the chaperone responsibilities.
For More Details Please Review the NCSD Overnight, Out of State, Out of Country Field Trip Procedure		

APPROVAL PROCESS			
Staff Member	**Signature**	**Date**	**Action**
Requester's Signature	Alaina Brown Alaina Brown [03/07/2025 12:17pm EST]	03/07/2025	**Submitted**
Sponsoring Administrator of Trip	Michelle Eathorne Michelle Eathorne [03/11/2025 9:29am EDT]	03/11/2025	Reviewed, okay to proceed.
Notes:			
Building Administrator	Nicole Carter Nicole Carter [03/11/2025 9:57am EDT]	03/11/2025	Reviewed, okay to proceed
Notes:			
Building Budget Admin. Asst. Review	Mary Warra Mary Warra [03/11/2025 2:43pm EDT]	03/11/2025	Reviewed, okay to proceed.
Account number(s) provided have been reviewed and are accurate. Yes Notes:			
Director of Transportation Only if NCSD Bus used			
Notes: Dir. of Transp. Will be cc'd after board review if request is denied and using NCSD Bus.			
Director of Instruction	Emily Parker Pohlonski Emily Parker Pohlonski [03/11/2025 8:33pm EDT]	03/11/2025	Reviewed, okay to proceed
Notes:			
Asst. Superintendent Teaching & Learning	Michael Giromini Michael Giromini [03/12/2025 7:48am EDT]	03/12/2025	Reviewed, okay to proceed
Notes:			
Proposed Overnight, Out of State/Country Trip Executive Assistant, Superintendent & Board of Education	Sheila Holly Sheila Holly [03/12/2025 8:53am EDT]	03/12/2025	Expected Board Review Date 03/20/2025
Notes:			
Board of Ed Decision			Remember to CC Director of Transportation if Denied & Using NCSD Bus.
All completed forms automatically cc'd to: SUPERVISOR OF MEDICAL SERVICES		Board of Education Decision:	

NOVI DECA

ICDC

International Career Development Conference

Orlando, FL
April 25-30, 2025

2025 DECA International Career Development Conference Packet

Dear Parents,

Congratulations, your child has recently qualified for the International DECA Competition April 25-April 30 in Orlando, FL. This is an amazing accomplishment. Only @ 600 of 5000 DECA Competitors in the state of Michigan have achieved this honor. Over 18,000 delegates from across the United States (including Guam, Puerto Rico, and the Virgin Islands) and Canada will compete and enjoy the sights in Orlando. Students will experience competition against the best from around the world. I am confident that our students will face this competition with the same sense of pride and purpose they demonstrated in the state competition.

DECA is a student organization operating throughout our nation's schools to attract individuals to careers in marketing, merchandising and management. Additionally, DECA provides opportunities for students to distinguish themselves by learning the characteristics of leadership, understanding our free enterprise system, and developing positive human relations skills. We look forward to working with your child and let me thank you in advance for your support.

Should you have any questions, please contact me at (248) 449-1500.

Sincerely,

Jodi Forster
IB Business Management HL Teacher
DECA Advisor

*Please note-official Information is subject to change. The ICDC information will be released on March 14th at SCDC.

DATE AND LOCATION	Friday, April 25, 2025- Wednesday, April 30, 2025 Orlando Convention Center Orlando, FL
TENTATIVE FLIGHT	DELTA Friday 4/25 Departing Detroit at _____arriving Orlando_____ Wednesday 4/30 Departing Orlando at____ arriving Detroit at _____
HOTEL	Michigan delegates are assigned to https://www.rosenshinglecreek.com/ 9939 Universal Blvd., Orlando, Fl. 32819 (866) 996-9939 • Per National DECA, rewards and/or loyalty points may not be used. • DECA will provide roundtrip transportation to and from the hotel to the convention center for competition. • "All attendees must be a registered guest each night of the conference in his or her assigned DECA hotel, for a minimum of four nights, beginning with the night of the opening session." • "All attendees must stay in the official DECA property." • Room assignments-students will sign-up for a quad room

COST PER STUDENT	**2025 anticipated student cost: $1,500.00 due March 17th by 8:00 am**
	(Last year total cost *$1,755.00)*
	Check made payable to NOVI HIGH SCHOOL
	
	Costs include:
	(Quotes are from MI DECA -exact costs will be released from MI DECA on March 14th at SCDC)
	• Roundtrip airfare with group (@$800.00)
	• Transportation to/from hotel to airport in (@ $50.00)
	• 5 nights' accommodations in a double occupancy (2 double beds) hotel room with 4 Novi students total (@$350.00 -quad occupancy)
	• Conference registration fee (@$350.00)
	  ○ Competition
	  ○ Name badge/lanyard, conference lapel pin, conference program, app
	  ○ State spirit items: shirt, pins, glow items
	  ○ Tour attraction-Universal DECA Night (Disney tickets not included)
	  ○ 1 DECA blazer to borrow during competition

ADDITIONAL EXPENSES	***ALL meals, activities and souvenir expenses are the individual student's responsibility.*** Students are encouraged to bring prepackaged snacks from home to reduce expenses, or purchase from a grocer/convenience store. Coordinate with your roommates and Advisors.
RULES	Students are responsible for following Novi High School rules, Novi DECA Code of Conduct and the DECA Conduct Practices throughout the conference. The rules and regulations will be strictly enforced. Please carefully review the rules. If a student is written up for any of the infractions, they are **immediately sent home** at the parent's expense, and not only will the DECACode of Conduct punishments be applied, but also those from Novi High School.
HYGIENE	PLEASE take a few minutes to review proper hygiene with your teenager. The weather may hit the high 80's throughout the day. They will also be sharing not only a room with three others, but a bed with one other student. Students are expected to brush their teeth, take a shower and wash their hair and body, wear deodorant and change clothes when needed. While it may seem obvious, this can help save your son/daughter embarrassment among their peers.

ETIQUETTE	Please review with your child proper hotel and roommate etiquette . For some, this is their first opportunity to see what living with others is like. They only have one opportunity to make a first impression. It is common for students to be offered internships, jobs or scholarships from DECA sponsors, judges or universities participating in DECA.

FREQUENTLY ASKED QUESTIONS:

Below are some guidelines from DECA parents who have provided us feedback over the years and from our previous trips to ICDC.

Spending money- Please review with your son/daughter a budget in which you are comfortable. This is an excellent opportunity for students to learn to manage their money away from home. Some students bring cash, others bring a credit card, use a cash app on their phone or prepaid debit card. **Please keep in mind, many establishments are now cashless, please plan accordingly.** Many are not accustomed to planning their money for meals and travel. We have included a list of typical student's spending money on our trip. However, you know how often your son/daughter eats.

Breakfasts	5 days	x	$15	$75
Lunches	5 days	x	$20	$100
Dinners	5 days	x	$25	$125
Snacks	5 days	x	$10	$50
Souvenirs				$50
				$400

DRESSING/PACKING SUGGESTIONS FROM STUDENTS/PARENTS:

Be your own guide as to how often your child changes throughout the day. The temperatures will be in the mid 80's during the day.

PACKING SUGGESTIONS: *(suggestions only)*

MALES	FEMALES
• DECA Blazer • 2 Ties One with yellow and/or red common • 2 Dress Shirts - white is most common • 2 Dress Pants - gray and/or tan common • 3-4 Black dress socks • 1 pair of jeans • 1 pair khaki's (optional) • 2-3 pairs shorts • 4-5 T-shirts • Bathing suit • Workout gear • Pajamas • Shoes-dress shoes, gym shoes, casual shoes • Sunscreen • Toothbrush, toothpaste, razor, deodorant, shampoo, soap • Undergarments • Appropriate travel picture ID • Spending money	• DECA Blazer • 1-2 dress blouses or solid shell (white, blue, red, yellow common) • 1 lightweight sweater (optional) • 2-3 combination of skirt or dress pants (gray, tan or black most common) • Conservative hosiery, dress socks • 1 gym shoe, 1 casual shoe, 1 dress shoe - flats strongly recommended • 4-5 t-shirts • 2-3 pairs shorts • Bathing suit • Workout gear • Pajamas • Sunscreen • Toothbrush, toothpaste, razor, deodorant, shampoo, soap, feminine supplies • Undergarments • Appropriate travel picture ID • Spending money

Novi Code of Conduct

While the chaperones cannot be held responsible for the actions of your son or daughter, we will do our best to enforce the rules. Minor violations of the rules will result in loss of privileges connected with the trip (i.e. confined to hotel room during free time, etc.). Major violations, such as the use of drugs, alcohol, smoking, vaping, not attending conference activities, or refusal to cooperate with chaperones, will result in your son/daughter being sent home at your expense.

Student: I understand that if I am in violation of the DECA Conduct Practices or rules dictated by NOVI DECA, I am subject to (but not limited to) the following consequences: disqualification from the DECA competition, suspension from school 5-10 days, disqualification of my partner (s) from DECA competition, dismissal from extra-curricular activities, notification to colleges of suspension, and/or banned from attending prom, graduation, and other school related activities. I understand that I will also face legal ramifications from the local police and/or the Novi Police Department. I am aware that my advisors and security have the right to search my belongings and/or hotel room at any time, whether I am present or not. I also understand that willful companionship means that if I am in the company of DECA Members/Students who are violating the policies and if I do not report it, I will be subject to similar consequences.

I understand that if I demonstrate behavior that is unbecoming of a DECA member at any time during the competition, any time on social media, any time outside of the competition such as during a normal school day, at Novi sporting and/or social events, etc., I will be subject to the same consequences listed above.

Guardian: I understand that if my child is found in violation of the DECA Code or policies dictated by Novi DECA they will face the consequences listed above. I also understand that if my child is in violation of any policy they will be sent home at my expense. I understand that my child will no longer be a Novi DECA member if the policies are not followed. I understand that my child will not be accompanied by an adult at all times during this trip. Advisors have event assignments at the conference Please note: our Advisor team is available and excited to assist your child- Safety first.

Pre-Trip Information

1. All luggage must be labeled with your name and Novi High School.
2. Carry approved photo identification with you at all times.
3. DECA blazer must be worn during actual competition and will be YOUR responsibility to pack and bring to the conference. If a blazer is lost or not returned to Novi DECA, you will pay the expense to replace the blazer.
4. Remember to bring pencils and a four-function calculator.
5. Refer to the packing suggestions.

Trip Information

1. No Smoking, No vaping, No drugs, including alcoholic beverages.
2. No excuse will be acceptable for entering the room of the opposite sex.
3. Daily schedule and curfew must be obeyed.
4. Students may not leave our hotel area at any time with anyone other than our own group at authorized times.
5. You must communicate with the chaperones and DECA officers as to your whereabouts at all times.
6. Students should NEVER travel or be alone at any time. Stay with your partner, group, officer and/or advisor at all times.
7. Students must attend all group activities, Opening Session, Competition, Awards Sessions, etc. We will attend as a team
8. Students must follow all directives given by the Advisors and Chaperones.
9. Name tags must be worn at all times.
10. No Visitors at ANYTIME.
11. You must be at our hotel, the competition location, or at the activities sanctioned by ICDC Only.
12. No public transportation without a Novi chaperone. Including Uber, Lyft, Taxi, etc.
13. Be EARLY or on time to all commitments. Being late to anything will result in disciplinary action

Hotel Information

1. At curfew, you are to be in your room. No one is to enter your room after curfew except your chaperone.
2. You must stay in the room assigned to you. You may not leave your room after curfew.
3. If you have an emergency, contact a chaperone by phone ASAP.
4. Four students to each room.
5. Out of courtesy for other guests, do not run in the hallways or talk in loud voices, etc.
6. Other than chaperones and security, only NOVI DECA members of the same gender can be in your room.
7. At the posted curfew, you are to admit a chaperone to your room. Otherwise, keep doors locked at all times.
8. Keep rooms neat and do not take anything from the room! If your rooms are being cleaned-TIP!

2025 DECA International Career Development Conference Packet

Competitor's legal name that appears on identification _____

EVENT_____ Partner (if applies)_____Birthdate_____

I will attend the DECA ICDC April 25-April 30 in Orlando, FL.

I understand that I am required to travel with NOVI DECA to and from Orlando, Fl.

My child has the appropriate identification for airline travel.

I understand that if for whatever reason I cannot attend ICDC, I will be disqualified and I will NOT be reimbursed **$1,500.00.**

I understand that if for whatever reason, my partner (if applicable) cannot attend ICDC, I will be disqualified and I will NOT be reimbursed **$1,500.00**.

I understand that an adult will not be able to accompany my child at all times during this competition due to the nature of the DECA competitive events schedule and duties/responsibilities of the advisors and chaperones. My child will be responsible and follow the guidelines.

I understand mandatory schedules/times/itinerary may be altered and will be finalized upon final communication with MI DECA.

I understand that school is a top priority. If my child has more than ten days absent, I may want to reconsider allowing my child to attend ICDC and be out of the classroom.

I will inform Mrs. Forster if my child's medical forms need to be updated.

I understand that I may need to provide travel to and from the Detroit Metro Airport for my child.

I have read, understand and will comply with all the DECA Conduct Practices and the Novi DECA Code of Conduct.

I agree to and will abide by all contents in this ICDC Conference Registration Packet.

I understand that all forms in this packet need to be thoroughly reviewed, completed, agreed to and submitted to Mrs. Forster by March 17 at 8:00 am along with a check for **$1,500.00** written to Novi High School.

Number of years in DECA_____ T-Shirt Size_____

Student cell phone #_____Home phone #_____

Gender_____T-Shirt Size_____

Blazer size _____Graduation year_____

Marketing/IB Business class enrolled in this year_____ Emergency contact name/number_____

Home Address_____

Student Signature Date

_____

Parent Signature Date

_____

Additional Required Included in Student Packet

1. NCSD Permission Slip (attached) - signed and submitted
2. NCSD Overnight Field Trip Rules and Responsibilities (attached) - reviewed

Previously submitted documentation for regional and state DECA competitions, already reviewed by district nurse Cathy Farris

1. NCSD Emergency Medical Release (attached)
2. NCSD Medication Instructions for Overnight School Field Trips (attached)
    a. NCSD Medication Authorization Form
    b. NCSD Medication Self-Administration

NOVI
COMMUNITY SCHOOL DISTRICT

Novi Community School District Field Trip Permission Form

Teacher/Sponsor: Jodi Forster

Destination: ICDC, Orlando, Florida **Field Trip Date:** 04/25/25

Departure Time: 12:00 **Return Time:** 12:00

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

☑ **Bus** ☐ **Parent-driving own child(ren)** ☑ **Other** Airplane

Student Name:Parent/Guardian Name:

Parent/Guardian Phone #:

Parent/Guardian Email:

Emergency Contact Name:

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

Parent/Guardian Approval:

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

Parent Signature **Date**

Student: Return completed form to your field trip sponsor by: 03/17/25

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

NOVI

COMMUNITY SCHOOL DISTRICT

OVERNIGHT FIELD TRIP RULES AND RESPONSIBILITIES

STUDENT RESPONSIBILITIES

GENERAL RULES AND REGULATIONS:

1. No smoking or use of tobacco products.
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 any time 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.

A student's failure to comply with Board Policy, the student code of conduct, and any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip at the expense of the family.

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, phone calls should not be made after curfew unless there is an emergency. All long distance and local phone calls must be made from a cell phone - not from your room. Any calls from rooms will be charged to the individual students.

LUGGAGE:

Each student will be allowed and responsible for one suitcase, one carry-on bag, his or her instrument or equipment when needed, and uniform in a 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.

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:

School dress code requirements will be followed.

MONEY:

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.

HEALTH:

The health and well-being of each and every person is of primary concern to us. All required NCSD Medical Forms 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.

CHAPERONE RESPONSIBILITIES

Staff must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. 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 or use of tobacco products is not permitted on the buses, at meals, or when we are accompanying the group.

- All chaperones must be at least age 21.
- A chaperone is prohibited from drinking alcoholic beverages or using non-prescribed controlled substances at any time during the field trip.
- A chaperone must adhere to all District and building volunteer requirements

ON BUSES:

1. Take attendance to ensure that each of your group members is present.
2. Make necessary announcements before each departure.
3. Keep student noise at a level that is comfortable for the driver.
4. See that students remain in their seats as much as possible and restrict their activities to that which ensures safety for all passengers.
5. Remind students to keep the bus neat and clean.

AT THE HOTEL:

1. Pass out room keys to your group members when you receive them.
2. Check your group at curfew hours to ensure that they are in their rooms with the doors locked.
3. Patrol the hotel hallways according to the schedule (Students are not to leave their room unless there is an approved emergency situation).
4. 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 the chaperones are present at the pool when students are swimming.

MEDICAL INFORMATION:

Trip coordinators will have each student's medical form and emergency phone numbers. Students may self carry medication if proper paperwork is completed by physician & parent. Students may never self carry controlled substances- chaperones must carry/dispense them. Chaperones will not give any over the counter medication without parent approval.

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 trip coordinator.

Medication Instructions for Overnight School Field Trips

If your child currently has Medication at school…

•You will NOT need to provide additional paperwork, but will need to have additional meds for the trip. We will **not** take epipens etc. from our school supply that you already have provided to the office.

•**Please follow directions on the NCSD Authorization for Administering Over the Counter Medication form by checking the box - **PLEASE DO NOT CHECK THE BOX IF YOU DO NOT HAVE A PLAN ON FILE AT SCHOOL FOR THE CURRENT SCHOOL YEAR.

If your child requires medication that is usually given at home (Not at School)…

Please complete the Medication Self Administration Form- (cannot be used for controlled substances)

If your child requires medication that is usually given at home (Not at School) and it is a controlled substance or needs to be carried/administered by the chaperone….

Please complete the Medication Authorization Form

** All forms require physician and parent/guardian signatures - forms without the proper signatures will not be accepted for the field trip

Novi Community School District
Emergency Medical Release

Participant's Name _____ Birthdate _____

Street Address _____ City _____ State _____ Zip _____

Student's Cell Phone Number _____

EMERGENCY INFORMATION

Parent/Guardian Name 1 _____ Home Phone _____ Work Phone _____

Cell Phone _____

Parent/Guardian Name 2 _____ Home Phone _____ Work Phone _____

Cell Phone _____

In an emergency when parent/guardian cannot be reached, please contact the following:

Name _____ *Home Phone* _____ *Work Phone* _____

Name _____ *Home Phone* _____ *Work Phone* _____

Allergies _____ Last Tetanus (if known) _____

Other medical conditions _____

_____

Family Physician _____ Phone _____

Medical/Hospital Insurance Company _____ Phone _____

Policy Holder's Name _____ Policy Number _____

AUTHORIZATION FOR TREATMENT OF MINOR

I, the undersigned, understand and acknowledge that every effort will be made to contact the parents in case of an emergency, and, if possible, before any medical treatment is administered. In the event of an emergency or if the parents cannot be notified, I hereby give permission for Novi Community Schools to secure proper treatment for my child. If necessary, this includes selection of physicians and medical treatment facility who are then authorized to perform such medical treatments as deemed necessary to protect the health of my child.

Date _____ Signature of Parent/Guardian _____

Medication Instructions for Overnight School Field Trips

If your child currently has Medication at school…

•You will NOT need to provide additional paperwork, but will need to have additional meds for the trip. We will **not** take epipens etc. from our school supply that you already have provided to the office.

•**Please follow directions on the NCSD Authorization for Administering Over the Counter Medication form by checking the box - **PLEASE DO NOT CHECK THE BOX IF YOU DO NOT HAVE A PLAN ON FILE AT SCHOOL FOR THE CURRENT SCHOOL YEAR.

If your child requires medication that is usually given at home (Not at School)…

Please complete the Medication Self Administration Form- (cannot be used for controlled substances)

If your child requires medication that is usually given at home (Not at School) and it is a controlled substance or needs to be carried/administered by the chaperone….

Please complete the Medication Authorization Form

** All forms require physician and parent/guardian signatures - forms without the proper signatures will not be accepted for the field trip

Novi Community School District
Medication Authorization Form



This form SHOULD NOT be used for Asthma, Allergies or Seizures.
Please use the appropriate plan form for those medical issues

Student Name: _____ Birth Date: _____

Teacher:_____Grade: _____

School Year:_____Parent/Guardian Cell phone #:_____

To be completed by Physician/Licensed Personnel Only:

All/Any prescription or over-the-counter medications must be signed by physician/licensed prescriber:

	Medication	Dose	Time to be given	Form/Route*	Side Effects
1.					
2.					
3.					

*Routes **Oral** (pill, capsule, chewable, liquid) **Topical** (Skin, eye drop, ear drop, cream, ointment)
Inhaled (inhaler, nebulizer) **Other** (List)

Reason for medication: Medication #1_____

Medication #2_____

Medication #3_____

Special Instructions: _____

Does Medication need to be available on bus? ☐YES ☐NO _____Verified by District Nurse

Start date if not beginning of school year: _____End date if not end of school year_____

_____ _____ _____
Physician's Signature Physician's printed name Date

Physician's phone#: _____ FAX#: _____

Address: _____

To be completed by Parent/Guardian:

I request and give permission for the above child listed to receive the above medication(s)/treatment at school according to standard school district policy and for the physician or physician's staff and school district staff to share information needed to assist my child with medication needs. Schools require parent/guardian to bring medication in its original container (no exceptions will be made if not in original container). All medication must be labeled with the student's name and must be current.

_____ _____
Parent/Guardian signature Date

Students with health/medical issues may be eligible for protection under Section 504, a federal disability law. Parents who wish to initiate a request for a 504 evaluation should contact the office of the student's counselor or building principal.

Revised 12/19 ja

Form Reviewed District Nurse_____

NOVI COMMUNITY SCHOOL DISTRICT
Request for Permission to
SELF-ADMINISTER/POSSESS MEDICATION

It is the policy of the Novi Community School District to require a completed authorization form when requesting that a student be allowed to consume or apply prescription and/or non-prescription medication in the manner directed by a physician without additional assistance or direction from school personnel during school hours or for the purpose of school field trips.

Student name: _____ **Grade:** _____
(please print)

Birth date: _____ **School:** _____

Medication	Dose	Time to be Given	Route*	Side effects
1.				
2.				
3.				

*Routes: ***Oral** (pill, capsule, chewable, liquid) ***Topical** (Skin, eye drop, ear drop, cream/ointment) ***Inhaled** (inhaler, nebulizer)

To be completed by Physician:

Physician's Name: _____
(please print)

Phone Number: _____ **Fax Number:** _____

Physician's Signature: _____ **Date:** _____

To be completed by Student:

I AGREE TO:

1. *Never share, sell or distribute my medication with another person.*
2. *Carry the medication in its original, properly labeled prescriptive/over-the counter container.*
3. *Take medication only at the prescribed time/frequency and dose.*

I am knowledgeable regarding the dose, desired effects, side effects, and administration of the medication(s). I understand if I do not comply with this agreement that the medication will be confiscated and returned to my parent/guardian and privilege(s) of self-administration/self-possession denied.

Student Signature _____ **Date** _____

Parent Signature _____ **Date** _____

District Nurse Signature _____ **Date** _____

09/19

Novi Community School District Field Trip Permission Form

Teacher/Sponsor: Jodi Forster

Destination: ICDC, Orlando, Florida **Field Trip Date:** 04/25/25

Departure Time: 12:00 **Return Time:** 12:00

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

☑ **Bus** ☐ **Parent-driving own child(ren)** ☑ **Other** Airplane

Student Name:Parent/Guardian Name:

Parent/Guardian Phone #:

Parent/Guardian Email:

Emergency Contact Name:

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

Parent/Guardian Approval:

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

Parent Signature **Date**

Student: Return completed form to your field trip sponsor by: 03/17/25

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

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
March 20, 2025

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

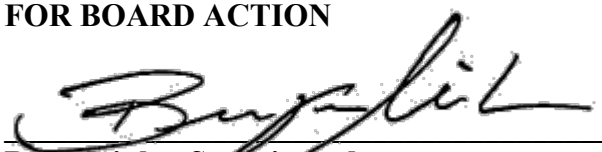
TOPIC: FIRST Robotics Competition Michigan State Championship

The Novi Robotics Team is requesting approval to attend the FIRST Robotics Competition Michigan State Championship on April 3, 2025 through April 5, 2025. This event is being held Saginaw Valley State University.

Approximately 50 students will be traveling to attend the event. The cost to students is approximately $100.00 to cover food. Robotics will pay an additional $120.00 to cover registration and lodging.

RECOMMENDATION:
That the Novi Community Schools Board of Education approve the FIRST Robotics Competition Michigan State Championship on April 3, 2025 through April 5, 2025.

APPROVED AND RECOMMENDED
FOR BOARD ACTION



Ben Mainka, Superintendent

Click here for instructions

COMMUNITY SCHOOL DISTRICT

SY 24-25

0000036

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

Date Request Submitted (auto-populated) 12 weeks prior minimum	**Date of Request** 01/09/2025	**Type of Trip:** Overnight
Dates of Trip	**Leave** 04/03/2025	**Return** 04/05/2025
Number of School Days Missed by Students	2	

TRIP INFORMATION

Requester's Name	Tom Pospeshil
Requester's Building	Novi High School
Group/Class Traveling	Robotics
Title of Field Trip	FIRST Robotics Competition Michigan State Championship
Primary Destination	Saginaw Valley State University
Expected Chaperone Numbers	NCSD Staff Chaperones 2 Non-Staff Chaperones 2

Summary of Trip:

The robotics team will compete at the FRC State Championship competition. Pit crew and drive team will leave Wednesday 4/2 after school. (This is a contingency plan depending on timing--most likely the event will start later Thursday and the whole team will travel Thursday morning) The remainder of team will join Thursday 4/3 morning via school bus, stopping at hotel to drop off luggage then proceeding to venue. The team will stay at Hampton Inn & Suites. The entire team will return by school bus at the conclusion of the tournament Saturday approx. 8pm, with one stop for dinner on the way home.

CURRICULUM (Required for Curricular Trips)

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

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

3.) Why is the field trip the best way to achieve/reinforce the class learning targets?
4.) What follow-up activities will be used in the classroom/curriculum to assist the students in applying the knowledge gained on this trip?

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

Have you coordinated this trip in the past?	Yes	If yes, when:	04/05/2024
If not, what is the most recent overnight trip you have coordinated? Please describe the destination, group traveling, and date.			
If you have never coordinated an overnight trip, it is required that a chaperone accompanying your group has done so.		Which chaperone has this experience?	

HOTEL ACCOMMODATIONS

Hotel Name If applicable	Hampton Inn & Suites, Saginaw	Address	2695 Tittabawassee Rd, Saginaw, MI
Contact Name		Phone #	989-797-2220
Link to Hotel:	https://hamptoninnsuitessaginaw.reservationstays.com/hotels/6jxdMMXj?utm_source=bing_semro&utm_campaign=B%3ARS%3AUS%3APPC%3ANB%3AProp%3AUS-US%3AEN%3A2-Star&msclkid=67c9404757db1b4bfcdf273bd426b94e&utm_medium=cpc&utm_term=hampton%20inn%20%26%20suites%20saginaw%20reserve&utm_content=hamptoninnsuitessaginaw.reservationstays.com%2Fhotels%2F6jxdMMXj&expand_params=false		

***DETAILED ITINERARY REQUIRED TO BE ATTACHED-(WILL COVER IF MORE THAN 1 HOTEL)**

TRANSPORTATION DETAILS

Must be contacted for pre-arrangements. **Requirements:** **12 weeks prior**	Date contacted/prearranged	12/31/0024
	Transportation Provider If charter bus, confirm on MDOT approved list	School bus
	Contact Person	
	Contact Phone Number	
	Email Address	

Does the bus need to stay?	No
Lift Bus Required?	No
Special Equipment Required:	No
Number of Students Attending	50

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION			
Departure Location Building Name & Address	NHS Bus Turnaround	Departure Date & Time	04/03/2025 9:30 AM
Destination Location Building Name & Address	Saginaw Valley State University, Ryder Center	Arrival Time	11:30 AM
RETURN TRAVEL FROM FIELD TRIP TO SCHOOL			
Departure Location Building Name & Address	Saginaw Valley State University, Ryder Center	Departure Date & Time	04/05/2025 8:00 PM
Destination Location Building Name & Address	NHS Bus Turnaround	Arrival Time	10:00 PM

Notes:

Will need a school bus to drop off at Saginaw Valley State University (Ryder Center) Thursday morning 9:30am, stopping to drop luggage at the hotel first. Then we need a school bus to pick up from Saginaw Valley State University (Ryder Center) at 8:00pm, returning to NHS at approximately 11:30pm.

FIELD TRIP COSTS

NCSD BUS TRANSPORTATION COSTS					
Bus trip to the destination	9:30 AM	End Time	11:30 AM	Hours	2.00
Bus trip returning to school	8:00 PM	End Time	10:00 PM	Hours	2.00
				TOTAL HOURS	4.00
Mileage from NCSD Bus Garage at 45505 11 Mile, Novi, MI 48374 to field trip destination					89
Mileage from field trip destination back to school					89
				TOTAL ROUND TRIP MILES	178.00

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

MILEAGE FEE				
	Fee Per Mile	Number of Miles	Number of Buses	Total Mileage
Round-trip Mileage	$3.00	178.00		0.00

TOTAL NCSD BUS COST **$** 0.00

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

Parking facilities on-site? Is there a cost?
Yes, no cost

Other important information about NCSD Bus Cost:

FIELD TRIP COST SUMMARY PER STUDENT		
Total Estimated Cost Per Student		$ 80.00
Estimated Total Per Student		**Expense Description (what is included)**
Paid by Students & Families	80.00	Food
Supplied by Students During the Trip	20.00	Spending money
Covered By Other Funding Sources*	120.00	Lodging, registration
*List other funding sources (grant names etc.)	Robotics	

NCSD BUSINESS OFFICE INFO NEEDED:	Expense Item	Account Name to be charged	Account Number	Amount
	Lodging, registration	Robotics - Frog Force	61-296-7920-099-978-0000	6000

Notes: Team covers event registration and lodging

APPROVAL TO COLLECT FUNDS		
Anticipated participants (qty)	Amt. Collected per participant ($)	Expected Total Collected
50	80	**$** 4,000.00
Account Name Where Funds will be Deposited		Account Number
Robotics - Frog Force		60-179-0000-099-978-0000
Name of Adult(s) present and responsible for collecting, counting, and turning in money to the school's financial secretary the day of sale.		Estimated Date (s) Money will be Collected
Preetha Selvam		3/31/25

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

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

LINKS / ITEMS NEEDED TO PROCESS		
Links / Documents	When Needed	Process
NCSD Field Trip Permission Form - TP	Required for ● All field trips. Completed, unsigned version required to process this request.	1. Choose a form option a. Digital Form b. Paper Form 2. Update with event details. 3. Attach an unsigned, updated form at the end of this process (scroll all the way to the bottom). If using the digital form, simply upload a document with the link you are sharing with families.
Detailed Itinerary TP	Required for: ● All overnight, out of state or out of country field trips.	No required format. Must be attached at the end of this process (scroll all the way to the bottom).
Chaperone & Volunteer Non-Employment Background Request (ICHAT) TP	Required for: ● All NON-NCSD chaperones	Please follow district guidelines found at link including allow 3 business days for your submission to be processed.
NCSD Health Forms TP	Required for all students: ● Emergency Medical Release Form ● Authorization for Administering Over-The-Counter Medication Required for students bringing Medications: ● Medication Authorization Form ● Medication Form- Self Administer	Medication Instructions for Overnight Field Trips
Student & Chaperone Rules and Responsibilities TP	Required for: ● All overnight, out of state or out of country field trips.	Attach the NCSD Overnight, Out of State or Out of Country Rules and Responsibilities to the permission slip when distributing. (already linked in the digital form). Ensure that all chaperones have reviewed the chaperone responsibilities.
For More Details Please Review the NCSD Overnight, Out of State, Out of Country Field Trip Procedure		

APPROVAL PROCESS			
Staff Member	**Signature**	**Date**	**Action**
Requester's Signature	Tom Pospeshil Tom Pospeshil [01/09/2025 1:55pm PST]	01/09/2025	**Submitted**
Sponsoring Administrator of Trip	Dan Tobis Dan Tobis [01/10/2025 5:22am PST]	01/10/2025	Reviewed, okay to proceed.
Notes:We will need the a copy of the license and insurance of drivers that will be transporting students.			
Building Administrator	Nicole Carter Nicole Carter [02/10/2025 9:20am PST]	02/10/2025	Reviewed, okay to proceed
Notes:			
Building Budget Admin. Asst. Review	Ashley Bootz Ashley Bootz [02/11/2025 12:34pm PST]	02/11/2025	Reviewed, okay to proceed.
Account number(s) provided have been reviewed and are accurate. Yes Notes:***** I ALREADY BOOKED NCSD BUSES FOR THIS TRIP*****			
Director of Transportation Only if NCSD Bus used	Cynthia Valentine Cynthia Valentine [02/18/2025 3:33am PST]	02/18/2025	
Notes: Dir. of Transp. Will be cc'd after board review if request is denied and using NCSD Bus.			
Director of Instruction	Emily Pohlonski Emily Pohlonski [02/18/2025 4:18pm PST]	02/18/2025	Reviewed, okay to proceed
Notes: Please follow "Field Trip Guidance - Who can Drive?" if the pit crew does go up early			
Asst. Superintendent Teaching & Learning	Michael Giromini Michael Giromini [02/19/2025 4:51am PST]	02/19/2025	Reviewed, okay to proceed
Notes:			
Proposed Overnight, Out of State/Country Trip Executive Assistant, Superintendent & Board of Education	Sheila Holly Sheila Holly [02/19/2025 9:35am PST]	02/19/2025	Expected Board Review Date 03/20/2025
Notes:			
Board of Ed Decision			Remember to CC Director of Transportation if Denied & Using NCSD Bus.
All completed forms automatically cc'd to: SUPERVISOR OF MEDICAL SERVICES		Board of Education Decision:	

Novi Community School District Field Trip Permission Form

Teacher/Sponsor: Tom Pospeshil

Destination: Robotics - State Championship **Field Trip Date:** 04/03/25

Departure Time: 09:30 **Return Time:** 22:00

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

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

Student Name:Parent/Guardian Name:

Parent/Guardian Phone #:

Parent/Guardian Email:

Emergency Contact Name:

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

Parent/Guardian Approval:

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

Parent Signature **Date**

Student: Return completed form to your field trip sponsor by: 03/24/25

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

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
March 20, 2025

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

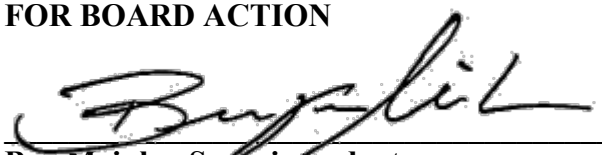
TOPIC: Michigan Youth in Government Spring Conference

Mr. Eric Scobie, teacher at Novi High School, is requesting that the Novi High School Michigan Youth in Government participate in the 2025 Michigan Youth in Government Spring conference, from April 3, 2025 through April 6, 2025, in Lansing, Michigan. Students will r 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 will be asked to pay $300.00 to cover registration fees and meals. An additional $310.00 will be covered by a grant for the Michigan YMCA.

RECOMMENDATION:
That the Novi Community Schools Board of Education approve the Michigan Youth in Government Spring Conference, April 3, 2025 through April 6, 2025, in Lansing, Michigan.

APPROVED AND RECOMMENDED
FOR BOARD ACTION



Ben Mainka, Superintendent

Click here for instructions

SY 24-25

0000038

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

Date Request Submitted (auto-populated) 12 weeks prior minimum	**Date of Request** 01/14/2025	**Type of Trip:** Overnight
Dates of Trip	**Leave** 04/03/2025	**Return** 04/06/2025
Number of School Days Missed by Students	Zero (it's during spring break)	

TRIP INFORMATION

Requester's Name	Eric Scobie
Requester's Building	Novi High School
Group/Class Traveling	Michigan Youth in Government
Title of Field Trip	2025 High School Spring Conference
Primary Destination	East Lansing, Michigan-The State Capital
Expected Chaperone Numbers	NCSD Staff Chaperones 2 Non-Staff Chaperones 2

Summary of Trip:

In Michigan Youth in Government, students get to essentially role play our state political leaders; drafting, debating, and hopefully ultimately passing pieces of legislation that they themselves have created. They get to do this in the actual legislative chambers in Lansing, collaborating with hundreds of other students from all over the state of Michigan. It is truly a unique opportunity for our students.

* I have attached last year's itinerary below. This year's is not posted to the website yet, but the order of events is expected to be the same, just the dates are obviously different.

CURRICULUM (Required for Curricular Trips)

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

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

3.) Why is the field trip the best way to achieve/reinforce the class learning targets?
4.) What follow-up activities will be used in the classroom/curriculum to assist the students in applying the knowledge gained on this trip?

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

Have you coordinated this trip in the past?	No	If yes, when:	
If not, what is the most recent overnight trip you have coordinated? Please describe the destination, group traveling, and date. I have not ever coordinated this trip, as I have taken over the Youth In Government club this school year from Tom Brenner who retired. I have been coordinating overnight field trips with the Model UN club every school year since 2011. The destination is East Lansing, Michigan. We will spending most of our days at the State Capital itself; we will be lodging overnight at the Kellogg Center all three evenings (Thursday, Friday, and Saturday). Travel by school bus.			
If you have never coordinated an overnight trip, it is required that a chaperone accompanying your group has done so.		Which chaperone has this experience?	

HOTEL ACCOMMODATIONS

Hotel Name If applicable	The Kellogg Center	Address	219 S Harrison Rd, East Lansing, MI 48824
Contact Name	Jeff Litten, Director of MYIG	Phone #	(517) 432-4000
Link to Hotel: https://kelloggcenter.com/			

***DETAILED ITINERARY REQUIRED TO BE ATTACHED-(WILL COVER IF MORE THAN 1 HOTEL)**

TRANSPORTATION DETAILS

Must be contacted for pre-arrangements. **Requirements: 12 weeks prior**	Date contacted/prearranged	09/27/2024
	Transportation Provider If charter bus, confirm on MDOT approved list	Novi Community Schools Transportation
	Contact Person	Cindy Valentine
	Contact Phone Number	248-449-1245
	Email Address	cynthia.valentine@novik12.org

Does the bus need to stay?	No
Lift Bus Required?	No
Special Equipment Required:	No
Number of Students Attending	39

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION			
Departure Location Building Name & Address	Novi High School 24062 Taft Rd, Novi, MI 48375	Departure Date & Time	04/03/2025 7:00 AM
Destination Location Building Name & Address	The Kellogg Center 219 S Harrison Rd, East Lansing, MI 48824	Arrival Time	8:30 AM
RETURN TRAVEL FROM FIELD TRIP TO SCHOOL			
Departure Location Building Name & Address	The Kellogg Center 219 S Harrison Rd, East Lansing, MI 48824	Departure Date & Time	04/06/2025 12:00 PM
Destination Location Building Name & Address	Novi High School 24062 Taft Rd, Novi, MI 48375	Arrival Time	1:30 PM

Notes:

Pick up from the bus loop in front of the high school.

FIELD TRIP COSTS

NCSD BUS TRANSPORTATION COSTS					
Bus trip to the destination	7:00 AM	End Time	8:30 AM	Hours	1.50
Bus trip returning to school	8:30 AM	End Time	10:00 AM	Hours	1.50
				TOTAL HOURS	3.00
Mileage from NCSD Bus Garage at 45505 11 Mile, Novi, MI 48374 to field trip destination					61
Mileage from field trip destination back to school					61
				TOTAL ROUND TRIP MILES	122.00

HOURLY FLAT RATE FEE					
Day of the Week	Number of Hours	Fee Per Hour	Per Bus Total	Number of Buses	Total Flat Rate
Mon-Fri	3	$30.00	90.00	1	90.00
Saturday		$45.00			
Sunday	3	$60.00	180.00	2	360.00

MILEAGE FEE				
	Fee Per Mile	Number of Miles	Number of Buses	Total Mileage
Round-trip Mileage	$3.00	122.00	2	732.00

TOTAL NCSD BUS COST **$** 1,182.00

Are drivers' meals, tickets, or fees included? Please specify details.
No

Parking facilities on-site? Is there a cost?
Yes there is parking. No there is not a fee.

Other important information about NCSD Bus Cost:
Going out on Thursday the 3rd I believe we will only need one bus. We have 39 students total attending this conference, however 8 of them have leadership roles at the conference which require them to travel to Lansing one day early for leadership training. Those students will arrange their own transportation on the way there.

However on the way back, we will have all 39 students plus their luggage, which will probably require two buses for pick up on Sunday, April 6th.

FIELD TRIP COST SUMMARY PER STUDENT		
Total Estimated Cost Per Student		$ $610.00
Estimated Total Per Student		**Expense Description (what is included)**
Paid by Students & Families	$200.00	Conference registration fees and lodging.
Supplied by Students During the Trip	100.00	Meals during the conference.
Covered By Other Funding Sources*	$310.00	Conference fees and lodging. This portion of the student costs are covered by a grant from the Michigan YMCA.
*List other funding sources (grant names etc.)		

NCSD BUSINESS OFFICE INFO NEEDED:	Expense Item	Account Name to be charged	Account Number	Amount
	Conference registration fees and lodging.	Michigan Youth in Government Club	61-296-7920-022-778-0000	$19,890

Notes: We will be receiving a grant from the YMCA in the amount of around $13,000 to help cover these costs.

APPROVAL TO COLLECT FUNDS		
Anticipated participants (qty)	Amt. Collected per participant ($)	Expected Total Collected
39	200	**$** 7,800.00
Account Name Where Funds will be Deposited		Account Number
Michigan Youth in Government Club		60-179-0000-022-778-0000
Name of Adult(s) present and responsible for collecting, counting, and turning in money to the school's financial secretary the day of sale.		Estimated Date (s) Money will be Collected
Eric Scobie		Feb 10, 2025 and Feb 24, 2025

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

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

LINKS / ITEMS NEEDED TO PROCESS		
Links / Documents	When Needed	Process
NCSD Field Trip Permission Form - ES	Required for ● All field trips. Completed, unsigned version required to process this request.	1. Choose a form option a. Digital Form b. Paper Form 2. Update with event details. 3. Attach an unsigned, updated form at the end of this process (scroll all the way to the bottom). If using the digital form, simply upload a document with the link you are sharing with families.
Detailed Itinerary ES	Required for: ● All overnight, out of state or out of country field trips.	No required format. Must be attached at the end of this process (scroll all the way to the bottom).
Chaperone & Volunteer Non-Employment Background Request (ICHAT) ES	Required for: ● All NON-NCSD chaperones	Please follow district guidelines found at link including allow 3 business days for your submission to be processed.
NCSD Health Forms ES	Required for all students: ● Emergency Medical Release Form ● Authorization for Administering Over-The-Counter Medication Required for students bringing Medications: ● Medication Authorization Form ● Medication Form- Self Administer	Medication Instructions for Overnight Field Trips
Student & Chaperone Rules and Responsibilities ES	Required for: ● All overnight, out of state or out of country field trips.	Attach the NCSD Overnight, Out of State or Out of Country Rules and Responsibilities to the permission slip when distributing. (already linked in the digital form). Ensure that all chaperones have reviewed the chaperone responsibilities.
For More Details Please Review the NCSD Overnight, Out of State, Out of Country Field Trip Procedure		

APPROVAL PROCESS			
Staff Member	**Signature**	**Date**	**Action**
Requester's Signature	Eric Clark Scobie Eric Clark Scobie [01/14/2025 6:36pm PST]	01/14/2025	**Submitted**
Sponsoring Administrator of Trip	Michelle Eathorne Michelle Eathorne [01/22/2025 9:35am PST]	01/22/2025	Reviewed, okay to proceed.
Notes:			
Building Administrator	Nicole Carter Nicole Carter [02/26/2025 5:46am PST]	02/26/2025	Reviewed, okay to proceed
Notes:			
Building Budget Admin. Asst. Review	Mary Warra Mary Warra [02/27/2025 9:40am PST]	02/27/2025	Reviewed, okay to proceed.
Account number(s) provided have been reviewed and are accurate. Yes Notes:			
Director of Transportation Only if NCSD Bus used	Cynthia Valentine Cynthia Valentine [02/27/2025 9:51am PST]	02/27/2025	
Notes: Dir. of Transp. Will be cc'd after board review if request is denied and using NCSD Bus.			
Director of Instruction	Emily Parker Pohlonski Emily Parker Pohlonski [02/27/2025 11:46am PST]	02/27/2025	Reviewed, okay to proceed
Notes:			
Asst. Superintendent Teaching & Learning	Michael Giromini Michael Giromini [02/27/2025 12:31pm PST]	02/27/2025	Reviewed, okay to proceed
Notes:			
Proposed Overnight, Out of State/Country Trip Executive Assistant, Superintendent & Board of Education	Sheila Holly Sheila Holly [02/27/2025 12:40pm PST]	02/27/2025	Expected Board Review Date 03/20/2025
Notes:			
Board of Ed Decision			Remember to CC Director of Transportation if Denied & Using NCSD Bus.
All completed forms automatically cc'd to: SUPERVISOR OF MEDICAL SERVICES		Board of Education Decision:	

Thursday

Dress Code: Business Casual

Nerve Center ..... DoubleTree Boardroom, Senate Lobby
MJP Center ..... Lansing Center, 1st Floor, Main Concourse

8:30 – 9:30 am — DoubleTree Registration (advisors only) ..... 2nd Floor Lobby
DoubleTree Luggage Storage ..... DoubleTree Capitol II

8:30 – 9:30 am — Marriott Registration (advisors only) ..... Marriott Lobby
Marriott Luggage Storage ..... Executive Room

9:30 am — Specialist Training for Advisors ..... Lansing Center 101

10:00 – 10:40 am — Student General Orientation ..... Lansing Center Banquet Rooms 1-6

10:05 am — Advisor Meeting ..... Lansing Center Banquet Room 7

10:45 – 11:25 am — General Assembly ..... Lansing Center Banquet Rooms 1-6

- Welcome
- Invocation
- Introduction of Guest Speakers
- Swearing in Ceremony
- Address by 2024 Youth Governor ..... Michael Kenny
- Benediction

11:30 – 12:15 pm — Program Area Welcome

- Red and White Legislature ..... Lansing Center 101-104
- Blue Legislature ..... Lansing Center 201
- Governor's Cabinet ..... Lansing Center Boardroom 1
- Lobbyists ..... Lansing Center Banquet Room 7
- National Issues Forum ..... Lansing Center Governors Room
- Press Corps ..... DoubleTree Stateroom I
- Model Judiciary Program ..... Lansing Center 203-204

11:45 am — Leadership Meetings

- Clerks, Secretaries ..... Lansing Center 205
- Inspirational Leaders ..... Lansing Center Boardroom 2
- Family Group Leaders ..... Lansing Center 202

12:20 – 1:45 pm — Lunch ..... On your Own

2:00 – 2:45 pm — Legislature (Red, White, and Blue)

- Bill Writing ..... Lansing Center Banquet Room 8
- Bill Sharing (in Committee) ..... Lansing Center Banquet Rooms 1-6

2:00 – 2:45 pm — National Issues Forum

- Proposal Writing ..... Binsfeld 1100
- Proposal Sharing (in Committee) ..... Binsfeld 1200 & 1300

2:00 – 5:00 pm
Governor's Cabinet ..... E. Lakin Brown Room, 2nd Floor, Room 204
Lobbyists ..... Capitol Building 3rd Floor, Senate Appropriations Room
Press ..... House Document Room / DoubleTree Stateroom I

2:15 – 4:15 pm — Model Judiciary Program Round 1

- Courtroom 1 ..... Lansing Center Room 104
- Courtroom 2 ..... Lansing Center Room 201
- Courtroom 3 ..... Lansing Center Room 202
- Courtroom 4 ..... Lansing Center Room 203
- Courtroom 5 ..... Lansing Center Room 204
- Courtroom 6 ..... Lansing Center Room 205
- Courtroom 7 ..... Lansing Center Boardroom 1
- Courtroom 8 ..... Lansing Center Boardroom 2
- Prep Space ..... Lansing Center Room 103

Thursday

3:00 – 4:45 pm Blue Legislature in Committee
- Erie ..... Lansing Center Banquet Rooms 1-6
- Houghton ..... Lansing Center Banquet Rooms 1-6
- Huron ..... Lansing Center Banquet Rooms 1-6
- Michigan ..... Lansing Center Banquet Rooms 1-6
- Ontario ..... Lansing Center Banquet Rooms 1-6
- St. Clair ..... Lansing Center Banquet Rooms 1-6
- Superior ..... Lansing Center Governor's Room

3:00 – 5:00 pm National Issues Forum 1st Committee
- Eisenhower ..... Binsfeld 1100
- Ford ..... Binsfeld 1100
- Kennedy ..... Binsfeld 1200
- Lincoln ..... Binsfeld 1200
- Roosevelt ..... Binsfeld 1300
- Washington ..... Binsfeld 1300

3:15 – 4:00 pm Red & White House Orientation - Welcome Capitol Historian
- Red House ..... House Floor
- White House ..... House Gallery

3:15 – 4:00 pm Red & White Senate Orientation - Welcome Capitol Historian
- Red Senate ..... Senate Gallery
- White Senate ..... Senate Floor

4:05 – 4:55 pm Red Legislature in Session (Committee of the Whole)
- House ..... House Chambers
- Senate ..... Senate Chamber

4:05 – 4:55 pm White Legislature in Committee
- Erie ..... Capitol 4th Floor, Room 403
- Houghton ..... Capitol 4th Floor, Room 404
- Huron ..... Capitol 4th Floor, Room 405
- Michigan ..... Capitol 4th Floor, Room 405
- Ontario ..... Capitol 4th Floor, Room 426
- St. Clair ..... Capitol 3rd Floor, House Appropriations Room
- Superior ..... Capitol 3rd Floor, House Appropriations Room

4:20 – 5:00 pm Model Judiciary Program Prep Time ..... Lansing Center 2nd Floor

5:15 – 6:15 pm Dinner ..... Lansing Center Exhibit Hall C

6:00 pm Delegation Leaders Meeting ..... Lansing Center 1st Floor Main Concourse

6:20 - 6:45 pm Family Group Session (required for all participants, assignment on name badge)
- Groups #1 - #2 ..... Lansing Center Room 101
- Groups #3 - #4 ..... Lansing Center Room 102
- Groups #5 - #6 ..... Lansing Center Room 103
- Groups #7 - #8 ..... Lansing Center Room 104
- Groups #9 - #11 ..... Lansing Center Room 201
- Groups #12 - #13 ..... Lansing Center Room 202
- Groups #14 - #15 ..... Lansing Center Room 203
- Groups #16 - #17 ..... Lansing Center Room 204
- Groups #18 - #19 ..... Lansing Center Room 205
- Groups #20 - #22 ..... Lansing Center Governors Room
- Group #23 ..... Lansing Center Boardroom 1
- Group #24 ..... Lansing Center Boardroom 2
- Groups #25 - #26 ..... Lansing Center 2nd Floor Lobby
- Groups #27 - #29 ..... Lansing Center Banquet Room 7
- Groups #30 - #32 ..... Lansing Center Banquet Room 8
- Groups #33 - #37 ..... Lansing Center 1st Floor Main Concourse
- Groups #38 - #50 ..... Lansing Center Banquet Rooms 1-6

Thursday

7:00 – 7:30 pm **2024 Elections – Nomination Convention** ..... **Lansing Center Banquet Rooms 1-6**

7:00 – 9:00 pm Model Judiciary Program Round 2
- Courtroom 1 ..... Lansing Center Room 104
- Courtroom 2 ..... Lansing Center Room 201
- Courtroom 3 ..... Lansing Center Room 202
- Courtroom 4 ..... Lansing Center Room 203
- Courtroom 5 ..... Lansing Center Room 204
- Courtroom 6 ..... Lansing Center Room 205
- Courtroom 7 ..... Lansing Center Boardroom 1
- Courtroom 8 ..... Lansing Center Boardroom 2
- Prep Space ..... Lansing Center Room 103

7:30 – 9:10 pm
- Governor's Cabinet ..... Lansing Center Room 101
- Lobbyists ..... Lansing Center Governor's Room
- Press Corps ..... DoubleTree Stateroom I

7:30 – 9:10 pm Red Legislature Committee Hearings
- Erie ..... Lansing Center Banquet Room 1
- Houghton ..... Lansing Center Banquet Room 1
- Huron ..... Lansing Center Banquet Room 1
- Michigan ..... Lansing Center Banquet Room 2
- Ontario ..... Lansing Center Banquet Room 2
- St. Clair ..... Lansing Center Banquet Room 2
- Superior ..... Lansing Center Banquet Room 3

7:30 – 9:10 pm White Legislature Committee Hearings
- Erie ..... Lansing Center Banquet Room 3
- Houghton ..... Lansing Center Banquet Room 4
- Huron ..... Lansing Center Banquet Room 4
- Michigan ..... Lansing Center Banquet Room 5
- Ontario ..... Lansing Center Banquet Room 5
- St. Clair ..... Lansing Center Banquet Room 6
- Superior ..... Lansing Center Banquet Room 6

7:30 – 9:10 pm Blue Legislature Committee Hearings
- Erie ..... Lansing Center Banquet Room 6
- Houghton ..... Lansing Center Banquet Room 7
- Huron ..... Lansing Center Banquet Room 7
- Michigan ..... Lansing Center Banquet Room 7
- Ontario ..... Lansing Center Banquet Room 8
- St. Clair ..... Lansing Center Banquet Room 8
- Superior ..... Lansing Center Banquet Room 8

7:30 – 9:10 pm National Issues Forum 1st Committee
- Ford ..... DoubleTree Capitol I
- Jefferson ..... DoubleTree Capitol I
- Kennedy ..... DoubleTree Capitol I
- Lincoln ..... DoubleTree Capitol II
- Roosevelt ..... DoubleTree Capitol II
- Washington ..... DoubleTree Capitol II

8:30 pm New Advisor Training ..... Lansing Center 102

9:15 pm **Youth Governors State of the State Address … Lansing Center Banquet Rooms 1-6**

9:50 pm Delegation Meetings ..... Assigned locations

11:00 pm **All Delegates in Assigned Rooms & Quiet Please**

Friday

Dress Code: Business

Nerve Center ..... DoubleTree Boardroom, Senate Lobby
MJP Center ..... Lansing Center, 1st Floor, Main Concourse

6:30 – 8:30 am Breakfast ..... On Your Own

7:45 am Delegation Leaders Meeting ..... Lansing Center Banquet Room 7
7:45 am Presiding Officer Meeting ..... Lansing Center Banquet Room 8

8:45 – 10:45 am Model Judiciary Program Round 3
- Courtroom 1 ..... Lansing Center Room 104
- Courtroom 2 ..... Lansing Center Room 201
- Courtroom 3 ..... Lansing Center Room 202
- Courtroom 4 ..... Lansing Center Room 203
- Courtroom 5 ..... Lansing Center Room 204
- Courtroom 6 ..... Lansing Center Room 205
- Courtroom 7 ..... Lansing Center Boardroom 1
- Courtroom 8 ..... Lansing Center Boardroom 2
- Prep Space ..... Lansing Center Room 103

9:05 am Governor's Cabinet ..... E. Lakin Brown Room, 2nd Floor, Room 204
Lobbyists ..... Capitol 3rd Floor, Senate Appropriations Room
Press ..... House Document Room / DoubleTree Stateroom I

9:05 – 9:50 am Blue Legislature in Committee
- Erie ..... Lansing Center Banquet Room 1
- Houghton ..... Lansing Center Banquet Room 1
- Huron ..... Lansing Center Banquet Room 1
- Michigan ..... Lansing Center Banquet Room 2
- Ontario ..... Lansing Center Banquet Room 2
- St. Clair ..... Lansing Center Banquet Room 2
- Superior ..... Lansing Center Banquet Room 3

9:05 – 9:55 am National Issues Forum 1st Committee
- Ford ..... Lansing Center Governor's Room
- Jefferson ..... Lansing Center Room 101
- Kennedy ..... Lansing Center Banquet Room 7
- Lincoln ..... Lansing Center Banquet Room 7
- Roosevelt ..... Lansing Center Banquet Room 8
- Washington ..... Lansing Center Banquet Room 8

9:05 – 10:15 am Red Legislature in Session
- House ..... House Chambers
- Senate ..... Senate Chambers

9:05 – 10:15 am White Legislature in Committee
- Erie ..... Capitol 4th Floor, Room 403
- Houghton ..... Capitol 4th Floor, Room 404
- Huron ..... Capitol 4th Floor, Room 405
- Michigan ..... Capitol 4th Floor, Room 426
- Ontario ..... Capitol 3rd Floor, House Appropriations Room
- St. Clair ..... Heritage Hall, State Room North
- Superior ..... Heritage Hall, State Room South

9:55 – 11:00 am Blue Legislature in Session
- House ..... Lansing Center Banquet Room 8
- Senate ..... Lansing Center Banquet Room 1-6

10:00 am National Issues Forum 2nd Committee Docket ..... Lansing Center Banquet Room 7

10:15 – 11:45 am National Issues Forum 2nd Committee
- Albright ..... Binsfeld 1300
- Rice ..... Binsfeld 1200
- Reno ..... Binsfeld 1100

Friday

10:20 – 11:25 am White Legislature in Session
- House ..... House Chambers
- Senate ..... Senate Chambers

10:20 – 11:45 am Red Legislature in Committee
- Erie ..... Capitol 4th Floor, Room 403
- Houghton ..... Capitol 4th Floor, Room 404
- Huron ..... Capitol 4th Floor, Room 405
- Michigan ..... Capitol 4th Floor, Room 426
- Ontario ..... Capitol 3rd Floor, House Appropriations Room
- St. Clair ..... Heritage Hall, State Room North
- Superior ..... Heritage Hall, State Room South

11:00 – 12:15 pm Lunch MJP ..... On Your Own

11:30 – 12:45 pm Lunch White Legislature ..... On Your Own

11:30 am Blue Legislature Orientation - Welcome Capitol Historian
- House ..... House Floor
- Senate ..... House Gallery

11:40 – 12:50 pm Blue Legislature in Session
- House ..... House Chambers
- Senate ..... Senate Chambers

11:50 – 1:05 pm Lunch Red Legislature ..... On Your Own

12:00 – 1:15 pm Lunch NIF ..... On Your Own

12:15 – 1:30 pm Lunch Governor's Cabinet, Lobbyists, Press ..... On Your Own

12:15– 12:25 pm Model Judiciary Program Round 4 Preparation

12:25 – 2:25 pm Model Judiciary Program Round 4
- Courtroom 1 ..... Lansing Center Room 104
- Courtroom 2 ..... Lansing Center Room 201
- Courtroom 3 ..... Lansing Center Room 202
- Courtroom 4 ..... Lansing Center Room 203
- Courtroom 5 ..... Lansing Center Room 204
- Courtroom 6 ..... Lansing Center Room 205
- Courtroom 7 ..... Lansing Center Boardroom 1
- Courtroom 8 ..... Lansing Center Boardroom 2
- Prep Space ..... Lansing Center Room 103

12:50 – 2:00 pm White Legislature in Session
- House ..... House Chambers
- Senate ..... Senate Chambers

1:00 – 2:15 pm Lunch Blue Legislature ..... On Your Own

1:10 – 2:00 pm Red Legislature in Committee
- Erie ..... Capitol 4th Floor, Room 403
- Houghton ..... Capitol 4th Floor, Room 404
- Huron ..... Capitol 4th Floor, Room 405
- Michigan ..... Capitol 4th Floor, Room 426
- Ontario ..... Capitol 3rd Floor, House Appropriations Room
- St. Clair ..... Heritage Hall, State Room North
- Superior ..... Heritage Hall, State Room South

1:30 – 4:15 pm National Issues Forum 2nd Committee
- Albright ..... Binsfeld 1300
- Rice ..... Binsfeld 1200
- Reno ..... Binsfeld 1100

Friday

1:40 pm
Governor's Cabinet .....E. Lakin Brown Room, 2nd Floor, Room 204
Lobbyists .....Capitol 3rd Floor, Senate Appropriations Room
Press Corps .....House Document Room

2:00 pm
Press Conference with Governor..... Heritage Hall Lobby

2:05 – 3:15 pm
Red Legislature in Session
House .....House Chambers
Senate .....Senate Chambers

2:05 – 4:00 pm
White Legislature in Committee
Erie ..... Capitol 4th Floor, Room 403
Houghton ..... Capitol 4th Floor, Room 404
Huron ..... Capitol 4th Floor, Room 405
Michigan ..... Capitol 4th Floor, Room 426
Ontario .....Capitol 3rd Floor, House Appropriations Room
St. Clair ..... Heritage Hall, State Room North
Superior ..... Heritage Hall, State Room South

2:20 – 3:05 pm
Blue Legislature in Committee
Erie .....DoubleTree Capitol I
Houghton .....DoubleTree Capitol I
Huron .....DoubleTree Capitol I
Michigan .....DoubleTree Capitol II
Ontario .....DoubleTree Capitol II
St. Clair .....DoubleTree Capitol II
Superior ..... DoubleTree Capitol III

2:45 – 4:45 pm
Model Judiciary Program Round 5
Courtroom 1..... Lansing Center Room 104
Courtroom 2..... Lansing Center Room 201
Courtroom 3..... Lansing Center Room 202
Courtroom 4..... Lansing Center Room 203
Courtroom 5..... Lansing Center Room 204
Courtroom 6..... Lansing Center Room 205
Courtroom 7..... Lansing Center Boardroom 1
Courtroom 8..... Lansing Center Boardroom 2
Prep Space..... Lansing Center Room 103

3:20 – 4:00 pm
Blue Legislature in Session
House .....House Chambers
Senate .....Senate Chambers

3:30 – 4:55 pm
Red Legislature in Committee
Erie ..... Lansing Center Banquet Room 1
Houghton ..... Lansing Center Banquet Room 2
Huron ..... Lansing Center Banquet Room 3
Michigan ..... Lansing Center Banquet Room 4
Ontario ..... Lansing Center Banquet Room 5
St. Clair ..... Lansing Center Banquet Room 6
Superior ..... Lansing Center Banquet Room 7

4:05 – 4:50 pm
White Legislature in Session
House .....House Chambers
Senate .....Senate Chambers

4:15 – 4:55 pm
Blue Legislature in Committee
Erie .....DoubleTree Capitol I
Houghton .....DoubleTree Capitol I
Huron .....DoubleTree Capitol I
Michigan .....DoubleTree Capitol II
Ontario .....DoubleTree Capitol II
St. Clair .....DoubleTree Capitol II
Superior ..... DoubleTree Capitol III

Friday

4:30 – 4:50 pm NIF 3rd Committee Docket Announcement..... Lansing Center Room 101

5:00 – 6:45 pm **Dinner**.....On Your Own

6:50 - 7:20 pm **Family Group Session (required for all participants, assignment on name badge)**

Groups #1 - #2 ..... Lansing Center Room 101
Groups #3 - #4 ..... Lansing Center Room 102
Groups #5 - #6 ..... Lansing Center Room 103
Groups #7 - #8 ..... Lansing Center Room 104
Groups #9 - #11 ..... Lansing Center Room 201
Groups #12 - #13 ..... Lansing Center Room 202
Groups #14 - #15 ..... Lansing Center Room 203
Groups #16 - #17 ..... Lansing Center Room 204
Groups #18 - #19 ..... Lansing Center Room 205
Groups #20 - #22 ..... Lansing Center Governors Room
Group #23 ..... Lansing Center Boardroom 1
Group #24 ..... Lansing Center Boardroom 2
Groups #25 - #26 ..... Lansing Center 2nd Floor Lobby
Groups #27 - #29 ..... Lansing Center Banquet Room 7
Groups #30 - #32 ..... Lansing Center Banquet Room 8
Groups #33 - #37 ..... Lansing Center 1st Floor Main Concourse
Groups #38 - #50 .....Lansing Center Banquet Rooms 1-6

7:30 – 7:50 pm National Issues Forum 3rd Committee Prep/Rules

Gold Committee..... Lansing Center Room 204
Silver Committee ..... Lansing Center Room 205

7:30 – 9:00 pm MJP Jury Selection.....Lansing Center Room 103-104

7:35 – 9:00 pm Governor's Cabinet..... Lansing Center Boardroom 1
Lobbyists .....Lansing Center Cafeteria
Press Corps .....DoubleTree Stateroom I

7:35 – 9:00 pm Red Legislature in Session

House..... Lansing Center Banquet Room 7
Senate..... Lansing Center Room 102

7:35 – 9:00 pm White Legislature in Session

House..... Lansing Center Banquet Room 8
Senate..... Lansing Center Room 203

7:35 – 9:00 pm Blue Legislature in Session

House..... Lansing Center Room 201
Senate..... Lansing Center Governors Room

7:45 – 8:45 pm Legislative Oversight Preparation Session ..... Lansing Center Room 101

8:00 - 9:00 pm National Issues Forum 3rd Committee

Gold Committee ..... Lansing Center Room 204
Silver Committee ..... Lansing Center Room 205

8:00 - 8:30 pm All Advisor Training .....Lansing Center Banquet Rooms 1-6

8:40 pm Talent Show Acts Dismissed to Lansing Center Banquet Rooms 1-6

9:00 pm – 9:30 pm Talent Show Rehearsal.....Lansing Center Banquet Rooms 1-6

9:30 – 10:15 pm **Evening Activities (Everyone in Lansing Center)**

Talent Show .....Lansing Center Banquet Rooms 1-6
Game Room..... Lansing Center Banquet Room 8
Craft Room..... Lansing Center Banquet Room 7
Team Trivia ..... Lansing Center Room 201
Quiet Room / Homework Room ..... Lansing Center Room 104

10:20 pm Delegation Meetings .....Assigned locations
11:00 pm **All Delegates in Assigned Rooms & Quiet Please**

Saturday

Dress Code: Business

Nerve Center..... DoubleTree Boardroom
MJP Center..... Lansing Center, 1st Floor Main Concourse

6:30 – 8:00 am Breakfast ..... On Your Own

7:30 am Delegation Leaders Meeting ..... Lansing Center Banquet Room 7
7:30 am Presiding Officer Meeting ..... Lansing Center Banquet Room 8

8:00 – 9:00 am Advisor Breakfast ..... DoubleTree Michigan II & III

8:15 – 9:00 am Lt. Governor / Speaker Elections Townhall
Legislature, Press, Gov Cab & Lobbyists..... Lansing Center Exhibit Hall C

8:15 – 8:40 am NIF Presiding Officer Elections Townhall
NIF..... Lansing Center Governors Room

8:45 – 10:45 am Model Judiciary Program Round 6
Courtroom 1..... Lansing Center Room 104
Courtroom 2..... Lansing Center Room 201
Courtroom 3..... Lansing Center Room 202
Courtroom 4..... Lansing Center Room 203
Courtroom 5..... Lansing Center Room 204
Courtroom 6..... Lansing Center Room 205
Courtroom 7..... Lansing Center Boardroom 1
Courtroom 8..... Lansing Center Boardroom 2
Prep Space..... Lansing Center Room 103

8:45 – 10:40 am National Issues Forum 3rd Committee
Gold ..... Lansing Center Governor's Room
Silver..... Lansing Center Banquet Room 7

9:05 – 10:00 am Blue Legislature Committee Hearings
Erie ..... Lansing Center Banquet Room 8
Houghton ..... Lansing Center Banquet Room 8
Huron ..... Lansing Center Banquet Room 8
Michigan ..... Lansing Center Banquet Room 5-6
Ontario ..... Lansing Center Banquet Room 5-6
St. Clair ..... Lansing Center Banquet Room 5-6
Superior..... Lansing Center Banquet Room 5-6

9:05 – 10:45 am Red Legislature in Session
House..... Lansing Center Exhibit Hall C
Senate..... Lansing Center Room 101

9:05 – 10:45 am White Legislature in Session
House..... DoubleTree Capitol I
Senate..... DoubleTree Capitol II

9:05 am Governor's Cabinet..... DoubleTree Stateroom II
Lobbyists ..... DoubleTree Capitol III
Press ..... DoubleTree Stateroom I

10:05 – 10:45 am Blue Legislature in Session
House..... Lansing Center Banquet Room 5-6
Senate..... Lansing Center Banquet Room 8

10:50 pm NIF General Assembly Docket Announcement ..... Lansing Center Governor's Room

10:50 am Walk to Capitol
11:00 am Conference Photo

11:05 – 12:30 pm Lunch MJP ..... On Your Own

Saturday

11:05 – 12:20 pm	Lunch NIF	On Your Own
11:15 – 12:45 pm	Oversight Hearing 1	Lansing Center Room 101
11:15 – 12:30 pm	Lunch Gov Cab, Press & Lobbyists	On Your Own
11:20 – 12:00 pm	Red Legislature in Session	
	House	DoubleTree Capitol I
	Senate	DoubleTree Capitol IV
11:20 – 12:15 pm	White Legislature in Session	
	House	DoubleTree Capitol II
	Senate	DoubleTree Capitol III
11:20 – 12:30 pm	Blue Legislature in Session	
	House	Lansing Center Banquet Room 5-6
	Senate	Lansing Center Banquet Room 8
12:00 – 1:15 pm	Lunch Red Legislature	On Your Own
12:15 – 1:30 pm	Lunch White Legislature	On Your Own
12:30 – 1:45 pm	Lunch Blue Legislature	On Your Own
12:30 – 5:05 pm	NIF General Assembly	Lansing Center Governor's Room
12:40 pm	MJP Semi-Finals Team Announcement	Lansing Center Room 203-205
12:45 pm	Governor's Cabinet	DoubleTree Stateroom II
	Lobbyists	Lansing Center Boardroom 2
	Press	DoubleTree Stateroom I
12:45 – 2:00 pm	Lunch Oversight	On Your Own
1:00 – 3:00 pm	MJP Semi-Finals	
	Courtroom 1	Lansing Center Room 201-202
	Courtroom 2	Lansing Center Room 203-205
1:30 – 3:00 pm	Red Legislature in Session	
	House	DoubleTree Capitol I
	Senate	DoubleTree Capitol IV
1:45 – 3:15 pm	White Legislature in Session	
	House	DoubleTree Capitol II
	Senate	DoubleTree Capitol III
2:00 pm	Governor's Press Conference	Lansing Center Main Concourse Staircase
2:00 – 3:30 pm	Blue Legislature in Session	
	House	Lansing Center Room Banquet Room 5-6
	Senate	Lansing Center Banquet Room 8
2:00 – 3:15 pm	Oversight Hearing 2	Lansing Center Room 101
3:00 – 3:15 pm	Red Legislature Break	
3:10 pm	MJP Finals Team Announcement	Lansing Center Room 203-205
3:15 – 4:55 pm	Red Legislature in Session	
	House	DoubleTree Capitol I
	Senate	DoubleTree Capitol IV
3:15 – 3:30 pm	White Legislature Break	
3:15 – 4:15 pm	Oversight Deliberation	Lansing Center Room 101

Saturday

3:20 – 5:20 pm MJP Finals ..... Lansing Center Room 203-205

3:30 – 4:45 pm White Legislature in Session
House ..... DoubleTree Capitol II
Senate ..... DoubleTree Capitol III

3:30 – 3:45 pm Blue Legislature Break

3:45 – 4:45 pm Blue Legislature in Session
House ..... Lansing Center Banquet Room 5-6
Senate ..... Lansing Center Banquet Room 8

4:20 pm Oversight Press Conference ..... Lansing Center Main Concourse Staircase

4:50 – 5:25 pm Lt. Governor and Speaker of the House Candidate Speeches ..... Lansing Center Exhibit Hall C
All Legislative, Press, Gov Cab and Lobbyists Attend

5:10 – 5:25 pm NIF Presiding Officer Candidate Speeches ..... Lansing Center Governor's Room
All NIF Delegates Attend

5:30 – 6:00 pm Governor's Banquet-Dress Code: Business ..... Lansing Center Exhibit Hall C
Invocation ..... Inspirational Leader
Benediction ..... Inspirational Leader

6:00 – 6:30 pm Governor Candidate Final Speeches ..... Lansing Center Exhibit Hall C

6:40 - 7:15 pm Family Group Session – See Name Badge for assignment
Groups #1 - #2 ..... Lansing Center Room 101
Groups #3 - #4 ..... Lansing Center Room 102
Groups #5 - #6 ..... Lansing Center Room 103
Groups #7 - #8 ..... Lansing Center Room 104
Groups #9 - #11 ..... Lansing Center Room 201
Groups #12 - #13 ..... Lansing Center Room 202
Groups #14 - #15 ..... Lansing Center Room 203
Groups #16 - #17 ..... Lansing Center Room 204
Groups #18 - #19 ..... Lansing Center Room 205
Groups #20 - #22 ..... Lansing Center Governors Room
Group #23 ..... Lansing Center Boardroom 1
Group #24 ..... Lansing Center Boardroom 2
Groups #25 - #26 ..... Lansing Center 2nd Floor Lobby
Groups #27 - #29 ..... Lansing Center Banquet Room 7
Groups #30 - #32 ..... Lansing Center Banquet Room 8
Groups #33 - #50 ..... Lansing Center Exhibit Hall C

6:40 – 7:15 pm Specialist Meeting ..... DoubleTree Capitol III

7:20 – 8:25 pm Rest Period ..... In Hotel Rooms

8:30 – 10:00 pm Polls Open
Polling Precinct 1 ..... Lansing Center Room 101
Polling Precinct 2 ..... Lansing Center Room 201
Polling Precinct 3 ..... Lansing Center Room 103

8:30 – 10:00 pm Evening Activities-Dress Code: MYIG T-Shirt
Dance ..... Lansing Center Exhibit Hall B
Game Room ..... Lansing Center Banquet Room 8
Craft Room ..... Lansing Center Banquet Room 7
Bingo ..... Lansing Center Room 203-205
Quiet Room / Homework Room ..... Lansing Center Room 104

9:00 – 9:30 pm Lead Advisor Meeting ..... Lansing Center Governor's Room

10:05 pm Delegation Meetings ..... Assigned locations
11:00 pm All Delegates in Assigned Rooms & Quiet Please

Sunday

Dress Code: Casual

7:30 am	DoubleTree Luggage Storage.....DoubleTree Capitol II Marriott Luggage Storage.....
7:30 – 9:00 am	Breakfast.....On Your Own
8:00 am	Delegation Leaders Meeting.....Lansing Center Room 203-205
8:00 am	Presiding Officer Meeting.....Lansing Center Room 201-202
8:15 – 9:00 am	**Polls Open** Polling Precinct 1 .....Lansing Center Room 101-102 Polling Precinct 2..... Lansing Center Room 103 Polling Precinct 3..... Lansing Center Room 104
8:45 am	Bill Signing Ceremony..... Lansing Center 1st Floor, Main Concourse
9:15 – 11:30 am	**2024 YMCA MYIG Closing Ceremony..... Lansing Center Banquet Rooms 1-6** Invocation .....Inspirational Leader Advisor and Alumni Recognition.....YMCA MYIG Staff Conference Awards..... Conference Leadership Team Senior Recognition..... YMCA MYIG Alumni Association Reading of Passed Bills and Proposals.....Governor Kenny Announcement of 2024 CONA Delegation.....YMCA MYIG Staff Announcement of 2025 Presiding Officers ..... 2024 Presiding Officers Youth Governor Closing Speech .....Governor Kenny Announcement of 2025 Youth Governor.....Governor Kenny Benediction .....Inspirational Leader
11:30 - 12:00pm	**Checkout of sleeping rooms: DoubleTree and Marriott**

Have a safe trip home! See you next year!

Seniors, don't forget to join the Alumni Association!
www.myig.org/alumni

COMMUNITY SCHOOL DISTRICT

Novi Community School District Field Trip Permission Form

Teacher/Sponsor: Mr. Scobie

Destination: Lansing, Michigan - The State Capital **Field Trip Date:** April 3-6, ~~2024~~ 2025

Departure Time: 7:00 AM on 4-3-25 **Return Time:** 1:30 PM on 4-6-25

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

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

Student Name:Parent/Guardian Name:

Parent/Guardian Phone #:

Parent/Guardian Email:

Emergency Contact Name:

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

Parent/Guardian Approval:

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

arent Signature **Date**

udent: Return completed form to your field trip sponsor by:

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

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
March 14, 2024

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

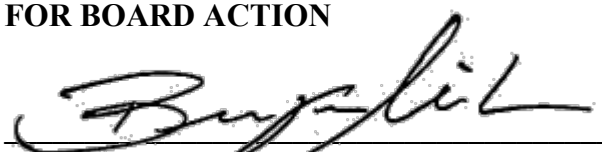
TOPIC: Music in the Parks, May 17, 2025

Adam Ronning, Novi Middle School Band Teacher, is requesting that the Novi Middle School Bands, Choirs, and Orchestras travel to Sandusky, Ohio on Saturday, May 17, 2025. While in Sandusky, the students will perform before judges at Sandusky High School and then go to Cedar Point.

Approximately 360 students will be attending. The cost per student is $145.00 to cover the Cedar Point ticket, food, and transportation. An additional $5,000.00 is covered by the fundraiser that was held in the fall.

RECOMMENDATION:
That the Novi Community Schools Board of Education approve the Novi Middle School Bands, Choirs, and Orchestras Music in the Park trip to Sandusky, Ohio on Saturday, May 17, 2025

APPROVED AND RECOMMENDED
FOR BOARD ACTION



Ben Mainka, Superintendent

Click here for instructions

SY 24-25

0000047

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

Date Request Submitted (auto-populated) 12 weeks prior minimum	**Date of Request** 02/25/2025	**Type of Trip:** Out of State-not overnight
Dates of Trip	**Leave** 05/17/2025	**Return** 05/17/2025
Number of School Days Missed by Students	0	

TRIP INFORMATION

Requester's Name	Adam Ronning
Requester's Building	Novi Middle School
Group/Class Traveling	Novi Middle School Bands, Choirs, and Orchestras
Title of Field Trip	Cedar Point / Music in the Parks Festival
Primary Destination	Cedar Point / Perkins Middle + High School
Expected Chaperone Numbers	NCSD Staff Chaperones 3 Non-Staff Chaperones 45

Summary of Trip:

During this trip students will participate in a competition, Music in the Parks Festival, at Cedar Point. All students will perform in their respective ensembles at Perkins High School and Perkins/Briar Middle School before going to Cedar Point. This Festival is a competition between the schools attending the park on this date and students will enjoy a day at Cedar Point. This trip is not required but available to any interested Novi Middle School band, choir, or orchestra student. Students will ride charter buses to and from Cedar Point and the cost will be paid for by students. All music groups participate in a fundraiser through Century Resources at the beginning of the year to help offset the overall cost of the charter bus transportation.

CURRICULUM (Required for Curricular Trips)

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

Ensemble development and performance focusing on music with varying techniques, rhythms, and styles.

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

Rehearsal and practice of our Festival music, technique, and skills to prepare for the Festival performance.

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

The performance at this Festival allows students to get critical feedback from adjudicators on what the ensembles are doing well and need to improve on.

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

After the trip we will review and listen to the adjudicator's comments and critiques to improve our future performances.

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

Have you coordinated this trip in the past?	Yes	If yes, when:	05/18/2024
If not, what is the most recent overnight trip you have coordinated? Please describe the destination, group traveling, and date.			
If you have never coordinated an overnight trip, it is required that a chaperone accompanying your group has done so.		Which chaperone has this experience?	Adam Ronning, Samantha Farmer, Jeremy Bon

HOTEL ACCOMMODATIONS

Hotel Name If applicable	N/A	Address
Contact Name	N/A	Phone #
Link to Hotel: N/A		

***DETAILED ITINERARY REQUIRED TO BE ATTACHED-(WILL COVER IF MORE THAN 1 HOTEL)**

TRANSPORTATION DETAILS

Must be contacted for pre-arrangements. **Requirements:** **12 weeks prior**	Date contacted/prearranged	10/07/2024
	Transportation Provider If charter bus, confirm on MDOT approved list	EPN Travel - Great Lakes Charter *Charter Bus Transportation
	Contact Person	Jamie Davidson
	Contact Phone Number	888-323-0974 Ext. 4029
	Email Address	jamie.davidson@worldtravelinc.com

Does the bus need to stay?	No
Lift Bus Required?	No
Special Equipment Required:	No
Number of Students Attending	360 Approx.

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION			
Departure Location Building Name & Address	Novi Middle School 49000 Eleven Mile Rd Novi, MI 48374	Departure Date & Time	05/17/2025 5:00 AM
Destination Location Building Name & Address	Perkins High School 3714 Campbell Street Sandusky, OH 44870	Arrival Time	7:45 AM
RETURN TRAVEL FROM FIELD TRIP TO SCHOOL			
Departure Location Building Name & Address	Cedar Point Sandusky, OH 44870	Departure Date & Time	05/17/2025 7:30 PM
Destination Location Building Name & Address	Novi Middle School 49000 Eleven Mile Rd Novi, MI 48374	Arrival Time	9:30 PM

Notes:

This trip is not required, students will start signing up for the trip at the end of March. We will have adult parent chaperones, all will complete a background check before the trip. There will at least be 1 adult chaperone for every 8 students on the trip.

FIELD TRIP COSTS

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

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

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

TOTAL NCSD BUS COST $

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

Parking facilities on-site? Is there a cost?
N/A

Other important information about NCSD Bus Cost:
N/A

FIELD TRIP COST SUMMARY PER STUDENT		
Total Estimated Cost Per Student		$ 125.00
Estimated Total Per Student		**Expense Description (what is included)**
Paid by Students & Families	125.00	Cedar Point Ticket, Transportation
Supplied by Students During the Trip	20.00	Students will purchase dinner at the park
Covered By Other Funding Sources*	5,000.00	Total amount fundraised towards transportation costs. Fundraiser completed in the fall
*List other funding sources (grant names etc.)		

NCSD BUSINESS OFFICE INFO NEEDED:	Expense Item	Account Name to be charged	Account Number	Amount
	Next Invoce	MS Choir Student Activities	61-296-7920-020-620-0000	$15000 approx
	Final Invoice	MS Orchestra Student Activities	61-296-7920-020-752-0000	$15000 approx

Notes: MS Band Student Activities has already paid the deposit and 1st invoice

APPROVAL TO COLLECT FUNDS		
Anticipated participants (qty)	Amt. Collected per participant ($)	Expected Total Collected
360	125	**$** 45,000.00
Account Name Where Funds will be Deposited		Account Number
MS Band Student Activities, MS Orchestra Student Activities, MS Choir Student Activities		Multiple accounts
Name of Adult(s) present and responsible for collecting, counting, and turning in money to the school's financial secretary the day of sale.		Estimated Date (s) Money will be Collected
Adam Ronning, Samantha Farmer, Jeremy Bon		3/11/25 - 3/20/25

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

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

LINKS / ITEMS NEEDED TO PROCESS		
Links / Documents	When Needed	Process
NCSD Field Trip Permission Form - AR	Required for ● All field trips. Completed, unsigned version required to process this request.	1. Choose a form option a. Digital Form b. Paper Form 2. Update with event details. 3. Attach an unsigned, updated form at the end of this process (scroll all the way to the bottom). If using the digital form, simply upload a document with the link you are sharing with families.
Detailed Itinerary AR	Required for: ● All overnight, out of state or out of country field trips.	No required format. Must be attached at the end of this process (scroll all the way to the bottom).
Chaperone & Volunteer Non-Employment Background Request (ICHAT) AR	Required for: ● All NON-NCSD chaperones	Please follow district guidelines found at link including allow 3 business days for your submission to be processed.
NCSD Health Forms AR	Required for all students: ● Emergency Medical Release Form ● Authorization for Administering Over-The-Counter Medication Required for students bringing Medications: ● Medication Authorization Form ● Medication Form- Self Administer	Medication Instructions for Overnight Field Trips
Student & Chaperone Rules and Responsibilities AR	Required for: ● All overnight, out of state or out of country field trips.	Attach the NCSD Overnight, Out of State or Out of Country Rules and Responsibilities to the permission slip when distributing. (already linked in the digital form). Ensure that all chaperones have reviewed the chaperone responsibilities.
For More Details Please Review the NCSD Overnight, Out of State, Out of Country Field Trip Procedure		

APPROVAL PROCESS			
Staff Member	**Signature**	**Date**	**Action**
Requester's Signature	Adam Ronning Adam Ronning [02/25/2025 12:24pm PST]	02/25/2025	**Submitted**
Sponsoring Administrator of Trip	Robert J Baker Robert J Baker [02/28/2025 11:30am PST]	02/28/2025	Reviewed, okay to proceed.
Notes:			
Building Administrator	Robert J Baker Robert J Baker [02/28/2025 11:32am PST]	02/28/2025	Reviewed, okay to proceed
Notes:			
Building Budget Admin. Asst. Review	DEBRA JODOIN DEBRA JODOIN [03/05/2025 5:30am PST]	03/05/2025	Reviewed, okay to proceed.
Account number(s) provided have been reviewed and are accurate. Yes Notes:			
Director of Transportation Only if NCSD Bus used			
Notes: Dir. of Transp. Will be cc'd after board review if request is denied and using NCSD Bus.			
Director of Instruction	Emily Parker Pohlonski Emily Parker Pohlonski [03/05/2025 5:36am PST]	03/05/2025	Reviewed, okay to proceed
Notes:			
Asst. Superintendent Teaching & Learning	Michael Giromini Michael Giromini [03/05/2025 5:47am PST]	03/05/2025	Reviewed, okay to proceed
Notes:			
Proposed Overnight, Out of State/Country Trip Executive Assistant, Superintendent & Board of Education	Sheila Holly Sheila Holly [03/05/2025 5:59am PST]	03/05/2025	Expected Board Review Date 03/20/2025
Notes:			
Board of Ed Decision			Remember to CC Director of Transportation if Denied & Using NCSD Bus.
All completed forms automatically cc'd to: SUPERVISOR OF MEDICAL SERVICES		Board of Education Decision:	

May 17, 2025 - Cedar Point Schedule + Reminders

Band/Orchestra Performance Address: Perkins High School
3714 Campbell Street
Sandusky, OH 44870

Choir Performance Address: Perkins/Briar Middle School
3700 South Ave.
Sandusky, OH 44870

I. SCHEDULE

4:45 a.m. – Arrive at Novi Middle School.
5:00 a.m. – Leave Novi Middle School.
7:45 a.m.– Arrive at Perkins/Briar Middle School - drop off choir ensembles
7:50 a.m. - Arrive at Perkins High School - drop off band/orchestra ensembles
8:00-9:40.- Warm Up and Performance of Novi Middle School Ensembles.

Women's Choir- Warm up: 8:00, Performance 8:20
Mens Choir- Warm up: 8:40, Performance 9:00
Mixed Choir- Warm up: 9:20, Performance 9:40
7th Grade Band- Warm Up: 8:00, Performance: 8:25
7th Grade Orchestra- Warm up: 8:00, Performance: 8:25
8th Grade Band- Warm up: 8:50, Performance: 9:15
8th Grade Orchestra- Warm up: 8:50, Performance: 9:15

10:00 a.m.- Leave for Cedar Point Amusement Park. (Leave from High School, pick up choir students at Middle School)
12:00pm - Check in #1
2:00pm - Check in #2
4:45 p.m.– Check in #3/Cedar Point's Point Pavilion: AWARDS CEREMONY!

- Everyone sits together. Let's go for the Spirit Award! Cheer for All!

7:15p.m.- **Final Check in:** Meet at the front of the park, just inside the Ticket Gate. (Meet with your full group inside the park before leaving the gate. Then check out with a director before leaving for the buses)
DO NOT BOARD THE BUS until you have been given permission from a director.

7:30p.m.- Board buses TOGETHER. Once on the bus, nobody is permitted to leave the bus.
9:30p.m. – Arrive at Novi Middle School

Call if you have any questions or troubles throughout the day…..

***We have purposely not assigned ourselves a group, to be available at all times for assistance**

Chaperone Reminders

C. Please share your cell number with your students, in the event of an emergency.

D. Chaperones are responsible for their students at all times, being sure they are on the bus, at scheduled locations on time, etc.

E. Please contact our the director's if any of the following occurs:

1. Inappropriate student behavior
2. Inappropriate attire. (Must wear Music/Novi shirt and long shorts or pants/jeans.)
3. You cannot find one of the students in your group
4. Student illness
5. Student needs any medication (including tylenol, tums, benadryl, dramamine)

F. Please announce to your group at NMS before we leave and/or at Cedar Point as we enter the park:

1. …your expectations.
2. …..**that everyone is to be included. No hurt feelings. No one is to be left alone EVER!**
3. …. that the directors said chaperones are <u>not</u> for you to use to carry their stuff!.
4. …everyone is to be at the Awards Ceremony by 4:45. It's over by 5:30.
5. ….everyone MUST be at the front gate by 7:15pm tonight.
6. ….everyone is responsible for their own stuff! (Keep everything safe and secure.)

Bus Expectations

- As we load the buses make sure that everyone in your group puts their instrument on the bus.
- Chaperones should spread out throughout the bus to supervise all students
- Keep talking at a minimum when we first leave NMS, keep them seated at all times. Encourage sleep!
- Students may have brought a DVD, must be G or PG rated. You can choose, or let students choose what to watch.
- Remind students to pick up and throw garbage away to keep bus clean (there will be a garbage bag provided at the front of each bus)
- **For the bus ride home:** 30 minutes prior to arrival at NMS, please announce for all students to call home to tell their parents to come pick them up.
- As we arrive at NMS, please remind students to take EVERYTHING off the bus, and take their instruments home.
- When we arrive back at Novi Middle School, please check that EVERYTHING was taken off the bus. Check the seats, overhead compartments, and under bus storage. Grab anything that was left behind and give it to a teacher.

Music in the Parks Festival

- Upon arriving at Perkins/Briar Middle School, **stay on the bus until a director visits the bus with directions.**
- All choir students will exit the buses at the same time when we arrive at Perkins/Briar Middle School. Orchestra and Band Students should stay seated on the bus. ***At this time, if you are a choir parent, you may leave the bus with the choir students. If you are a band/orchestra parent, please stay on the bus with band/orch students.***
- Orchestra and Band Students should take their instruments out at the bus and put their cases back on the bus. In the event of rain, we will carry instruments in cases into the school.
- **Tickets will be sorted at Perkins High School.** Tickets will be sorted in envelopes by chaperone group and bus. Please distribute tickets to your group in front of the ticket gates, NOT ON THE BUS.

Call if you have any questions or troubles throughout the day…..

****We have purposely not assigned ourselves a group, to be available at all times for assistance***

Cedar Point PARK

- No student is allowed to ever be alone, they must be in groups of 4 or more, with at least one person who has a cell phone.
- Only if you are comfortable with it, groups can split up to go on different rides and meet up to check in throughout the day.
- 4:45 meet for Award Ceremony- Point Pavilion
- 7:15- Final Check In- Gather entire group inside of park, pick a spot and a time, then come through turnstiles with ENTIRE group to check out with, Mrs. Farmer, Mr. Ronning, or Mr. Bon. We will tell you where the buses are located at that time. Once you check out and load the bus, do NOT get off the bus for any reason.
- **Cell Phone reception is not very good at Cedar Point, call repeatedly if you can't get through to us. Also mention this to your students!**
- Consider coming up with an "emergency meet up spot" with your group in case of an emergency.
- Water Bottles - Students are allowed to bring in unopened disposable water bottles or empty reusable water bottles

Weather / Plan

- If there is a small chance of rain - we will stay at the park through light rain showers. Stay with your groups and take cover, as rain blows over, continue enjoying the day. If the weather gets really bad, teachers will make a plan and call all chaperones to tell you what to do. Keep cell phones close by to watch for a call.

- If you see lightning or hear thunder, contact/get together with your group of students IMMEDIATELY and wait for further instructions from the directors* Take cover at a pavilion, arcade, or any other indoor area

Call if you have any questions or troubles throughout the day…..

We have purposely not assigned ourselves a group, to be available at all times for assistance

‘MUSIC IN THE PARKS’ COMPETITION
Saturday, May 17, 2025

Dear Students and Parents,

The Music in the Parks Competition/Cedar Point Trip is coming soon. We must have a signed response from you by **Thursday, March 20th**.

Date: Saturday, May 17, 2025
Location: Perkins High School, Sandusky, Ohio
Perkins/Briar Middle School, Sandusky, Ohio
Cedar Point Park. Sandusky, Ohio
Times: Depart – 5:00a.m. Novi Middle School
Return – 9:30p.m.@ Novi Middle School
Please see the attached page for more information.

Please sign and return, along with the Field Trip Permission Slip on reverse side:

***I, _____ (parent name), the parent of _____ (student name) acknowledge that my child will be attending “Music in the Parks/Cedar Point.” I agree to pay the fee of $125.00, which covers the Competition, Park admission and chartered buses. I understand that full payment (non-refundable) must be received by March 20, 2025, unless other arrangements have been approved. It may be paid in full or in partial payments if communicated to the director prior to due date, ASAP.**

*There will be a **Parent Meeting on Wednesday, May 7th at 7:00PM in the Middle School Auditorium** to go over everything you need to know about the Field Trip!

Please ONLY fill out this bottom portion if interested in Chaperoning this trip

---

_____I will chaperone, at a discounted rate of $60.00** ***(which includes Cedar Point. Admission and Chartered Bus.)****Please be aware that Chaperone responsibilities include responsibility of your own student and the students in your group both at the park and on the bus. Chaperone groups may consist of up to 8 students.****

Parent Name (Please Print): _____

*Date*_____ *Phone:*_____ *Email:*_____

*The **parent meeting on May 1st will be followed by a REQUIRED CHAPERONE MEETING for ANY PARENTS** who will be chaperoning this Field Trip. This will be a short meeting to go over the chaperone responsibilities on the field trip and answer questions.

MUSIC IN THE PARKS/CEDAR POINT PERMISSION SLIP

_____in the 7th / 8th grade has permission to
(Student's Name)
participate in a field trip to **Perkins (Middle and High School) /Cedar Point** on **Sat., May 17, 2025,** between **_5:00AM- 9:30PM** with Mr. Ronning, Mr. Bon & Mrs. Farmer.

I understand that this is a SCHOOL field trip for my middle school aged music student and that students will abide by all rules in the school handbook, including dress code.

I understand that my student can request their group on this trip, but the teachers will make the final group decisions.

I understand that transportation to and from the destination is to be provided by EPN Travel Services. Students are to ride the bus to and from the trip.

I understand that my student will NEVER be alone in the park, will ALWAYS be with another student with a charged cell phone, and will be at the CHECK -INs with the chaperones throughout the day. At least one student will have a cell phone in each group.

I understand my student needs to arrive at Novi Middle School BY 4:45AM and will have a ride arranged to pick them up by 9:30 PM at Novi Middle School.

I understand that my student is responsible for their own belongings on this trip. Lost or stolen items are not the responsibility of Novi Middle School.

***Chaperones, I understand that I will be in charge of no more than 8 students throughout the day including check-ins, communication with directors, and monitoring student behavior on the trip. I also understand that I WILL BE at the Chaperone Meeting on Wednesday, May 7th. (Chaperones who cannot attend this meeting please contact your child's music teacher ASAP!)**

Students's Cell Phone Number: _____

Parent/Guardian Name_____ Cell Phone:_____

_____ _____
Parent/Legal Guardian Date

Payment: You can play for Cedar Point through Check or Cash!
____Check #_____
____Cash
If paying by check, please make it payable to "Novi Middle School."

Novi Community School District Field Trip Permission Form

Teacher/Sponsor: Adam Ronning, Samantha Farmer, Jeremy Bon

Destination: Perkins High School / Cedar Point **Field Trip Date:** 05/17/25

Departure Time: 05:00 **Return Time:** 21:30

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

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

Student Name:Parent/Guardian Name:

Parent/Guardian Phone #:

Parent/Guardian Email:

Emergency Contact Name:

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

Parent/Guardian Approval:

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

Parent Signature **Date**

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

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

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
March 20, 2025

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

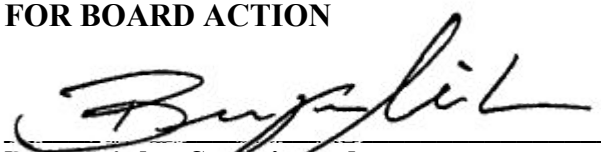
TOPIC: Novi Dance Company Trip to Orlando, FL

The Novi High School Dance Company is requesting that the Novi Dance Company participate in the National Dance Champions Nationals. This competition will take place in Orlando, Florida, from February 26, 2026 through March 2, 2026.

Nationals hosts schools from around the country and affords students the chance to network and make those connections that can be useful in the future. This trip also provides an opportunity for students to get a feel of what it is like to tour and work as a professional dancer.

RECOMMENDATION:
That the Novi Community Schools Board of Education approve the Novi Dance Company Trip to Orlando, Florida, February 26, 2026 through March 2, 2026.

APPROVED AND RECOMMENDED
FOR BOARD ACTION



Ben Mainka, Superintendent

Click here for instructions

SY 25-26

0000048

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

Date Request Submitted (auto-populated) 12 weeks prior minimum	**Date of Request** 03/04/2025	**Type of Trip:** Out of State & Overnight
Dates of Trip	**Leave** 02/26/2026	**Return** 03/02/2026
Number of School Days Missed by Students	3	

TRIP INFORMATION

Requester's Name	Ashley Zardus
Requester's Building	Novi High School
Group/Class Traveling	Novi Dance Company
Title of Field Trip	Nationals Competition
Primary Destination	Orlando Florida
Expected Chaperone Numbers	NCSD Staff Chaperones 2 Non-Staff Chaperones 4

Summary of Trip:

The Novi Dance Company, accompanied by Ashley Zardus and Cathy Farris, would like to participate in the National Dance Champions Nationals, which will take place in Orlando, Florida, from February 26th to March 2nd, 2026. The Contest of Champions has been acknowledged as the most organized and well-rounded national competition of its kind. This experience provides performers with a positive and memorable competition experience.
This Contest of Champions is an open competition, independent of any association or camp and does not require a qualifier to participate. The event is open to all schools and studios nationwide. The experience takes place in a magical, family-oriented destination that ultimately rewards everyone involved for their hard work and commitment to the team.

CURRICULUM (Required for Curricular Trips)

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

ART.D.1.HS.4 Demonstrate projection while performing dance skills.ART.D.1.HS.5 Demonstrate the ability to remember and perform extended movement sequences.

LT: Apply previous feedback from throughout the year to continue to grow in the routines.

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

Daily practice of routines

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

Competitive atmosphere to raise the stakes, a chance to see other high school teams perform, gain feedback from judges.

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

Watching and listening to the judge's feedback, then applying corrections to future dances.

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

Have you coordinated this trip in the past?	Yes	If yes, when:	02/28/2024
If not, what is the most recent overnight trip you have coordinated? Please describe the destination, group traveling, and date.			
If you have never coordinated an overnight trip, it is required that a chaperone accompanying your group has done so.		Which chaperone has this experience?	

HOTEL ACCOMMODATIONS

Hotel Name If applicable	TBD	Address
Contact Name		Phone #
Link to Hotel:		

***DETAILED ITINERARY REQUIRED TO BE ATTACHED-(WILL COVER IF MORE THAN 1 HOTEL)**

TRANSPORTATION DETAILS		
Must be contacted for pre-arrangements. **Requirements:** **12 weeks prior**	Date contacted/prearranged	
	Transportation Provider If charter bus, confirm on MDOT approved list	
	Contact Person	
	Contact Phone Number	
	Email Address	
Does the bus need to stay?		
Lift Bus Required?		
Special Equipment Required:		
Number of Students Attending		

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION			
Departure Location Building Name & Address		Departure Date & Time	
Destination Location Building Name & Address		Arrival Time	
RETURN TRAVEL FROM FIELD TRIP TO SCHOOL			
Departure Location Building Name & Address		Departure Date & Time	
Destination Location Building Name & Address		Arrival Time	

Notes:

We will be booking through the competition, they will organize all moving parts including hotel stay and transportation.

FIELD TRIP COSTS

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

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

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

TOTAL NCSD BUS COST $

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

Parking facilities on-site? Is there a cost?

Other important information about NCSD Bus Cost:

FIELD TRIP COST SUMMARY PER STUDENT		
Total Estimated Cost Per Student		$ 1,700.00
Estimated Total Per Student		**Expense Description (what is included)**
Paid by Students & Families	1,530.00	cost of trip
Supplied by Students During the Trip	100.00	Food and souvenirs
Covered By Other Funding Sources*	170.00	Fundraising
*List other funding sources (grant names etc.)	Students may apply for scholarship opportunities through the District (up to $300)	

NCSD BUSINESS OFFICE INFO NEEDED:	Expense Item	Account Name to be charged	Account Number	Amount
	Airfare	Novi Dance Company	61-296-7920-022-629-0000	428
	Comp Fees	Novi Dance Company	61-296-7920-022-629-0000	95
	Hotel	Novi Dance Company	61-296-7920-022-629-0000	1100
	Busing	Novi Dance Company	61-296-7920-022-629-0000	45

Notes: All funds will be sent via check or paid by credit card through the same company.

APPROVAL TO COLLECT FUNDS		
Anticipated participants (qty)	Amt. Collected per participant ($)	Expected Total Collected
24	1700	**$** 40,800.00
Account Name Where Funds will be Deposited		Account Number
Novi Dance Company		60-179-0000-022-629-0000
Name of Adult(s) present and responsible for collecting, counting, and turning in money to the school's financial secretary the day of sale.		Estimated Date (s) Money will be Collected
Ashley Zardus		6/5, 8/11, 8/25, 10/1

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

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

LINKS / ITEMS NEEDED TO PROCESS		
Links / Documents	When Needed	Process
NCSD Field Trip Permission Form - AZ	Required for ● All field trips. Completed, unsigned version required to process this request.	1. Choose a form option a. Digital Form b. Paper Form 2. Update with event details. 3. Attach an unsigned, updated form at the end of this process (scroll all the way to the bottom). If using the digital form, simply upload a document with the link you are sharing with families.
Detailed Itinerary AZ	Required for: ● All overnight, out of state or out of country field trips.	No required format. Must be attached at the end of this process (scroll all the way to the bottom).
Chaperone & Volunteer Non-Employment Background Request (ICHAT) AZ	Required for: ● All NON-NCSD chaperones	Please follow district guidelines found at link including allow 3 business days for your submission to be processed.
NCSD Health Forms AZ	Required for all students: ● Emergency Medical Release Form ● Authorization for Administering Over-The-Counter Medication Required for students bringing Medications: ● Medication Authorization Form ● Medication Form- Self Administer	Medication Instructions for Overnight Field Trips
Student & Chaperone Rules and Responsibilities AZ	Required for: ● All overnight, out of state or out of country field trips.	Attach the NCSD Overnight, Out of State or Out of Country Rules and Responsibilities to the permission slip when distributing. (already linked in the digital form). Ensure that all chaperones have reviewed the chaperone responsibilities.
For More Details Please Review the NCSD Overnight, Out of State, Out of Country Field Trip Procedure		

APPROVAL PROCESS			
Staff Member	**Signature**	**Date**	**Action**
Requester's Signature	Ashley Zardus Ashley Zardus [03/04/2025 9:01am EST]	03/04/2025	**Submitted**
Sponsoring Administrator of Trip	Michelle Eathorne Michelle Eathorne [03/11/2025 9:15am EDT]	03/11/2025	Reviewed, okay to proceed.
Notes:			
Building Administrator	Nicole Carter Nicole Carter [03/11/2025 9:59am EDT]	03/11/2025	Reviewed, okay to proceed
Notes:			
Building Budget Admin. Asst. Review	Mary Warra Mary Warra [03/11/2025 1:45pm EDT]	03/11/2025	Reviewed, okay to proceed.
Account number(s) provided have been reviewed and are accurate. Yes Notes:			
Director of Transportation Only if NCSD Bus used			
Notes: Dir. of Transp. Will be cc'd after board review if request is denied and using NCSD Bus.			
Director of Instruction	Emily Parker Pohlonski Emily Parker Pohlonski [03/11/2025 8:39pm EDT]	03/11/2025	Reviewed, okay to proceed
Notes:			
Asst. Superintendent Teaching & Learning	Michael Giromini Michael Giromini [03/12/2025 7:48am EDT]	03/12/2025	Reviewed, okay to proceed
Notes:			
Proposed Overnight, Out of State/Country Trip Executive Assistant, Superintendent & Board of Education	Sheila Holly Sheila Holly [03/12/2025 8:49am EDT]	03/12/2025	Expected Board Review Date 03/20/2025
Notes:			
Board of Ed Decision			Remember to CC Director of Transportation if Denied & Using NCSD Bus.
All completed forms automatically cc'd to: SUPERVISOR OF MEDICAL SERVICES		Board of Education Decision:	

Novi Community School District Field Trip Permission Form

Teacher/Sponsor: Ashley Zardus

Destination: Orlando FL **Field Trip Date:** 02/26/26

Departure Time: **Return Time:**

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

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

Student Name:Parent/Guardian Name:

Parent/Guardian Phone #:

Parent/Guardian Email:

Emergency Contact Name:

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

Parent/Guardian Approval:

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

Parent Signature **Date**

Student: Return completed form to your field trip sponsor by: 01/30/26

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

Novi Community School District Field Trip Permission Form

Teacher/Sponsor: Ashley Zardus

Destination: Orlando FL **Field Trip Date:** 02/26/26

Departure Time: **Return Time:**

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

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

Student Name:Parent/Guardian Name:

Parent/Guardian Phone #:

Parent/Guardian Email:

Emergency Contact Name:

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

Parent/Guardian Approval:

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

Parent Signature **Date**

Student: Return completed form to your field trip sponsor by: 01/30/26

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

Contest of Champions - NDC National Competition Trip Itinerary
Orlando, FL
February 29th - March 4th

Thursday, February 29th (Half Travel, Half Park)

~ 4:00 am Drop off at DTW (Follow signs for Southwest/North terminal/Blue terminal) (Entrance doors should say "Warren Cleage Evans Terminal")
~ 6:00 am Depart from DTW Airport
~ 7:45 am Arrive at BWI at
~ Eat Breakfast
~ 10:00 am Depart BWI
~ 12:25 pm Arrive at MCO
~ Charter bus will then take us to Hotel
~ 1:30 pm Lock-in luggage @hotel
~ Pool/lunch/relax time
~ Dancers will get a refillable cup to use at all meals
~ 4:00 pm Check-in
~ 5:00 pm bus to Epcot!
~ 7:30 pm Check-in photo
~9:00 pm Bus back to hotel
~ 10:30 pm Lights out

Friday, March 1st (JV Competes)

Emerald	**Diamond**
~ 7:00 am Breakfast at Hotel ~ 8:00 am Animal Kingdom ~ 9:00 am Hollywood Studios ~ 12:00 pm Check-in Photo ~ Lunch on own in park ~ 2:00 pm bus to Hollywood Studios ~ 3:00 pm Check-in photo ~ 5:00 pm Dinner together @hotel ~ 8:00 pm Return to park for Fantasmic! ~11:30 pm lights out	~ 9:00 am Breakfast at Hotel ~ 10:00 am leave to Contemporary ~11:32 am W/U 12:02 JV Contemp ~12:17 pm W/U 12:47 JV Jazz ~ Lunch @ contemporary ~3:22 pm W/U 3:52 JV Modern ~ 4:15 pm return to hotel ~ 5:00 Dinner together @hotel ~ Pool/relax time ~ 11:30 pm Lights out

Contest of Champions - NDC National Competition Trip Itinerary
Orlando, FL
February 29th - March 4th

Saturday, March 2nd (Park Day w/ JV Awards)

~ 7:30 am Breakfast at Hotel
~ 8:30 am bus to Magic Kingdom!
~ Group photo in front of Castle
~ lunch on own
~ Check-in Photo - 1:00 pm
~ 4:00 pm Dinner Together - Cosmic Ray's Starlight Cafe (Tomorrowland)
~ 5:15 pm JV returns to Hotel to grab costumes**
~ 6:15 pm Bus to Awards
~ 8:00 pm Showcase Performance**
~ 8:30 pm JV Awards @Hollywood Studios "Theater of the stars"
~ 10 pm return to hotel
~ 11:30 pm Lights out

Sunday March 3rd (Varsity Compete w/ Varsity awards)

Emerald	**Diamond**
~ 6:30 am Breakfast at Hotel ~ 7:30 am Arrive at Competition ~ 8:52 am W/U 9:22 Varsity Contemp ~ 10:48 am W/U 11:18 Varsity Modern ~ 11:30 am Lunch - @Contmeporary ~ 2:08 pm W/U 2:38 Varsity Jazz ~ 3:44 pm W/U 4:14 Varsity Hip Hop ~ 5:00 pm return to hotel ~ 6:00 pm Dinner @hotel ~ TBD Bus to awards ~ 7:30 pm Showcase **	~ 8:00 am Breakfast at Hotel ~9:00 am Hollywood Studios ~ 12:00 pm Check-in Photo ~ Lunch on own in park ~ 2:30 pm depart to contemporary ~ 3:00 pm arrive at Contemporary ~ 3:44 pm W/U 4:14 Varsity Hip Hop ~ 5:00 pm return to hotel ~ 6:00 pm Dinner together @hotel ~ 7:00 pm Diamond return to park (unless hip hop gets picked for showcase) (choice of Park)

Contest of Champions - NDC National Competition Trip Itinerary
Orlando, FL
February 29th - March 4th

~ 8:00 pm Varsity Awards @Hollywood Studios “theater of the starts” ~ 10:00 pm return to hotel ~ 11:30 pm Light out	~ 11:30 lights out

Monday, March 4th (Travel Home)
~ 9:30 am Breakfast at the hotel
~ 11:00 am Check out
~ 11:30 am Take Charter bus to MCO
~ 12:30 pm Arrive at MCO
~Eat big Lunch/Purchase snacks
~ 3:50 pm Depart MCO
~ 5:25 pm Arrive at STL
~ 6:25 pm Depart STL
~ 8:55 pm Arrive DTW
~ Parent Pick-up where drop-off was

**** May or may not happen - invitation based**
Purple Highlight = Novi pays for DANCERS meal only

Parents will follow their child to the parks on Friday and Sunday.

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
November 16, 2023

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

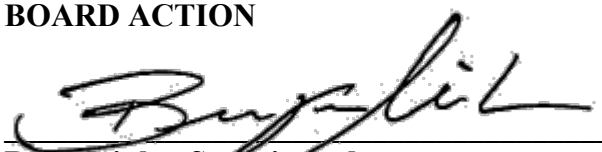
TOPIC: Novi Varsity Baseball Team - Perfect Game Great Lakes Baseball Tournament

The Novi Athletics Department is requesting approval for the Novi Baseball team to travel to Grand Rapids, Michigan, so that they can participate in the Perfect Game Great Lakes Baseball Tournament. The Novi team will compete against teams from all over the state.

This weekend tournament will take place on Friday, May 16, 2025 through May 17, 2025.

RECOMMENDATION:
That the Novi Community School District approve the Novi Baseball trip to the Perfect Game Great Lakes Baseball Tournament in Grand Rapids, Michigan from May 16, 2025 through May 17, 2025.

APPROVED AND RECOMMENDED FOR BOARD ACTION



Ben Mainka, Superintendent

Click here for instructions

SY 24-25

0000045

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

Date Request Submitted (auto-populated) 12 weeks prior minimum	**Date of Request** 02/13/2025	**Type of Trip:** Overnight
Dates of Trip	**Leave** 05/16/2025	**Return** 05/17/2025
Number of School Days Missed by Students	45 minutes	

TRIP INFORMATION

Requester's Name	Rick Green
Requester's Building	Novi High School
Group/Class Traveling	Varsity Baseball Team
Title of Field Trip	Perfect Game Great Lakes Baseball Tournament Field Trip
Primary Destination	Grand Rapids, Michigan
Expected Chaperone Numbers	NCSD Staff Chaperones 5 Non-Staff Chaperones 0

Summary of Trip:

The Varsity baseball team will be traveling to Grand Rapids to compete against teams all over the state in a weekend tournament.

CURRICULUM (Required for Curricular Trips)

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

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

3.) Why is the field trip the best way to achieve/reinforce the class learning targets?
4.) What follow-up activities will be used in the classroom/curriculum to assist the students in applying the knowledge gained on this trip?

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

Have you coordinated this trip in the past?	No	If yes, when:	
If not, what is the most recent overnight trip you have coordinated? Please describe the destination, group traveling, and date. Spring break 2024 trip to Vero Beach, Florida.			
If you have never coordinated an overnight trip, it is required that a chaperone accompanying your group has done so.		Which chaperone has this experience?	4 of the 5 NCSD baseball coaches from the Spring 2024 trip will be on this trip.

HOTEL ACCOMMODATIONS

Hotel Name If applicable	TBD (near Grand Rapids)	Address
Contact Name		Phone #
Link to Hotel:		

***DETAILED ITINERARY REQUIRED TO BE ATTACHED-(WILL COVER IF MORE THAN 1 HOTEL)**

TRANSPORTATION DETAILS		
Must be contacted for pre-arrangements. **Requirements:** **12 weeks prior**	Date contacted/prearranged	
	Transportation Provider If charter bus, confirm on MDOT approved list	Students will be car pooling with parents. No students will be driving.
	Contact Person	
	Contact Phone Number	
	Email Address	

Does the bus need to stay?	
Lift Bus Required?	
Special Equipment Required:	
Number of Students Attending	

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION			
Departure Location Building Name & Address		Departure Date & Time	
Destination Location Building Name & Address		Arrival Time	
RETURN TRAVEL FROM FIELD TRIP TO SCHOOL			
Departure Location Building Name & Address		Departure Date & Time	
Destination Location Building Name & Address		Arrival Time	
Notes:			

FIELD TRIP COSTS

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

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

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

TOTAL NCSD BUS COST $

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

Parking facilities on-site? Is there a cost?

Other important information about NCSD Bus Cost:

FIELD TRIP COST SUMMARY PER STUDENT		
Total Estimated Cost Per Student		$ 0.00
Estimated Total Per Student		**Expense Description (what is included)**
Paid by Students & Families	0.00	Students will not be paying any money to go on this field trip
Supplied by Students During the Trip	0.00	If students want to buy anything on their own then it will be with their own money.
Covered By Other Funding Sources*	500.00	The cost for the tournament is $500 which will be funded by Novi High School Athletics.
*List other funding sources (grant names etc.)		

NCSD BUSINESS OFFICE INFO NEEDED:	Expense Item	Account Name to be charged	Account Number	Amount
	Hotel	SA Account 802	61-296-7920-022-802-0000	900

Notes: These are all estimated numbers.

APPROVAL TO COLLECT FUNDS		
Anticipated participants (qty)	Amt. Collected per participant ($)	Expected Total Collected
18	0.00	**$** 0.00
Account Name Where Funds will be Deposited		Account Number
SA Account 802		60-179-0000-022-802-0000
Name of Adult(s) present and responsible for collecting, counting, and turning in money to the school's financial secretary the day of sale.		Estimated Date (s) Money will be Collected
2		May

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

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

LINKS / ITEMS NEEDED TO PROCESS		
Links / Documents	When Needed	Process
NCSD Field Trip Permission Form - CR	Required for ● All field trips. Completed, unsigned version required to process this request.	1. Choose a form option a. Digital Form b. Paper Form 2. Update with event details. 3. Attach an unsigned, updated form at the end of this process (scroll all the way to the bottom). If using the digital form, simply upload a document with the link you are sharing with families.
Detailed Itinerary CR	Required for: ● All overnight, out of state or out of country field trips.	No required format. Must be attached at the end of this process (scroll all the way to the bottom).
Chaperone & Volunteer Non-Employment Background Request (ICHAT) CR	Required for: ● All NON-NCSD chaperones	Please follow district guidelines found at link including allow 3 business days for your submission to be processed.
NCSD Health Forms CR	Required for all students: ● Emergency Medical Release Form ● Authorization for Administering Over-The-Counter Medication Required for students bringing Medications: ● Medication Authorization Form ● Medication Form- Self Administer	Medication Instructions for Overnight Field Trips
Student & Chaperone Rules and Responsibilities CR	Required for: ● All overnight, out of state or out of country field trips.	Attach the NCSD Overnight, Out of State or Out of Country Rules and Responsibilities to the permission slip when distributing. (already linked in the digital form). Ensure that all chaperones have reviewed the chaperone responsibilities.
For More Details Please Review the NCSD Overnight, Out of State, Out of Country Field Trip Procedure		

APPROVAL PROCESS			
Staff Member	**Signature**	**Date**	**Action**
Requester's Signature	Charlie Richter Charlie Richter [02/13/2025 12:39pm EST]	02/13/2025	**Submitted**
Sponsoring Administrator of Trip	Don Watchowski Don Watchowski [02/13/2025 1:28pm EST]	02/13/2025	Reviewed, okay to proceed.
Notes:			
Building Administrator	Nicole Carter Nicole Carter [02/13/2025 5:03pm EST]	02/13/2025	Reviewed, okay to proceed
Notes:			
Building Budget Admin. Asst. Review	Ashley Bootz Ashley Bootz [02/14/2025 1:40pm EST]	02/14/2025	Reviewed, okay to proceed.
Account number(s) provided have been reviewed and are accurate. Yes Notes:			
Director of Transportation Only if NCSD Bus used			
Notes: Dir. of Transp. Will be cc'd after board review if request is denied and using NCSD Bus.			
Director of Instruction	Emily Parker Pohlonski Emily Parker Pohlonski [02/14/2025 2:53pm EST]	02/14/2025	Reviewed, okay to proceed
Notes: Please follow "Field Trip Guidance: Who can Drive Students?"			
Asst. Superintendent Teaching & Learning	Michael Giromini Michael Giromini [02/17/2025 8:31am EST]	02/17/2025	Reviewed, okay to proceed
Notes:			
Proposed Overnight, Out of State/Country Trip Executive Assistant, Superintendent & Board of Education	Sheila Holly Sheila Holly [02/17/2025 12:13pm EST]	02/17/2025	Expected Board Review Date 03/20/2025
Notes:			
Board of Ed Decision			Remember to CC Director of Transportation if Denied & Using NCSD Bus.
All completed forms automatically cc'd to: SUPERVISOR OF MEDICAL SERVICES		Board of Education Decision:	

Novi Community District Field Trip Permission Form

Teacher/Sponsor: Rick Green- Head Varsity Baseball Coach

Destination: Grand Rapids, Mi.(Rockford High School)

Field Trip Date: May 16 & 17

Departure Time: Fri 5-16, 2:15pm

Return Time: Sat 5-17, 6:30pm

Transportation By (bus, walking, etc): Parents are car pooling groups of kids

Form Returned By:

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

Overnight Field Trip Rules and Responsibilities

* Indicates required question

1. Email *

Parent/Guardian Approval

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

2. Student Last Name *

3. Student First Name *

4. Parent/Guardian Name *

5. Parent/Guardian Phone # *

6. Parent/Guardian Email Address *

7. Emergency Contact Name *

8. Emergency Contact Phone # *

9. Student Cell # (if applicable)

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Google Forms

Baseball Itinerary

Grand Rapids Overnight Trip 2025

Friday 5-16
2:15 departure from Novi HS, game at Rockford HS at 6:00pm (arriving 4:30)

Stay (Overnight) in Grand Rapids area

Saturday 5-17
10:00am and 2:30pm games at Rockford HS and Meijer Sports Complex. Departing 4:30pm arrival in Novi 6:30pm

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
March 20, 2025

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

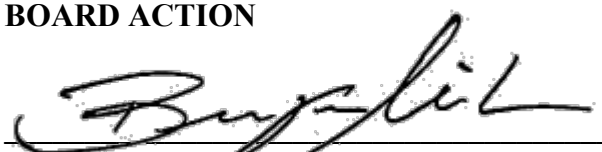
TOPIC: Spanish Trip to Costa Rica

Marci Abel, a Novi High School teacher, is requesting that the Spanish students travel to Costa Rica March 27, 2026 through April 5, 2026. The purpose of the trip is 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. The tours offered by Explorica will show our students what Costa Rica really has to offer and let them feel immersed in the rich, vibrant Latino culture and history. International travel is one of the ways to meet the fifth Standard of the Spanish course.

The students would be asked to pay $4,799.00 to cover the cost of airfare, hotels, ground transportation, hotels, taxes, tips and 3 meals daily.

RECOMMENDATION:
That the Novi Community Schools Board of Education approve the Spanish Trip to Costa Rica, March 27, 2026 through April 5, 2026.

APPROVED AND RECOMMENDED FOR BOARD ACTION



Ben Mainka, Superintendent

Click here for instructions

SY 25-26

0000050

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

Date Request Submitted (auto-populated) 12 weeks prior minimum	**Date of Request** 03/06/2025	**Type of Trip:** Out of Country & Overnight
Dates of Trip	**Leave** 03/27/2026	**Return** 04/05/2026
Number of School Days Missed by Students	1 or 2	

TRIP INFORMATION

Requester's Name	Marci Abel
Requester's Building	Novi High School
Group/Class Traveling	Open to all Spanish 2 - 3 - 4 & AP Students
Title of Field Trip	Novi Trip to Costa Rica & Cartagena
Primary Destination	Costa Rica
Expected Chaperone Numbers	NCSD Staff Chaperones 2 Non-Staff Chaperones 0

Summary of Trip:

We 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. We led groups of students to Costa Rica in 2010 and 2012 and 2023 and the experience was truly rewarding for students. In light of the positive feedback from the students, we want our students to again be able to banish their preconceived notions and stereotypes about people living in Latin American countries. Having traveled with EF Tours several times previously, we are very comfortable with the company and its great services. Support and tour guides throughout the trips were phenomenal. We feel that the tours offered by EF will show our students what Costa Rica (and Cartagena) really have to offer and let them feel immersed in the rich, vibrant Latino culture and history.

CURRICULUM (Required for Curricular Trips)

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

4 .2 Comparing Cultures Students demonstrate understanding of the concept of culture through comparisons of the cultures studied and their own .
5 - Communities: Participate in Multilingual Communities at Home and Around the World
5 .1 Use of Language Students use the language both within and beyond the school setting. 5 .2 Personal Enrichment Students show evidence of becoming life-long learners by using the language for personal enjoyment and enrichment

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

Discussion of culture, food, traditions and conservationism.

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

Travel is an educational and exciting experience, and this trip would be a once-in-a-lifetime opportunity for Novi High School students. Authentic learning experiences truly help students practice and hone their language skills while building a concrete understanding of the Spanish-speaking world. Below is a summary of main trip information and itinerary.

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

Standard
3.2 Point of View Students acquire information and recognize the distinctive viewpoints that are only available through the world language and its cultures

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

Have you coordinated this trip in the past?	Yes	If yes, when:	03/25/2023
If not, what is the most recent overnight trip you have coordinated? Please describe the destination, group traveling, and date.			
If you have never coordinated an overnight trip, it is required that a chaperone accompanying your group has done so.		Which chaperone has this experience?	

HOTEL ACCOMMODATIONS

Hotel Name If applicable	This will not be determined until January of 2026 - ninety days before the trip	Address
Contact Name		Phone #
Link to Hotel:		

***DETAILED ITINERARY REQUIRED TO BE ATTACHED-(WILL COVER IF MORE THAN 1 HOTEL)**

TRANSPORTATION DETAILS		
Must be contacted for pre-arrangements. **Requirements:** **12 weeks prior**	Date contacted/prearranged	
	Transportation Provider If charter bus, confirm on MDOT approved list	
	Contact Person	
	Contact Phone Number	
	Email Address	
Does the bus need to stay?		
Lift Bus Required?		
Special Equipment Required:		
Number of Students Attending		

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION			
Departure Location Building Name & Address	Detroit Metro Airport	Departure Date & Time	03/27/2026
Destination Location Building Name & Address		Arrival Time	
RETURN TRAVEL FROM FIELD TRIP TO SCHOOL			
Departure Location Building Name & Address	Detroit Metro Airport	Departure Date & Time	04/05/2026
Destination Location Building Name & Address		Arrival Time	
Notes:			

FIELD TRIP COSTS

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

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

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

TOTAL NCSD BUS COST $

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

Parking facilities on-site? Is there a cost?

Other important information about NCSD Bus Cost:

FIELD TRIP COST SUMMARY PER STUDENT		
Total Estimated Cost Per Student		$ 4,799.00
Estimated Total Per Student		**Expense Description (what is included)**
Paid by Students & Families	4,799.00	Airfare, hotels, ground transportation, tour guide, trip insurance, meals, taxes, tips
Supplied by Students During the Trip	0.00	optional snacks and souvenirs
Covered By Other Funding Sources*	0.00	none
*List other funding sources (grant names etc.)		

NCSD BUSINESS OFFICE INFO NEEDED:	Expense Item	Account Name to be charged	Account Number	Amount
	0	Spanish Club	61-296-7920-022-685-0000	0

Notes: Students will pay the above fee directly to the travel company.
If there is a fundraiser, Marci will collect funds and add them to the account below.

APPROVAL TO COLLECT FUNDS		
Anticipated participants (qty)	Amt. Collected per participant ($)	Expected Total Collected
0	0	**$** 0.00
Account Name Where Funds will be Deposited		Account Number
Novi Trip to Costa Rica & Cartagena		60-179-0000-022-685-0000
Name of Adult(s) present and responsible for collecting, counting, and turning in money to the school's financial secretary the day of sale.		Estimated Date (s) Money will be Collected
Marci Abel		November, 2025

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

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

LINKS / ITEMS NEEDED TO PROCESS		
Links / Documents	When Needed	Process
NCSD Field Trip Permission Form - MLA	Required for ● All field trips. Completed, unsigned version required to process this request.	1. Choose a form option a. Digital Form b. Paper Form 2. Update with event details. 3. Attach an unsigned, updated form at the end of this process (scroll all the way to the bottom). If using the digital form, simply upload a document with the link you are sharing with families.
Detailed Itinerary MLA	Required for: ● All overnight, out of state or out of country field trips.	No required format. Must be attached at the end of this process (scroll all the way to the bottom).
Chaperone & Volunteer Non-Employment Background Request (ICHAT) MLA	Required for: ● All NON-NCSD chaperones	Please follow district guidelines found at link including allow 3 business days for your submission to be processed.
NCSD Health Forms MLA	Required for all students: ● Emergency Medical Release Form ● Authorization for Administering Over-The-Counter Medication Required for students bringing Medications: ● Medication Authorization Form ● Medication Form- Self Administer	Medication Instructions for Overnight Field Trips
Student & Chaperone Rules and Responsibilities MLA	Required for: ● All overnight, out of state or out of country field trips.	Attach the NCSD Overnight, Out of State or Out of Country Rules and Responsibilities to the permission slip when distributing. (already linked in the digital form). Ensure that all chaperones have reviewed the chaperone responsibilities.
For More Details Please Review the NCSD Overnight, Out of State, Out of Country Field Trip Procedure		

APPROVAL PROCESS			
Staff Member	**Signature**	**Date**	**Action**
Requester's Signature	Marci L Abel Marci L Abel [03/06/2025 12:46pm EST]	03/06/2025	**Submitted**
Sponsoring Administrator of Trip	Michelle Eathorne Michelle Eathorne [03/11/2025 3:06pm EDT]	03/11/2025	Reviewed, okay to proceed.
Notes:			
Building Administrator	Nicole Carter Nicole Carter [03/11/2025 3:31pm EDT]	03/11/2025	Reviewed, okay to proceed
Notes:			
Building Budget Admin. Asst. Review	Mary Warra Mary Warra [03/13/2025 11:21am EDT]	03/13/2025	Reviewed, okay to proceed.
Account number(s) provided have been reviewed and are accurate. Yes Notes:			
Director of Transportation Only if NCSD Bus used			
Notes: Dir. of Transp. Will be cc'd after board review if request is denied and using NCSD Bus.			
Director of Instruction	Emily Pohlonski Emily Pohlonski [03/14/2025 10:00am EDT]	03/14/2025	Reviewed, okay to proceed
Notes: Organized by EF Tours			
Asst. Superintendent Teaching & Learning	Michael Giromini Michael Giromini [03/14/2025 10:02am EDT]	03/14/2025	Reviewed, okay to proceed
Notes: Additional information will be provided closer to trip date. Approval at this time allows the trip sponsors to begin advertising the opportunity to students and begin the comprehensive trip arrangements.			
Proposed Overnight, Out of State/Country Trip Executive Assistant, Superintendent & Board of Education	Sheila Holly Sheila Holly [03/14/2025 10:43am EDT]	03/14/2025	Expected Board Review Date 03/20/2025
Notes:			
Board of Ed Decision			Remember to CC Director of Transportation if Denied & Using NCSD Bus.
All completed forms automatically cc'd to: SUPERVISOR OF MEDICAL SERVICES		Board of Education Decision:	

EDUCATIONAL TOURS



Costa Rica & Colombia

9 Days | Spring 2026

The experience of a lifetime is waiting for you. Every detail from the cities you'll stay in to the cultural discoveries you'll make have been customized by your teacher for your group. Take a look at your personal itinerary for a sneak peek of what's in store.

Included on tour

Round-trip flights on major carriers; full-time Tour Director; project-based learning program, EF's personalized learning experience; hotels with private bathrooms; breakfast and dinner daily unless otherwise specified. Lunch on day 2, 3, 4, 5, 7, 8.

Sightseeing: Cartagena

Entrances: Rincon de la Vieja National Park; Snorkeling, Guanacaste; Ziplining, Arenal region; Kayaking, Lake Arenal; La Fortuna Waterfall; Hot springs, Arenal region; Whitewater rafting, Sarapiquí; Convento de la Popa, Cartagena; Castillo San Felipe de Barajas, Cartagena; Cooking class, Cartagena; Beach day on Baru Peninsula; Folklore evening, Cartagena

Overnights: Guanacaste (2); Arenal region (2); San José region (1); Cartagena (3)





Your Itinerary

Day 1: Fly to Costa Rica

Arrive in Liberia and travel to Guanacaste
After you fly into Liberia you will travel to Guanacaste. As you arrive in Guanacaste, take in the craggy bluffs cloaked in forests that stretch tall above you. Along these roads you're bound to encounter local cattle ranchers driving oxen carts farther inland.

Day 2: Guanacaste

Excursion to Rincon de la Vieja National Park
Enjoy a special excursion today to Rincón de la Vieja National Park, a rain/cloud forest located high in the mountains. Visit geothermal hot springs reminiscent of those at Yellowstone National Park, and view a wide variety of plant, bird and animal species. The highlight is the Blue Lagoon, whose color and name come from the minerals in the stones beneath the lagoon.

Snorkeling excursion
Watch for sea turtles, colorful corals and all sorts of interesting and unusual marine life as you snorkel through Guanacaste's clear Pacific waters.

Day 3: Guanacaste | Arenal region

Transfer to the Arenal region
This morning you'll journey across the Central Valley to the magnificent Arenal Region. Dormant for centuries, Arenal Volcano exploded in a massive eruption of molten lava and ash in 1968. Since that time, it has continued to spew great clouds of ash and occasional lava. It is now one of the world's most active volcanoes and volcanologists from all over the world come here to study this tropical volcano.

Ziplining excursion
Make like the birds and the monkeys who call the cloud forest home. Special trails and zip lines unveil one of the planets most fascinating ecological systems from a unique perspective-the tops of the trees. With local expert guides at your side, you can decide which view you prefer-from below or from above!

Day 4: Arenal region

Kayaking on Lake Arenal
Enjoy a breathtaking view of the Arenal Volcano during a kayaking excursion across the lake. The volcano, whose perfect conical shape emerges from the green hills of Alajuela, overlooks the San Carlos plain and the Pacific lowlands. *(Please note: For safety reasons the maximum weight limit for this activity is 250lbs)*

Visit La Fortuna Waterfall
Visit the Rio Fortuna waterfall, a picturesque cascade falling from rocky heights of 230-feet. One of Costa Rica's most spectacular waterfalls, La Fortuna is located within the thick rain forest near the town of La Fortuna. If you have time, you can make the breathtaking downhill climb to the waterfall's base. *(This activity does require a certain level of physical stamina; if travelers are not interested in participating they may choose to sit out and wait for their group.)*

Visit the hot springs
Experience the relaxing properties of one of the area's many natural hot springs, filled with water heated by nearby Arenal Volcano and chancel into pools. It is an ideal way to soothe muscles after the day's activities!

Day 5: Arenal region | San José region

Whitewater rafting excursion
Costa Rica offers some of the best whitewater rafting in the world. Travel to one of the many great rivers today for a thrilling paddling adventure. Be prepared to get wet!

Travel to San José
Founded in 1737 as "Villa Nueva de la Boca Del Monte del Valle de Abra," the city's name was later abbreviated in honor of its patron saint: "San José."

Day 6: San José region | Cartagena

Fly to Cartagena
Board your flight to Cartagena, a port city on Colombia's Caribbean coast that was founded in the 16th century.

Walking tour of Cartagena
Explore the historic center of the city, passing by the Clock Tower and old City Gate on your walk. Designated a UNESCO World Heritage Site, these walls have served to protect the city's interests and culture over the decades.

Day 7: Cartagena

Guided sightseeing of Cartagena
Today an expert local guide will take you on a guided tour of Cartagena. You will visit the Convento de la Popa and the San Felipe de Barajas Castle.

Cooking class
Dive into the delicious flavors of classic Colombian dishes. An expert local chef will introduce you to local ingredients, take you through the preparation, and explain the varied styles that make up Colombian Cuisine. Then, sit down to dine and enjoy the fruits of your labor.

Day 8: Cartagena

Excursion to Barú Peninsula
Head to Barú Peninsula for time to relax and reflect amidst the pristine white sand beaches.

Folklore evening
Enjoy a dinner experience that includes traditional music and dancing.

Day 9: Depart for home

Transfer to the airport for your return flight
Your Tour Director assists with your transfer to the airport, where you'll check in for your return flight home.

Itinerary is subject to change

For complete financial and registration details, please refer to the Booking Conditions at www.eftours.com/bc.

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My daughter has gained such an amazing view of the world and history from this experience. She has not stopped talking since I picked her up at the airport. Thank you for all the organization, helpful hints, flexible payment plan, and knowledgeable tour guides.

–CHARLOTTE, PARENT OF TRAVELER

Tour review

THE WORLD LEADER IN INTERNATIONAL EDUCATION

For over 50 years EF has been working toward one global mission: *Opening the World Through Education*. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration, and global competence. What's more:

- **We always offer the lowest prices** so more students can travel.
- **We're fully accredited, just like your school,** so you can earn credit while on tour.
- **All of our educational tours feature experiential learning activities** and visits to the best sites.
- **We're completely committed to your safety.** We have more than 600 schools and offices in over 50 countries around the world, so local EF staff members can react quickly and in person wherever you travel.
- **Your full-time Tour Director is with your group** every step of the way on tour, providing insight about your destinations as well as great local tips.

Education First

Novi Community School District Field Trip Permission Form

Teacher/Sponsor: Marci Abel / Kaitlyn West - Cardenas

Destination: Costa Rica **Field Trip Date:** 03/26/26

Departure Time: 07:00 **Return Time:** 07:00

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

☐ **Bus** ☑ **Parent-driving own child(ren)** ☑ **Other** Plane

Student Name:Parent/Guardian Name:

Parent/Guardian Phone #:

Parent/Guardian Email:

Emergency Contact Name:

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

Parent/Guardian Approval:

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

Parent Signature **Date**

Student: Return completed form to your field trip sponsor by: 03/01/20

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

Minutes of a Regular Board Meeting, February 20, 2025
Novi Community School District
Board of Education

A Regular Meeting of the Novi Community School District Board of Education was held Thursday, February 20, 2025 beginning at 6:03 PM, at the Educational Services Buiding.

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

PLEDGE OF ALLEGIANCE
Members of the audience joined with the Board in the Pledge of Allegiance.

APPROVAL OF THE AGENDA
Mr. Cook, Board Vice-President stated that he would like to add Committee Reports to the Agenda.
A motion was made by Mr. Cook and supported by Mr. Mena that the Novi Community School District Board of Education that approve the agenda as amended.
Ayes 7 Mr. Cook, Dr. Ruskin, Mr. Mena, Mrs. Roney, Mrs. Beaudoin, Mr. Michener, and Mrs. Kliebert
Nays: 0 **MOTION CARRIED**

STUDENT BOARD REPRESENTATIVE REPORT
Cameron Lipscomb, Student Board Representative, reported the following topics:

- In sports, student diver report;
- the Novi Basketball win over Northville;
- Hockey night;
- student voice;
- volunteering at Livingston Elementary;
- the Unified Middle School Team; and
- the No'ville (Novi/Northville) United Snowboarding team.

REPORTS TO THE BOARD
NCSD Strategic Plan Update Report
In the late fall and into the early winter of 2023, the district held 29 parent, student, staff, and community advisory committee meetings in order to gather a variety of thoughts, suggestions, and input on the creation of the NCSD 2024-2027 Strategic Plan and also to answer any questions that people had. Several surveys were also sent out during this time to allow for more input and to answer questions.

Administration and staff have had multiple meetings and discussions to help align the Focus areas with the goals and added measures of success, strategies and activities that will ensure the district supports those goals.

The Board of Education held four (4) work sessions and two (2) regular board meetings in the fall and

winter of 2023 to review and discuss the community, staff, student, and parent meetings that were held and surveys that were sent out asking parents for their thoughts and suggestions on what attributes they believe a Novi graduate should possess when they leave our District.

After being thoughtful of the survey data that was gathered and much discussion and collaboration, the Board presented their wrap-up summary on the Core Values, Vision and Mission Statements, Focus Areas, and Goals.

Mr. Mainka presented the draft strategic plan information to the Board for information and discussion at the June 13, 2024 Regular Board Meeting. It came before the board for approval at the July 23, 2024 Regular Board meeting.

Tonight, Mr. Ben Mainka, Superintendent of Schools provided an update to the Board on the 2024-2027 Strategic Plan.

CELEBRATIONS

Board members celebrated: the Novi Basketball win over Northville and the upcoming Go for the Green event on March 8th.

COMMENTS FROM THE AUDIENCE

There were no comments from that 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. Roney and supported by Mrs. Beaudoin that the Novi Community School Board of Education approve the Consent Item(s) as presented.

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

Nays: 0 **MOTION CARRIED**

DONATIONS

The District is in receipt of a generous donation in the total amount of $7,000.00 from David and Diane Wallen. Both donors serve a mentors in the Silver Lining Mentor Program through Novi Youth Assistance. These fund are to be used for the district Therapy Dog Program.

It was moved by Mrs. Beaudoin and supported by Mr. Cook that the Novi Community School Board of Education accept the generous donation in the total amount of $7,000 as presented with appreciation and thanks.

ACTION ITEMS

Personnel Report A

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

It was moved by Mr. Mena and supported by Mr. Michener that the Novi Community School Board

of Education adopts the personnel report A recommendations as presented.
Ayes 7 Mr. Cook, Dr. Ruskin, Mr. Mena, Mrs. Roney, Mrs. Beaudoin, Mr. Michener, and Mrs. Kliebert
Nays: 0 **MOTION CARRIED**

2025 Bond Program Construction Manager Approval
On January 23, 2025, at a regular meeting of the Board, a team consisting of members from Plante Moran Realpoint, the Novi Community School District Administration (The Project Team), and the Kingscott/Fielding International reported on the companies who presented renderings and concepts to the interview panel for their consideration.

The interview team engaged in in-depth discussions and are presenting their recommendation tonight. The Project Team would like to recommend The Christman Company (Construction Management Services) for the 2025 Bond Program.
It was moved by Mrs. Beaudoin and supported by Mrs. Kliebert that the Novi Community School Board of Education approve The Christman Company for the Construction Management Services for the district's 2025 Bond Program.
Ayes 7 Mr. Cook, Dr. Ruskin, Mr. Mena, Mrs. Roney, Mrs. Beaudoin, Mr. Michener, and Mrs. Kliebert
Nays: 0 **MOTION CARRIED**

2025 Bond Program Municipal Financial Advisor Approval
In July of 2024, the NCSD Administration (The Project Team) procured proposals from several firms for Bond Financial Services related to the 2025 Bond Program. After the proposals were received and reviewed, the firms were interviewed and evaluated for their qualifications and experience as a basis for the following recommendation.

The Project Team conducted in-depth discussions and are presenting their recommendation to the Board of Education for their approval to enter into a standard Form of Agreement with Baker Tilly for their Bond Financial Services for the 2025 Bond Program.
It was moved by Mr. Mena and supported by Mrs. Roney that the Novi Community School District Board of Education approve a standard Form of Agreement with Baker Tilly for their Bond Financial Services, for the 2025 Bond Program.
Ayes 7 Mr. Cook, Dr. Ruskin, Mr. Mena, Mrs. Roney, Mrs. Beaudoin, Mr. Michener, and Mrs. Kliebert
Nays: 0 **MOTION CARRIED**

MASB Board of Directors 2025 Election
Every year in February the Novi Community School District Board of Education, as a member of the Michigan Association of School Boards (MASB), has the right to cast a ballot for a group director in the MASB Board of Directors Election. Regions are based on geography. Novi will be casting one (1) vote in Region 8, districts with pupil membership between 5,001 and 11,000.

In our **Region 8**, there are Eight (8) candidates running for two (2) seats.
Region 8 (three-year term)
- Jason Babbage – Allen Park Public Schools, Wayne County

- Anisha Hannah – Pontiac School District, Oakland County
- Paul Kolin, Bloomfield Hills Schools, Oakland County
- Roderick Means – Westwood Community School District, Wayne County
- Randel Meisner – Fitzgerald Public Schools, Macomb County
- Scott Wallace – Fraser Public Schools, Macomb County
- Ursula (Wester) Rogers – Romulus Community Schools, Wayne County
- Lis Valerio-Nowc – Clintondale Community Schools, Macomb County

The Novi Community Schools Board of Education is asked to approve tonight for whom they would like to decide to cast the vote for. Voting takes place via online ballot. The district receives one ballot, which has been emailed to the Superintendent's Secretary. After a decision is made the secretary will cast the ballot for the Board. Ballot deadline is 1 p.m. on Wednesday, March 2, 2022.

The Board engaged in discussion regarding the candidates and recommended casting the first vote for Paul Kolin, of Bloomfield Hills Schools, and the second vote for Roderick Means, of Westwood Community School District.
It was moved by Mr. Mena and supported by Mrs. Roney that the Novi Community School District Board of Education cast an MASB Board of Directors Election ballot for **Region 8** for Paul Kolin and Roderick Means, candidates for a 3-year term.
Ayes 7 Mr. Cook, Dr. Ruskin, Mr. Mena, Mrs. Roney, Mrs. Beaudoin, Mr. Michener, and Mrs. Kliebert
Nays: 0 **MOTION CARRIED**

2024-25 Budget Amendment 1 Approval
On June 13, 2024 the Board of Education adopted the District's budget for the 2024-2025 school year. An amendment to the budget reflecting all the changes known at this time has been prepared and was presented at the February 12, 2025 Board Finance Committee of the Whole meeting.

Tonight, Ms. Rebecca Scicluna, Assistant Superintendent of Business and Operations, is presenting the 2024-2025 Budget Amendment to the Board for approval.
It was moved by Mrs. Roney and supported by Mrs. Kliebert that the Novi Community School District Board of Education approve the 2024-2025 Budget Amendment as presented.
Ayes 7 Mr. Cook, Dr. Ruskin, Mr. Mena, Mrs. Roney, Mrs. Beaudoin, Mr. Michener, and Mrs. Kliebert
Nays: 0 **MOTION CARRIED**

Snowboard State Finals Field Trip Approval
Norimichi Shirakabe, coach for the Snowboard Cross Team, is requesting approval to attend the Snowboard State Finals, in Gaylord, Michigan. The team qualifier is the week of February 17, 2025 and it is more than likely that at least one (1) student athlete will qualify and that a team may qualify. This was unexpected, as most of the Finals are hosted locally. However, the Snowboard Cross Association was able to get Treetops to host.

The cost to students is approximately $250.00 to cover food, lodging, and a lift ticket. The State Finals will be taking place on February 27 through February 28, 2025.
It was moved by Mr. Cook and supported by Mr. Mena that the Novi Community School District

Board of Education approve the 2024-2025 Budget Amendment as presented.
Ayes 7 Mr. Cook, Dr. Ruskin, Mr. Mena, Mrs. Roney, Mrs. Beaudoin, Mr. Michener, and Mrs. Kliebert
Nays: 0 **MOTION CARRIED**

INFORMATION AND DISCUSSION

Proposed Athletic Handbook Discussion

On July 23, 2024, the Board approved the newly revised Student Handbook. It has been sometime since the Athletic Handbook has been updated, so tonight, Dr. Laura Carino, Assistant Superintendent of Talent Management and Development, will present the draft handbook to the Board for information and discussion.

Let Grow Experience (Anxious Generation Ideas)

In July of 2024, the NCSD Administration (The Project Team) procured proposals from several firms

NM6/ITC Technology Renovation Project

In February 2024 the District extended contracts to Moss Audio, to provide the structured cabling systems; to DAT, to provide the public address, clock, and classroom audio/visual systems; and to ALS, to provide the Board Room A/V and Broadcast System, for renovation phase project at NM6 and the ITC. Tonight, the team is requesting contract awards be issued for the work to be done in the Renovation Phase of the work

The quotes for renovation phase are as follows:

Moss Audio	Renovation Phase structured cabling	$180,806.74	
	Contingency of 10%	18,080.00	
Total award for the renovation phase to Moss Audio			$198,886.74
DAT	Renovation Phase PA, Clock, Classroom A/V	$383,590.00	
	Contingency of 10%	38,360.00	
Total award for the renovation phase to DAT			$421,950.00
ALS	Renovation Phase for the Boardroom	$172,140.00	
	Contingency of 10%	17,214.00	
Total award for the renovation phase			$189,354.00
Total amount for the change order to DAT			**$810,190.74**

This comes to the Board tonight for information and discussion. It will come back for Board approval at the regular meeting of the board on March 20, 2025. After a brief discussion regarding the distinct possibility of costs going up in March, the Board decided to make a motion on this project.
It was moved by Mr. Cook and supported by Mr. Mena that the Novi Community School District Board of Education approve the technology proposal for NM6 and ITC Renovation Project in the amount of $810,190.774.
Ayes 7 Mr. Cook, Dr. Ruskin, Mr. Mena, Mrs. Roney, Mrs. Beaudoin, Mr. Michener, and Mrs. Kliebert
Nays: 0 **MOTION CARRIED**

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COMMITTEE REPORTS

Finance Committee of the Whole

Mrs. Roney, Board Treasurer and Committee Chair, reported on the 2024-2025 December Financial Statement and the 2024-2025 Budget Amendment that were presented.

Capital Projects Committee of the Whole

Mr. Cook, Board Vice President and Committee Chair, reported on the Bond planning update and schedule; 2019 Bond Projects presentation; and the 2025 Bond Program Construction Manager.

SUPERINTENDENT'S REPORT

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

- The Coffee with the Superintendent and his invited guests, Don Watchowski and Dan Tobis;
- Tuesday's State of the District Event, on February 25, at 5:30 PM;
- NEF's Go for the Green Event, on March 8, at 6:00 PM;
- The Governor's Budget Estimating Conference in May; and
- The snow days.

ADMINISTRATIVE REPORTS

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

- Food Services' February 4th Mood Booster Program at Village Oaks;
- Expressed her appreciation to Mike Dragoo and his team for taking care of the district during this wave of cold weather;
- The wrapping of our EV's (Electric Vans) is complete; and
- the use of EVs by district clubs.

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

- Bringing the four Educators of the Year to the Board in March;
- Surprising the NEF Educator of the Year next week;
- Expressed her gratitude and appreciation to the Wallen family for their Therapy Dog Donation;
- The Jump Start into January - Wellness Challenge: Middle School won the challenge; and
- Job Fair Season will be starting up. This year Novi Will host a job fair.

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

- February 11, WIDA testing day, was a success;
- There were 4,000+ tests administered; and
- Expressed his gratitude to Spencer Riley for all of her work making it a success.

BOARD COMMUNICATION

Mr. Michener, Board Secretary, reported the following items:

- Congratulation to Mike Giromini for the success of the DEI/Multi-cultural activities in the district

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

- The hockey game – 3rd loss, 9-4.

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

- The April 2nd OCSBA dinner meeting will be held at OSTC Clarkston;
- The discussion will be the day after the governor's State of the State Address, how finances will change.

ADJOURNMENT

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

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

Nays: 0 **MOTION CARRIED**

The meeting adjourned at 8:21 p.m. The next regular meeting of the Board is scheduled for March 20, 2025 at 6:00 p.m., at the Educational Services Building.

_____

Jason Michener,
Board of Education Secretary

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BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
March 20, 2025

SUPERINTENDENT OF SCHOOLS

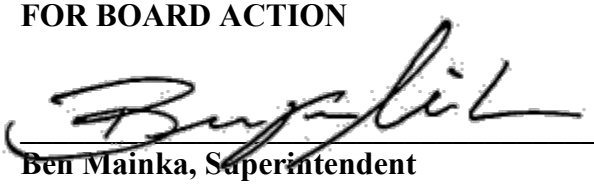
TOPIC: Boys' Basketball Program Donation

The District is in receipt of a generous donation in the total amount of $1,000.00 gifted to the Boys' Basketball Program.

.

RECOMMENDATION:
That the Novi Community Schools Board of Education accept the generous donation in the total amount of $1,000.00 as presented, with appreciation and thanks.

APPROVED AND RECOMMENDED
FOR BOARD ACTION



Ben Mainka, Superintendent

BOARD OF EDUCATION

NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
March 20, 2025

ASSISTANT SUPERINTENDENT OF TALENT MANAGEMENT AND DEVELOPMENT

TOPIC: Personnel Recommendations

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

A. New Hires

Name	***Bldg.***	***Assignment***	***Reason***	***Rate***	***Effective***
NEA:					
Clark, Chloe	NW/OH/NM	Teacher Consultant	New Hire	BA	03-03-25
NESPA:					
Vivekananthan, Sona	OH	Special Ed. Para, Resource Room	New Hire	Hourly	03-10-25
Watts, Jennifer	NM	Special Ed. Para Self-Contained	New Hire	Hourly	03-10-25
Non Bargaining:					
Avery, Marta	Career Prep	Science Teacher	New Hire	Hourly	03-17-25
Johnson, Phyllis	Adult Ed.	ESL Teacher	New Hire	Hourly	03-10-25

B. Retirements and Resignations

Name	***Bldg.***	***Assignment***	***Reason***	***Effective***
NEA:				
Armstrong, Jill	DF	2nd Grade Teacher	Retirement	06-06-25
Chaney, Carolyn	PV	Media Specialist	Retirement	06-06-25
Garner, Lori	PV	Special Ed. Teacher, Resource Room	Retirement	06-06-25
Zielinski, Gail	HS	Social Studies Teacher	Retirement	06-06-25

NTA:

Gutuskey, David	Transportation	Bus Driver	Retirement	12-31-24
Johnson, Jennifer	Transportation	Bus Driver	Resignation	04-28-25

C. Leaves of Absence

Name	***Bldg.***	***Assignment***	***Reason***	***Effective***
NEA:				
Bagian, Peggy	DF	3rd Grade Teacher	Child Care #1	08-16-25
Bishop, Bailey	MS	PE Teacher	Child Care #2	08-16-25
Burg, Allison	OH	4th Grade Teacher	Health Care #2	08-16-25
Canedo, Brianna	VO	1st Grade Teacher	Personal #1	08-16-25
Dehne, Anne	NM	6th Grade Teacher	Child Care #2	08-16-25
Gunes, Jessica	OH	ELD Teacher	Child Care #2	08-16-25
Hoorn, Natalie	VO	4th Grade Teacher	Child Care #1	11-08-25
Iafrate, Heather	VO	2nd Grade Teacher	Child Care #2	08-16-25
Madafferi, Chandra	HS	Health Teacher	Association Leave #3, 3 of 3 years	08-16-25

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

APPROVED AND RECOMMENDED FOR BOARD ACTION

Benjamin Mainka, Superintendent

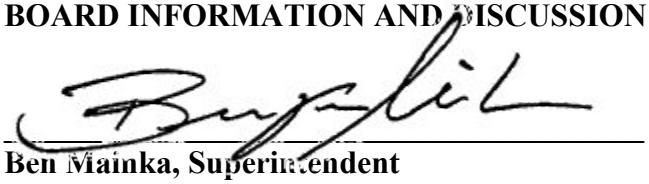
BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
March 20, 2025

ASSISTANT SUPERINTENDENT OF TALENT MANAGEMENT AND DEVELOPMENT

TOPIC: Proposed Athletic Handbook

On February 20, 2025, at a Regular Meeting of the Board, members discussed a proposed Athletic Handbook. A few revisions were made and it comes back tonight for further discussion

APPROVED AND RECOMMENDED FOR BOARD INFORMATION AND DISCUSSION



Ben Mainka, Superintendent

Student- Athlete Handbook

(Established 2024 – 2025)

Wildcats Fight Song

We're going to fight for you NOVI
Hail to your might
Fight all you Wildcats
Wave your green and white to all the world
We're gonna fight for a victory
And conquer the foe
FIGHT, FIGHT, FIGHT for NOVI
We're proud of you!

Novi Athletic Director: Don Watchowski, donald.watchowski@novik12.org, 248-449-1506

Novi Athletic Secretary: Barb McDougall, barbara.mcdougall@novik12.org, 248-449-1509

Novi Athletic/Clubs Secretary: Ashley Bootz, ashley.bootz@novik12.org, 248-449-1509

www.novi.k12.mi.us/departments/athletics

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1. Mission

"To provide our Student-Athletes a Comprehensive Education through Sports"

2. Vision

T*oughness*	"Mental and physical"
E*xecution*	"Show me, do not tell me"
A*ggressiveness*	"Do not be afraid to fail"
M*ovement*	"Always want to get better, do not settle"
B*e*	"Unselfish"
A*ccountable*	"For your actions and responsibilities"
S*mart*	"Learning never stops, classroom or field"
E*nthusiastic*	"Nothing great was ever accomplished without enthusiasm"
D*isciplined*	"Work hard, Work smart, Be punctual, Be organized

3. Principles/Core Values- The NoVI "6"

Commitment
Discipline
Grit
Respect
Teamwork
Trust

4. Parent Expectations

1. Share in your child's positive sports experience
2. Have your child at practices and games
3. Support your child at games
4. Cheer positively
5. Allow the coach to coach
6. Let the officials officiate
7. Compliment your child

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8. Communicate with the coach
9. Positively promote Novi Athletics within our community

5. Parent/Coach Communication

a. Communication Parents should expect from Coaches
   1. Coach's and program's philosophy
   2. Individual and team expectations
   3. Locations and times of all practices and games
   4. Team requirements, ie. practices, special equipment, off-season conditioning
   5. Any discipline that may result in the denial of your child's participation

***Much of this will occur at the Pre-Season Sport meetings. Parent attendance is highly recommended.

b. Communication Coaches can expect from Parents
   1. Concerns expressed directly to the coach
   2. Notification of schedule conflicts well in advance
   3. Support for the program and attributes of dedication, commitment, and responsibility as ingredients for success and excellence
   4. Encourage your child to excel

c. Appropriate Concerns to Discuss with Coaches
   1. The treatment of your child, mentally and physically
   2. Ways to help your child improve and develop
   3. Concerns about your child's behavior

d. Issue not appropriate to discuss with Coaches
   1. Lack of playing time, however how to earn more playing time is acceptable
   2. Team Strategy
   3. Play Calling
   4. Other student-athletes

e. Protocol for resolving issues in an extracurricular activity
   1. Step One: Player and Coach Meeting
   2. Step Two: Player, Coach, and Parent Meeting
   3. Step Three: Player, Coach, Parent and Athletic Director
   4. Step Four: Player, Coach, Parent, Athletic Director, and Principal
   5. Step Five: Player, Coach, Parent, Athletic Director, Principal, and Superintendent

***While your child is involved in interscholastic athletics, they will experience some of the most rewarding and inspiring moments of their lives. It is also important to understand that there might also be times when things do not go the way you or your child desires. Sometimes, these can be the best learning moments we can offer our athletes.

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6. Novi Eligibility

All Novi students are eligible to participate in our Athletic Program, subject to specific rules and regulations established by National, State, League, School District, and local organization requirements. After a period of tryouts, a squad may be reduced to an appropriate size based on guidelines established by the program Head Coach and Athletic Director

7. Michigan High School Athletic Association Eligibility

a. Enrollment
    1. To be eligible for interscholastic athletics during the first semester of the school year, a student must be enrolled in a high school not later than the fourth Friday after Labor Day (MHSAA Regulation I, Section 1A)
    2. To be eligible for interscholastic athletics during the second semester of the school year, a student must be enrolled in a high school not later than the fourth Friday of February (MHSAA Regulation I, Section 1A)

b. Age
    1. A student who competes in any interscholastic athletic contests must be under the age of nineteen years of age, except a student whose nineteenth birthday occurs on or after September 1 (MHSAA Regulation I, Section 2A)

c. Physical Examinations
    1. No student shall be allowed to represent a high school/middle school for whom there is not on file in the Athletic Director's office/Final Forms, statements for the current school year certifying that the student has (1) passed a physical examination and is physically able to compete in athletic tryouts, contests, and practices and (2) there has been consent for disclosure to the MHSAA of information otherwise protected
    2. A physical for the current school year is interpreted as any physical examination given on or after **April 15 of the previous school year**

d. Maximum Enrollment
    1. A student shall not compete in any branch of athletics that has been enrolled in grades 9-12, inclusive, for more than eight semesters. The seventh and eighth semester must be consecutive.

e. Semesters of Competition
    1. An athlete, once enrolled in grade nine shall be allowed to compete in only four first semesters and four second semesters. A student shall be limited to participation in only one sports season when that sport is sponsored twice during the school year (ie. Tennis, Soccer, etc)

f. Transfers
    1. ***New in 2019-20***: Sport-Specific Transfer Regulation: Unless a high school student meets one of the 15 stated exceptions – (most exceptions involve a defined residential change) - a student will not be eligible for the next season in a sport he or she participated in at his or her former high school

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(any level) during the most recent previous school year. A student would be eligible in sports he or she did not participate in during the previous or current school year. Ineligibility is for the next school year in the sport played previously. A student who transfers during a season will not be eligible that season in a sport played that season, and ineligible in that sport the next season.

2. All transfer students need to check with the Athletic Director, prior to trying out.

g. Amateur Status
    1. A student may accept, for participation in athletics, a symbolic or merchandise award, which does not have a value or cost in excess of $40. Awards for the athletic participation in the form of cash, merchandise certificates, loans, or any other type of negotiable documents are never allowed.

h. Amateur Status
    1. Students must not have accepted money, merchandise, membership privileges, or other valuable consideration for participating in any form of athletics, sports, games, or have signed a professional contract

i. Limited Team Membership
    1. A student who, after practicing with (including tryouts) or participating in an athletic contest or scrimmage as a member of a high school athletic team, participates in any athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the next three days of competition and maximum of the remainder of the season (exceptions do apply)

j. Other Regulations
    1. All regulations, policies, and rules provided by the MHSAA Handbook must be abided by in order to maintain eligibility

8. **Registration**
    a. To register for Novi Athletics:
        1. Visit www.novi-mi.finalforms.com
            1. **Important: Parent/Guardian & Student accounts are saved year-to-year. If you already have an account with Final Forms, please log in or reset your password.**
            2. You must be a parent/guardian to create this account and start the process.
            3. Register as a **Parent/Guardian**.
            4. Click on “New Account”.
            5. Enter all information.
            6. Check the email you entered for further instructions.
                a. You will receive an email within 3 minutes prompting you to confirm and complete your registration.

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7. You will then find yourself logged in and able to register your child/children.
    a. Please enter your child's Novi Community School district email
8. Have your child visit the email account that you entered.
9. They will be asked to create their own password.
10. Once they do so, they can log-in to their student account, then visit the "forms" section and sign where applicable.

b. Athletic Physical
    1. Remember, Athletic Physicals must be signed and dated on or after April 15 of the previous school year. You can upload it to Final Forms or have your child hand it into their coach the 1st day of practice/tryouts.

c. Coaches and Administration will communicate with student-athletes and their families via the Final Forms platform. Beginning in 24-25, one-way texting will become available to our staff. Therefore, please provide your cell phone (student-athlete and parent/guardian) numbers when registering to ensure communications are received.

9. **Pay to Participate- High School**
    a. High School Play to Participate fee is $175.00.
        1. High School Individual Annual Maximum: $350.00 (3rd sport free).
        2. Family Annual Maximum: $700.00
        3. Equestrian, Field Hockey, Figure Skating & Gymnastics: No PTP fee, but a $30.00 administrative fee does exist. Additional team fees may apply.
        4. Ice Hockey: No PTP fee
        5. For cut sports, fees are due three days after tryouts.
        6. For non-cut sports, fees are due at registration.
        7. Students will not be able to participate in any practices or games until the Pay to Participate fee is paid
        8. If you have been approved for free or reduced lunch, please contact the High School Athletic Office.
        9. You can make payments online through FinalForms, or pay by cash or check in the High School Athletic Office.
    b. Refund Policy
        1. Voluntary withdrawal, quitting, lack of playing time, disciplinary suspension or canceled contests due to inclement weather are not a basis for refunding fees. Should a season-ending injury occur, please contact the athletic office. In order to process a refund, you must forward a letter from the doctor stating that it's a season ending injury.

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10. **Pay to Participate- Middle School**

    a. Middle School Play to Participate fee is $75.00.
        1. High School Individual Annual Maximum: $225.00 (4th sport free).
        2. Family Annual Maximum: $700.00
        3. Field Hockey: no PTP fee, but a $30.00 administrative fee does exist. Additional team fees may apply.
        4. For cut sports, fees are due three days after tryouts.
        5. For non-cut sports, fees are due at registration.
        6. Students will not be able to participate in any practices or games until the Pay to Participate fee is paid
        7. If you receive free or reduced lunch, please contact the High School Athletic Office.
        8. You can make payments online through FinalForms, or pay by cash or check in the Middle School Front Office.
    b. Refund Policy
        1. Voluntary withdrawal, quitting, lack of playing time, disciplinary suspension or canceled contests due to inclement weather are not a basis for refunding fees. Should a season-ending injury occur, please contact the athletic office. In order to process a refund, you must forward a letter from the doctor stating that it's a season ending injury.

11. **Academic Eligibility- High School**

Novi/MHSAA academic eligibility is based upon the following:

PREVIOUS ACADEMIC CREDIT RECORD (MHSAA)

At least 66 percent (4 out of 6 classes) of full credit load potential for a full-time student for the last semester during which he or she shall have been enrolled in grades 9 to 12, inclusive. A student entering the 9th grade for the first time may compete without reference to his/her record in the 8th grade. Period of ineligibility under this rule (the next trimester or 60 scheduled school days in a non-trimester school). (Return Dates: Dec 4 & May 2)

CURRENT ACADEMIC CREDIT RECORD (MHSAA)

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Academic eligibility checks of not more than 10 weeks (semesters) are required. If a student is not passing at least 66 percent (4 out of 6 classes) of full credit load potential for a full-time student when checked, that student is ineligible for interscholastic scrimmages and contests until the next check but not less than for the next Monday through Sunday. If the next eligibility check reveals the student is still not passing at least 66 percent of full credit load potential for a full-time student, that student is ineligible for interscholastic scrimmages and contests for not less than the next Monday through Sunday, and so on until the student is passing 66 percent (4 out of 6 classes) of full-credit load potential for a full-time student in courses enrolled in from the start of the current semester or trimester through the most recent eligibility check.

An ineligible athlete, in coordination with the MHSAA, is defined as an athlete that may continue to practice with the team: however, they may not participate in competition, ie. games or scrimmages. Furthermore, an ineligible NHS/NMS student-athlete may travel and sit on the "bench" with the team, yet they may not dress for home or away events.

An academic grade check calendar will be determined annually, mirroring the example below:

Grade Check Type	*Warning Week Date*	*Grade Check Date*	*Ineligible Phase*	*Return Date (School Year)*
Fall Previous Academic Record	N/A	1st/2nd week in August	60 days or until credits are recovered	60 scheduled school days from 1st day of tryouts
Fall Current Academic Record	1st MP end date	1st/2nd week in November	One week and/or until grades meet the standard	One week (M- Sun) and/or until grades meet the standard
Winter Previous Academic Record Tryouts	N/A	Head Coach Review (Athletic Office)	60 days or until credits are recovered	60 scheduled school days from final grade submission
Winter Previous Academic Record	1st Semester End Date	3rd/4th week in January (W, TH, or F)	60 days or until credits are recovered	60 scheduled school days from final grade submission
Spring Previous Academic Record	N/A	Spring Tryout	60 days or until credits are recovered	60 scheduled school days from 1st semester end

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Tryout		Week (M, T, or W)		date
Spring Current Academic Record Testing Week	1st/2nd week in April	1st/2nd week in April (M, T, or W)	One week and/or until grades meet the standard	One week and/or until grades meet the standard

12. **Academic Eligibility- Middle School**

Novi/MHSAA academic eligibility is based upon the following:

PREVIOUS ACADEMIC CREDIT RECORD (MHSAA)
No student shall compete in any junior high/middle school interscholastic scrimmage or contest during the current semester who does not have in the official records of the school represented for the last semester credit in at least 50 percent (3 out of 6 classes) of the total periods of work carried. (Return Dates: 2nd Semester)

CURRENT ACADEMIC CREDIT RECORD (MHSAA)
Academic eligibility checks of not more than 10 weeks are required. If, when checked, a student is not passing at least 50 percent (3 out of 6 classes) of a full class load for a regularly enrolled full-time student, that student is ineligible for interscholastic scrimmages and contests until the next check but not less than for the next Monday through Sunday. If the next eligibility check reveals the student is still not passing at least 50 percent (3 out of 6 classes) of a full class load of a regularly enrolled full-time student, that student is ineligible for interscholastic scrimmages and contests for not less than the next Monday through Sunday, and so on until the student is passing 50 percent of the credit hours from the start of the semester or trimester through the most recent eligibility check.

An ineligible athlete, in coordination with the MHSAA, is defined as an athlete that may continue to practice with the team: however, they may not participate in competition, ie. games or scrimmages. Furthermore, an ineligible NHS/NMS student-athlete may travel and sit on the "bench" with the team, yet they may not dress for home or away events.

An academic grade check calendar will be determined annually, mirroring the example below:

Grade Check Type	*Warning Week Date*	*Grade Check Date*	*Ineligible Phase*	*Return Date (School Year)*

Fall Previous Academic Record	N/A	1st/2nd week in August	60 days or until credits are recovered	60 scheduled school days from 1st day of tryouts
Fall Current Academic Record	1st MP end date	1st/2nd week in November	One week and/or until grades meet the standard	One week (M- Sun) and/or until grades meet the standard
Winter Previous Academic Record Tryouts	N/A	Head Coach Review (Athletic Office)	60 days or until credits are recovered	60 scheduled school days from final grade submission
Winter Previous Academic Record	1st Semester End Date	3rd/4th week in January (W, TH, or F)	60 days or until credits are recovered	60 scheduled school days from final grade submission
Spring Previous Academic Record Tryout	N/A	Spring Tryout Week (M, T, or W)	60 days or until credits are recovered	60 scheduled school days from 1st semester end date

13. **MHSAA Sanctioned Sports/Club Sports**

Regardless of the designation, if a sport or club works under the umbrella of Novi High School or Middle School, they will be expected to abide by the Athletic Code of Conduct and expectations.

14. **Athletic Code of Conduct**

24/7/365 Novi Athletes are athletes 24 hours, 7 days per week, 365 days per year

a. Hazing/Bullying/Intimidation
    1. We take a zero tolerance approach regarding any behavior that involves hazing, bullying, and intimidation
        1. 1st offense: After confirmation of involvement, the student/team may be immediately suspended from all athletic activity. The Athletic Director, based on the nature and severity of the violation and in consultation with Novi HS administration, will make a final decision regarding the length of suspension. This could range from 1 game to 25%, 50%, or 100% of the current season.

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2. 2nd offense: Any subsequent violation may result in the student-athlete/team being suspended from all future Novi athletic participation.

b. Responsible Technology Use
    1. It is expected that Student Athletes will utilize technology responsibly. No threats, trash-talking, and/or inappropriate posts will be tolerated. Any misuse, including but not limited to SnapChat, Instagram, Twitter/X, Facebook, or any other social media platform, will result in formal discipline.
        1. 1st offense: The Athletic Director, based on the nature and severity of the violation and in consultation with Novi HS administration, may make a final decision regarding the length of suspension. This could range from .5 game, 1 game to 25%, 50%, or 100% of the current season.
        2. 2nd offense: Any subsequent violation may result in progressive discipline including up to a full season suspension and possibly all future Novi athletic participation.

c. School Attendance
    1. Students are expected be in school the entire day in order to participate in contests and practices
    2. Random attendance checks will be completed throughout the Fall, Winter, and Spring seasons.
    3. Exceptions to this rule and special arrangements for absences must be approved in advance or ASAP by the building administration (ie. Funerals, Prearranged Dental and Doctor appointments, College visits, Emergency situations)
        1. 1st Offense: No participation in that day's practice/competition
        2. 2nd Offense: No participation in that day's practice/competition
        3. 3rd Offense: Current day and (plus 1) may apply

d. Practice Attendance
    1. Athletes must attend practices and games, except when receiving prior approval of the Head Coach.
        1. 1st Offense (unexcused): Full game/day suspension
        2. 2nd Offense (unexcused): Removal from the team

e. Multiple Sports same Season
    1. Athletes may participate in more than one sport per season, subject to the following:

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1. Both Head Coaches, Parents, and Athletic Director are in agreement with completion of Dual-Sport contract (link).
2. Athlete must declare, prior to participating in the second sport, a primary sport
3. The athlete must attend all practices and contests of the primary sport before being allowed to participate in the secondary sport unless the coach of the primary sport gives approval
4. Contests for the secondary sport may take priority over practices of the primary sport upon approval by both Head Coaches

f. Quitting a Sport
    1. Unless mutually agreed upon by both team's Head Coaches, Athlete, and Administration, a student who quits a sport may not be able to be involved in any other sport or sport training for the remainder of that season

g. Dress Code
    1. Students are expected to follow the dress code policy at all times. There may be times when athletes are asked to dress in common attire (ie. Jerseys, dress-up, etc.). They must oblige. Any athlete not participating in an event, due to injury/ineligibility, must wear the team's warm-up or jersey, etc. No jeans are allowed on the sidelines. If a student-athlete does not have access to any of the attire above, please see the Athletic Director for support.
        1. 1st Offense: No participation in that day's competition
        2. 2nd Offense: No participation in that day's competition
        3. 3rd Offense: Current day and (plus 1) may apply

h. Out of School Suspension- Minor (5 days or less)
    1. In Season
        1. 1st Offense: Minimum of one game date/suspension
        2. 2nd Offense: Removal from Team
    2. Out of Season
        1. 1st Offense: Minimum of one future game date/suspension
        2. 2nd Offense: Minimum of two future game date/suspension

i. Out of School Suspension- Major (more than 5 days)
    1. In Season
        1. 1st Offense: Ineligible for 25% of current season
        2. 2nd Offense: Removal from team
    2. Out of Season
        1. 1st Offense: Ineligible for 25% of upcoming season
        2. 2nd Offense: Not eligible for upcoming season

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j. In School Suspension
    1. In-Season Only
        1. 1st Offense: ½ game suspension
        2. 2nd Offense: Full game/day suspension
        3. 3rd Offense: Removal from Team

k. Drugs, Alcohol, and Tobacco Policy (Includes E-cigarettes, Vaporizers & E-Hooka)
    1. Novi student-athletes shall not use, possess, buy, sell or give away any illicit substance, including but not limited to, illegal drugs, inhalants, alcohol, tobacco/nicotine products (Ex: e-cigarettes, vapes, & e-hooka), steroids, paraphernalia, pills, medication (unless prescribed).
    2. Violation
        a) 1st Offense: The student-athlete will be suspended for 25% of their current or upcoming season.
        b) 2nd Offense: The student-athlete will be suspended for 50% of their current and/or upcoming season. If the remainder of the season is less than 50%, the violation will carry over into their next season of participation. The upcoming season will be determined based on prior-sport participation. In addition, the student athlete must complete a school-approved Drug and Alcohol program through completion. Failure to do so will result in a full season calendar year suspension.
        c) 3rd Offense: The student athlete will be suspended from all future Novi athletic participation.
    3. Self/Parent Reporting Violation
        a) 1st Offense: If a student athlete or parent approaches a school official to seek help for a "Problem" with the use or abuse of an illicit substance, the following procedure will be utilized: (A) The student must agree to participate in a school approved Drug and Alcohol program through completion. Upon completion of the program or evidence of progress, the student-athlete will be allowed to return to full participation. ***This exception is in place to assist a student who is struggling with the use and/or abuse of a substance. The Novi Community School District will work cooperatively with the student's parents, the student, the counselor and others to help them in the recovery process.
        b) 2nd Offense: The student-athlete will be suspended for 50% of their current and/or upcoming season. If the remainder of the season is less than 50%, the violation will carry over into their next season of participation. The upcoming season will be determined based on prior-sport participation. In addition, the student athlete must complete a school-approved Drug and Alcohol program through

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completion. Failure to do so will result in a full season calendar year suspension.

c) 3rd Offense: The student athlete will be suspended from all future Novi athletic participation.

l. Law Violations
   1. 1st offense: After confirmation of involvement in larceny, assault, vandalism or other inappropriate behavior unbecoming of a student-athlete, the student will be immediately suspended from all athletic activity. The Athletic Director, based on the nature and severity of the violation and in consultation with law enforcement officials, will make a final decision regarding the length of suspension. (The 25%, 50%, 100% determination will be followed)
   2. 2nd offense: Any subsequent violation may result in the student- athlete being suspended from all future Novi athletic participation.

m. Other Inappropriate Behaviors: Understanding that this code cannot exhaust all possible behavioral infractions, please note that appropriate discipline may be administered as needed to maintain the high standards for student behavior expected for Novi student-athletes. While the nature and severity of such violations could vary significantly, the athletic department is committed to fairness and consistency in the application of discipline.

n. Carry Over Policy
   1. If a student-athlete receives discipline in a current season and cannot carry-out the full suspension, the suspension will carry-over into the athletes next season. This does carry-over from year to year.

o. Appeal Process
   1. The consequences and/or disciplinary action that a student-athlete is subject to, under the guidelines of the athletic Code of Conduct, may or may not be appealed. The decision to grant the request for an appeal is at the discretion of the Athletic Director.
      a. The student-athlete or parent/guardians must initiate appeals of disciplinary actions. Appeals shall be directed to the Athletic Director.
      b. A request for an appeal must be made within 3 days of the date of disciplinary action taken. The appeal must be made

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in writing clearly stating the concern and an explanation of the events.

c. The Athletic Review Committee will review the appeal
d. The committee shall consist of: HS Principal/Designee, Athletic Director, and a minimum of three Novi coaches
e. The student/parent will be notified in writing the results of the appeal
f. The committee's action is final

15. **Individual Team Rules and Regulations**

a. Each team is allowed their own specific team rules. The rules may increase expectations, but may not lower expectations from our current Athletic Code of Conduct.

16. **Transportation Policy**

a. The Novi Community School District provides two-way transportation. When transportation is not provided, it is the responsibility of the parent/guardian to either provide or arrange transportation for their child.
b. When two-way transportation is provided, athletes must travel to and from the game on the team bus unless the Head Coach or Athletic Director grants prior approval. Requests should be made in writing (via email) 24 hours prior to the trip.

17. **Publication of Students Names/Images**

a. The Novi Community School District/Athletic Department is proud to highlight the accomplishments, daily work, and achievements of our students in various internal and external publications. Sharing Athletic news benefits the students, staff, school, district and community immensely. As a result, your student's name and/or picture may appear in various publications including newspapers, websites, calendars, twitter/x, instagram, etc. If you request exclusion, please notify the Athletic office as soon as possible.

18. **Equipment Responsibility**

a. Athletes are responsible for the use and care of assigned equipment. Equipment must be turned in before any awards can be presented. If an athlete has outstanding equipment, he/she will not be allowed to participate in another sport and will be held financially responsible for any lost or damaged equipment.

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b. Failure to pay any overdue fines will result in the student not being able to receive their diploma.

19. **Health and Safety/Trainer Expectations (Primarily @ Novi HS)**

a. Head Trainer: Elizabeth Holmes
    1. Email: elizabeth.holmes@novik12.org
b. Injury/Illness
    1. In the event an athlete is removed from athletic participation due to injury or illness, the athlete must be evaluated and returned (full, as tolerated, or limited) by the covering athletic trainer. If there is no Athletic Trainer on-site, good judgment must be used by the coach, athlete, parent, or a combination.
c. Return to Participation
    1. If an athlete seeks medical treatment or is directed to be evaluated by a Doctor (MD or DO), Physicians Assistant (PA), or Nurse Practitioner (NP), the athlete must have written clearance on a script pad, office letter head, or Novi School District Return-to-Participate form in order to return to participation. Clearance can be faxed (248-449-1529) or emailed to the Novi Athletic Office. Athletic Administration and staff hold the right to withhold any athlete from participation for precautionary reasons.
d. Concussion
    1. If a student is withheld from competition due to a suspected concussion, he or she may not return at all on that day and only on a subsequent day with the clearance of an **MD, DO, PA or NP**. The Concussion Return –to-Participate form can be downloaded via our Athletic website or received from the Athletic Director or Trainers Office.
        1. In addition to the MD, DO, PA or NP clearance, athletes may be required to follow the 5-step progression detailed below. If there is any additional reason for concern, the athlete will need to be re-evaluated by the MD/DO/PA/NP.
            a. Step 1: Light Exercise (5 min walk or Bike, no weight training)
            b. Step 2: Running with no equipment (15-30 Minutes)
            c. Step 3: Non-contact training drills, full equipment
            d. Step 4: Full practice, contact, or training
            e. Step 5: Full game play
    2. Communicable Diseases
        1. In the event a student athlete is suspected of a communicable disease, the athlete will be removed from person to person and/or

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person to equipment contact. Medical treatment and clearance is required by an MD or DO. Written clearance must be on NF/MHSAA Communicable Disease-Physician Evaluation and returned to the Novi Athletic Trainer

3. Heat Illness
    1. In the event a student athlete is suspected of heat illness, they will be removed from all activity. In addition, they must be evaluated by the NCSD Athletic Trainer, Coach, and/or Doctor. The athlete must pass a specific gravity test before returning to play

20. **Medical Expenses and Insurance Program**

a. The Novi Community School District does NOT assume responsibility relative to medical expenses. Athletic participation is voluntary, and the student and his/her parent/guardian participate with the knowledge that athletic training and competition, though rare, involve the risk of minor to major injury, catastrophic injury, and even death. The school district does NOT provide insurance, hospitalization, nor ambulance service coverage for its athletes. This is the sole responsibility of the parent(s)/guardians.

b. All injuries must be reported immediately by the athlete to the coach and subsequently to the athletic trainer; and when injuries are serious in nature, to the athletic director.

21. **Athletic Awards- High School**

Award	**Type**	**Qualifications**
Freshman Award	Certificate	Athlete successfully finished a season on a sport's Freshman Team in good standing.
JV Award	Certificate	Athlete successfully finished a season on a sport's Junior Varsity Team in good standing.
Varsity Award*	Certificate	Athlete successfully finished a season on a sport's Varsity Team in good standing.
Varsity Letter*	Patch	Athlete successfully finished their FIRST season on a sport's Varsity Team in good standing. (one time recipient)
Special Awards:*	Certificate	Per Head Coach's discretion at the end of the season.

Sportsmanship Leadership Hardest-Working Most Improved Teamwork Student Athlete	and medal	
KLAA Scholar Athlete Award*	Certificate	Athlete finished the season with a cumulative weighted GPA of 3.25 or higher.
KLAA Scholar Athlete Patch*	Patch	Received with athlete's FIRST time earning the Scholar Athlete award.
KLAA All Conference*	Certificate	Athlete earned All Conference 1st, 2nd, 3rd team, or an Honorable Mention.
KLAA All Conference*	Medal	Determined at the end of the season KLAA sport meetings.
KLAA Three-Sport Athlete*	Patch	Athlete must participate in at least three school-sponsored sports in one academic school year, finish the sports in good standing, and must earn a Varsity letter in at least one of those sports. The athlete is not required to earn a Varsity letter in all three sports. The student must be academically eligible for the entire sports season.

*Indicates Varsity-only award

22. **Varsity Letter Requirements**
    a. The Varsity Letter award is a six-inch Novi Block N. A student- athlete will only receive one Varsity letter, upon approval of their Varsity Head Coach.
        i. Varsity Letter requirements:
            1. **Cut Sports** (Baseball, Basketball, Bowling, Competitive Cheer, Golf, Hockey, Lacrosse, Pom Pon, Soccer, Softball, Tennis, Volleyball)
                a. A student athlete must attend practices, competitions and complete the season in good standing. If injured during the season, the athlete must continue to support the team.

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2. **Non-Cut Sports** (Cross Country, Football, Downhill Ski, Swim & Dive, Track & Field, Wrestling)* Subject to become a cut sport based on participation numbers.
    a. A student athlete must attend practices, competitions, and complete the season in good standing. If injured during the season, the athlete must continue to support the team.
    b. Individual sport expectations for earning a Varsity letter will be communicated by the sport's Head Coach prior to each season.

b.Varsity Jackets- Varsity jackets may be purchased and worn only by Varsity Letter winners.

23. **Ticket Prices**
    a. High School Admission- $6
        1. $6.00 GoFan/Cashless entry, ages K – 62 required to purchase tickets
        2. No cash accepted.
        3. Tickets may be purchased online via the Novi GoFan Webpage (includes phone compatibility)- click here or copy and paste the following link into your web browser, https://gofan.co/app/school/MI10044.
        4. Credit card payments are accepted onsite at the ticket booth.
        5. Photos or screenshots of tickets will not be accepted.
        6. There is a no refund policy.
    b. Middle School Admission- Adults $3, K-18 Free- Cash Only
        1. 18-62 years of age are required to pay

24. **Novi High Sport Offerings/Head Coach Contact Information (as of July 2024)**

Varsity Sport **Pay to Participate: $175** **Varsity Letter: Yes**	**Varsity Sport** **(Partial Funding,** **20% "facility fee")** **Pay to Participate: $0** **Varsity Letter: Yes**
Fall Cheerleading- Sideline Cross- Country (Boys) Cross-Country (Girls) Field Hockey Football Golf (Girls)	Fall *Equestrian (no pay of facility fee)

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Soccer (Boys) Swim (Girls) Tennis (Boys) Volleyball	
<u>Winter</u> Basketball (Boys) Basketball (Girls) Bowling (Boys) Bowling (Girls) Competitive Cheer Pom* No sideline PTP fees Swim (Boys) Wrestling	<u>Winter</u> Gymnastics Hockey Figure Skating Ski Snowboard Cross
<u>Spring</u> Baseball Golf (Boys) Lacrosse (Boys) Lacrosse (Girls) Soccer (Girls) Softball Tennis (Girls) Track and Field (Boys) Track and Field (Girls)	

**All sports listed above, based on student involvement, may have Freshman and JV team offerings.*

25. **<u>Head Coach Contact Information</u>**

Sport	**Level**	**Coach**	**E-mail Address**
FALL			
Cheerleading-Sideline	Varsity	Brieanna Cummings	Brieanna.cummings@novik12.org
Cross Country (B)	Varsity	Brad Moore	lbradmoore@hotmail.com
Cross Country (G)	Varsity	Garrett Zuk	garret.zuk@novik12.org
Equestrian	Varsity	Melanie Hearsch	Hearschm@gmail.com
Field Hockey	Varsity	Amy Kilgore	amy.kilgore@novik12.org

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Football	Varsity	Jim Sparks	james.sparks@novik12.org
Golf (G)	Varsity	Rob Armstrong	robert.armstrong@novik12.org
Pom- Sideline	Varsity	Morgan Homann	morganhomann@gmail.com
Soccer (B)	Varsity	Todd Pheiffer	todd.pheiffer@novik12.org
Swim & Dive (G)	Varsity	Ken Stark	starkke@northvilleschools.org
Tennis (B)	Varsity	Dan Lowes	daniel.lowes@novik12.org
Volleyball	Varsity	Kacy Byron	kacy.byron@novik12.org
Basketball (B)	Varsity	Chris Housey	christopher.housey@novik12.org
Basketball (G)	Varsity	Kelsey Masserant	kelsey.masserant@novik12.org
Bowling (B & G)	Varsity	Michael Scopone	mike.scopone@novik12.org
Competitive Cheer	Varsity	Brieanna Cummings	Brieanna.cummings@novik12.org
Figure Skating	Varsity	Tammie Lowery	tammielowery@hotmail.com
Gymnastics	Varsity	Leslie Bowers	jldec31@gmail.com
Hockey	Varsity	Anthony Lietz	anthony.lietz@novik12.org
Pom (Competitive)	Varsity	Morgan Homann	morganhomann@gmail.com
Ski (B & G)	Varsity	Ben Fisher	bfisher@iag-group.com
Snowboard Cross (B & G)	Varsity	Norimichi Shirakabe	coachmich3@gmail.com
Swim & Dive (B)	Varsity	Ken Stark	bigdogstark@att.net
Wrestling (B & G)	Varsity	Curtis Blackwell	Bwell2.curtis@gmail.com
SPRING			
Baseball	Varsity	Rick Green	rrgreen.servicesports@gmail.com
Golf (B)	Varsity	Rob Armstrong	robert.armstrong@novik12.org
LAX (B)	Varsity	Peter Miner	pminerlax@gmail.com

LAX (G)	Varsity	Kaitlyn West	kaitlyn.west-cardenas@novik12.org
Soccer (G)	Varsity	Todd Pheiffer	todd.pheiffer@novik12.org
Softball	Varsity	Catherine Marion	catherine.marion@novik12.org
Tennis (G)	Varsity	Dan Lowes	daniel.lowes@novik12.org
Track (B)	Varsity	Danny Taylor	danny.taylor@novik12.org
Track (G)	Varsity	Garrett Zuk	garret.zuk@novik12.org
Volleyball (B)	Varsity	Connor O'Leary	olearyconnor20@gmail.com

26. **Appendix**
    a. MHSAA Physical (click here)

DRAFT

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
March 20, 2025

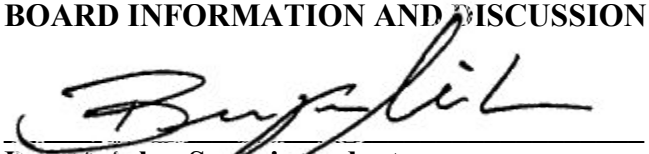
SUPERINTENDENT OF SCHOOLS

TOPIC: Thrun Policy Updates

On March 12, 2025, the Governance and Policy Committee of the Whole met to review and discuss Thrun Law's policy updates and revisit verbiage from existing policies. These policies come tonight for Board information and discussion.

- 3118
- 3304.02
- 4113

APPROVED AND RECOMMENDED FOR BOARD INFORMATION AND DISCUSSION



Ben Mainka, Superintendent

Series 3000: Operation, Finance, and Property

3100 General Operations

3118 Title IX Sexual Harassment

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020 unless the District previously investigated the allegations under a different policy pursuant to the now-vacated Title IX 2024 regulations. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of Unlawful Discrimination and Unlawful Harassment (e.g., race, age, disability) Complaints that include allegation of Title IX sexual harassment ~~that cannot be reasonably separated into two distinct complaints should~~ may be investigated under this Policy or bifurcated and investigated pursuant to the applicable Grievance procedure under Policies 3115-3115H.. Investigating other forms of discrimination, including harassment and retaliation, ~~through~~ pursuant to this Policy will fulfill the District's investigation requirements under Policies 3115-3115H, 4104, and 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 3115-3115H 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, Decision-Maker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met.

The Investigator, Decision-Maker, Appeals Officer, and Informal Resolution Facilitator ~~any person designated to facilitate an informal resolution process~~ cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or Informal Resolution Facilitator ~~person designated to facilitate an informal resolution process~~ must meet the training requirements in Section M of this Policy.

Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

A. Definitions

For purposes of this Policy, the below terms are defined as follows:

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1. “Sexual Harassment” means conduct on the basis of sex that satisfies one or more of the following:

   a. A District employee conditioning the provision of a District aid, benefit, or service on a person’s participation in unwelcome sexual conduct;

   b. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or

   c. Sexual assault, as defined in 20 USC 1092(f)(6)(A)(v), “dating violence”, as defined in 34 USC 12291(a)(10), “domestic violence” as defined in 34 USC 12291(a)(8), or stalking, as defined in ~~by the Violence Against Women Act,~~ 34 USC § 12291(a)(30). ~~seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC 1092(f)(6)(A)(v).~~

      i. “Sexual assault” ~~means~~ is an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. It includes unlawful sexual intercourse (including incest and statutory rape) and any sexual act, including rape, sodomy, sexual assault with an object, or fondling, directed against another person without the consent of that person, including when that person is incapable of giving consent.

         A) Rape: (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

         B) Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

         C) Sexual Assault With An Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

         D) Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

         E) Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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F) Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

ii. "Dating violence" means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

iii. "Domestic violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.

iv. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

2. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.

3. "Appeals Officer" is the person designated by the District to handle appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter.

4. "Complainant" is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.

5. "Consent" means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.

6. "Day," unless otherwise indicated, means a day that the District's central office is open for business.

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7. "Decision-Maker" is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker's conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.

8. "Education Program or Activity" means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.

9. "Formal Complaint" means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.

10. "Grievance Process" is the process by which the District ~~handles~~ investigates and determines responsibility for Formal Complaints.

11. "Investigator" is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator the Title IX Coordinator has a conflict of interest or bias. ~~signed the Formal Complaint~~.

12. "Report" means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).

13. "Respondent" is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.

14. "Supportive Measures" are non-disciplinary, non-punitive, individualized supports ~~services~~ offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

15. "Title IX Coordinator" is the person(s) designated by the District to coordinate the District's Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on ~~a specific~~ any matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

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B. Posting Requirement

The Title IX Coordinator's contact information (name or title, office address, electronic mail address, and telephone number), along with the District's Title IX nondiscrimination statement, must be prominently posted on the District's website and in any catalogs or handbooks provided to applicants for admission or employment, students, parents/guardians, and unions or professional organizations with a collective bargaining or professional agreement with the District.

The District will provide notice of this Policy to all applicants, students, parents/guardians, employees, and unions or professional organizations with a collective bargaining or professional agreement with the District by prominently posting this Policy on its website and referencing this Policy in its handbooks, which will include the Title IX Coordinator's name or title, office address, electronic mail address, and telephone number.

C. Designation of Title IX Coordinator

All coordinators, including the Title IX Coordinator, are identified in Policy 3115B.

~~The District designates the following person(s) as the Title IX Coordinator(s):~~

~~Dr. Laura Carino, Assistant Superintendent, Talent Management and Development~~
~~25345 Taft Road, Novi Michigan 48374-2423~~
~~248-449-1203~~
~~laura.carino@novik12.org~~

~~Mr. Jeff, Dorector of Employee Relationst, Talent Management and Development~~
~~25345 Taft Road, Novi Michigan 48374-2423~~
~~248-449-1413~~
~~jeffrey.dinkelmann@novik12.org~~

D. Reporting Title IX Sexual Harassment:

A person may make a report of sexual harassment or retaliation at any time. Reports may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

Any District employee who receives a report of sexual harassment or has actual knowledge of possible sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

Any other person who witnesses an act of sexual harassment is encouraged to

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report it to a District employee and may do so anonymously. No person will be retaliated against based on any report of suspected sexual harassment or retaliation.

E. General Response to Sexual Harassment

1. District's Obligation to Respond without Deliberate Indifference

   Upon actual knowledge of Title IX sexual harassment, the Title IX Coordinator must respond promptly in a manner that is not deliberately indifferent. The District will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

   If the Title IX Coordinator receives a report of sexual harassment and the Complainant does not file a Formal Complaint, the Title IX Coordinator must evaluate the information and determine whether to sign and file a Formal Complaint. If the Title IX Coordinator determines not to sign and file a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

2. Response to Report of Title IX Sexual Harassment

   Upon receipt of a report of sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

3. Formal Complaint Filed

   Upon the receipt of a Formal Complaint, the District must follow the Grievance Process in Section F of this Policy. A Formal Complaint may be submitted using the Title IX Sexual Harassment Formal Complaint Form.

4. Equitable Treatment

   The District will treat the Complainant and Respondent equitably throughout the Grievance Process, which may include offering supportive measures as described in Subsection E(6) of this Policy.|

5. Documentation and Recordkeeping

   The Title IX Coordinator will document all sexual harassment reports and all incidents of sexual harassment that the Title IX Coordinator receives or personally observes.

   The District will retain this documentation in accordance with applicable record retention requirements in Section N of this Policy.

6. Supportive Measures

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After receiving a report of Title IX sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed.

Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party.

Supportive measures are offered without charge ~~to all parties~~ and are designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to:

a. District-provided counseling;

b. Course-related adjustments, such as deadline extensions;

c. Modifications to class or work schedules;

d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and

e. No-contact orders.

All supportive measures must be kept confidential, to the extent that maintaining such confidentiality would not impair the District's ability to provide the supportive measures.

7. Respondent Removal

a. Emergency Removal (Student)

The District may only remove a student Respondent from a District program or activity if, following an individualized safety and risk analysis, the District determines that there is an immediate threat to the physical health or safety of any student or other person arising from the sexual harassment allegations. The District must provide the Respondent with notice and an opportunity to immediately challenge the removal decision. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

b. Administrative Leave (Employee)

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The District may place an employee Respondent on non-disciplinary administrative leave during the pendency of the Grievance Process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

8. Law Enforcement

In appropriate circumstances, a District employee will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701.

The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will notify the parties in writing of the delay and the reasons for the delay.

If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within 10 days that the District's investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

F. Grievance Process

1. Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint and concludes the date the parties receive the Appeals Officer's written decision or the date on which an appeal is no longer timely. The District will endeavor to complete the Grievance Process within 90-120 days, absent extenuating circumstances or delays as described below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process.

Neither the Title IX Coordinator, the Decision-Maker, the Investigator, Appeals Officer, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or Respondents generally or for or against an individual Complainant or Respondent.

The Grievance Process requires an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

Throughout the Grievance Process, there is a presumption that the Respondent is not responsible for the alleged conduct unless, in the determination of responsibility, the Decision-Maker finds the Respondent responsible for the alleged conduct.

At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals

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Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include, but is not limited to, absence of a party, party's advisor, or witness; concurrent law enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action.

Any disciplinary action resulting from the Grievance Process will be issued in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue a determination of responsibility within 30 days, absent extenuating circumstances.

2. Notice of Allegations

Upon receipt of a Formal Complaint, the District must provide written notice to the parties who are known at the time that includes:

a. A copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;

b. The sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;

c. A statement that the Respondent is presumed not responsible for the alleged conduct;

d. A statement that a determination of responsibility is made at the Grievance Process's conclusion;

e. A statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;

f. A statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and

If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during an investigation or the disciplinary process, a citation to that portion of the Code of Conduct. ~~If the Code of Conduct does not address false statements by students, the notice is not required to include any reference.~~ If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in this initial notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

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3. Informal Resolution

During the Grievance Process, *after* a Formal Complaint has been filed but before a determination of responsibility has been made, the District may offer to facilitate an informal resolution process, or either party may request the informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. The Title IX Coordinator will determine the informal resolution process that will be used, including the person who will facilitate that process.

Informal resolution is not available for a Formal Complaint alleging that an employee sexually harassed a student.

A party is not required to participate in an informal resolution process.

When offering informal resolution, the Title IX Coordinator must (1) provide both parties written notice of their rights in an informal resolution; and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

a. Allegations;

b. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;

c. Right to withdraw from informal resolution and resume the Grievance Process at any time prior to agreeing to a resolution; and

d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or that could be ~~shared~~ disclosed.

4. Investigation

The District has the burden of proof and the burden to gather evidence sufficient to reach a determination of responsibility.

a. Investigation Process

The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege in writing.

The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment

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unless the District obtains that party's voluntary, written consent to do so for the Grievance Process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence.

Parties may be accompanied by an advisor of their choice, including an attorney, in any meeting or Grievance Process proceeding. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Superintendent or designee may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties (e.g., abusive, disruptive behavior or language will not be tolerated; advisor will not interrupt the investigator to ask questions of witnesses).

The Investigator must provide the date, time, location, participants, and purpose of all hearings (if any), investigative interviews, and meetings, to a party whose participation is invited or expected. Written notice must be provided a sufficient time in advance so that a party may prepare to participate.

As described in Section L of this Policy, retaliation against a person for making a complaint or participating in an investigation is prohibited.

The Investigator must ensure that the Complainant and Respondent have an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party has the opportunity to meaningfully respond to the evidence before the investigation's conclusion. This evidence includes (1) evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and (2) inculpatory or exculpatory evidence obtained from any source.

Before the investigation's completion, the Investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response to the Investigator. The party's response must be considered by the Investigator before completing the final investigation report.

b. Investigation Report

The Investigator must create an investigation report that fairly summarizes relevant evidence and submit the investigation report to the Decision-Maker.

At least 10 calendar days before a determination of responsibility is issued,

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the Investigator must send the investigation report to each party for review and written response. Written responses to the investigation report must be submitted directly to the Decision-Maker.

The Investigator will endeavor to complete the investigation and finalize the report within 60 days.

5. Determination of Responsibility

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, Appeals Officer, or person designated to facilitate an informal resolution process.

Before the Decision-Maker reaches a determination of responsibility, and after the Investigator has sent the investigation report to the parties, the Decision-Maker must:

a. Afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and

b. Provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the Respondent committed the alleged misconduct, or the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If the Decision-Maker decides to exclude questions from either party as not relevant, the Decision-Maker must explain the decision to the party proposing the questions.

The Decision-Maker must issue a written determination of responsibility based on a preponderance of the evidence standard (i.e., more likely than not) simultaneously to both parties. The written determination of responsibility must include:

a. Identification of the sexual harassment allegations;

b. Description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:

   i. Notification to the parties;

   ii. Party and witness interviews;

   iii. Site visits;

   iv. Methods used to collect evidence; and

   v. Hearings held.

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c. Factual findings that support the determination;

d. Conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;

e. A statement of, and rationale for, the result as to each allegation, including:

   i. A determination of responsibility;

   ii. Any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and

   iii. Whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.

f. Appeal rights

6. Appeals

Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights.

Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

a. A procedural irregularity that affected the outcome.

b. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.

c. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.

d. [District may choose to include additional appeal grounds, but should consult with legal counsel before doing so.]

An appeal must be filed with the Title IX Coordinator within 5 calendar days of the date of the determination of responsibility or dismissal decision.

Upon receipt of an appeal, the Title IX Coordinator will assign an Appeals Officer who will provide both parties written notice of the appeal and an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal decision.

The Appeals Officer must provide a written decision describing the result of the appeal and the rationale for the result to both parties simultaneously. The Appeals Officer will endeavor to decide an appeal within 30 days.

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The Appeals Officer cannot be the same person who acts as the Title IX Coordinator, Investigator, Decision-Maker, or person designated to facilitate an informal resolution process on the same matter. The Appeals Officer also cannot have a conflict of interest or bias against Complainants and Respondents generally or individually.

The determination of responsibility is final upon the date the parties receive the Appeals Officer's written decision or on the date on which an appeal is no longer timely.

G. Dismissal

1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

a. The Formal Complaint's allegations, even if substantiated ~~proven~~, would not constitute sexual harassment as defined in this Policy;

b. The Formal Complaint's allegations did not occur in the District's programs or activities; or

c. The Formal Complaint's allegations did not occur in the United States.

2. Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

a. The Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;

b. The Respondent's enrollment or employment ends; or

c. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with Grievance Process).

The Title IX Coordinator will promptly and simultaneously notify both parties when a Formal Complaint is dismissed. The notice must include the reasons for mandatory or discretionary dismissal and the right to appeal. Appeal rights are discussed above in Subsection F(6) of this Policy.

Dismissal of a Formal Complaint under this Policy does not excuse or preclude the District from investigating alleged violations of other policy, rule, or law, or from issuing appropriate discipline based on the results of the investigation.

H. Consolidation of Complaints

The Title IX Coordinator or Investigator may consolidate Formal Complaints where the allegations arise out of the same facts or circumstances. Where a Grievance Process involves more than one Complainant or more than one Respondent,

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references in this Policy to the singular “party,” “Complainant,” or “Respondent” include the plural, as applicable.

I. Remedies and Disciplinary Sanctions

The District will take appropriate and effective measures to promptly remedy the effects of sexual harassment. The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appropriate remedies will be based on the circumstances and may include, but are not limited to:

1. Providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
2. Offering the parties school-based counseling services, as necessary;
3. Providing the parties with academic support services, such as tutoring, as necessary;
4. Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;
5. Moving the Complainant’s or the Respondent’s locker or work space;
6. Issuing a “no contact” directive between the Complainant and Respondent;
7. Providing counseling memoranda with directives or recommendations;

These remedies may also be available to any other student or person who is or was affected by the sexual harassment.

The District will impose disciplinary sanctions consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts. Discipline may range from warning or reprimand to termination of employment, or student suspension or expulsion.

After a determination of responsibility, the Title IX Coordinator should consider whether broader remedies are required, which may include, but are not limited to:

1. Assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
2. Additional staff training;
3. A climate survey; or
4. Letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

If the Complainant or Respondent is a student with a disability, the District will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the

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Complainant or Respondent continues to receive a free appropriate public education. Any disciplinary action taken against a Respondent who is a student with a disability must be made in accordance with Policy 5206B and the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

J. False Statements

Any person who knowingly makes a materially false statement in bad faith during ~~in~~ a Title IX investigation will be subject to discipline, up to and including discharge or permanent expulsion. A dismissal or determination that the Respondent did not violate this Policy is not sufficient, on its own, to conclude that a person made a materially false statement in bad faith.

K. Confidentiality

The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except as permitted or required by law or to carry out any provision of this Policy, applicable regulations, or laws.

L. Retaliation

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with District Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this Section.

When processing a report or Formal Complaint of sexual harassment, pursuing discipline for other conduct arising out of the same facts or circumstances constitutes retaliation if done for the purpose of interfering with that person's rights under Title IX.

Any person who engages in retaliation will be disciplined in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

M. Training

All District employees must be trained on how to identify and report sexual harassment.

Any person designated as a Title IX Coordinator, Investigator, Decision-Maker, Appeals Officer, or any person who facilitates an informal resolution process must be trained on the following:

1. The definition of sexual harassment;

2. The scope of the District's education programs or activities;

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3. How to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and

4. How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Investigators must receive training on how to prepare an investigation report as outlined in Subsection F(4)(b) above, including, but not limited to, issues of relevance.

Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including, but not limited to, when questions about a Complainant's prior sexual history or disposition are not relevant.

Any materials used to train District employees who act as Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, or who facilitate an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints. These training materials must be posted on the District's website.

N. Record Keeping

The District will maintain records related to reports of alleged Title IX sexual harassment for a minimum of seven years. This retention requirement applies to investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, such as supportive measures.

The District will also retain any materials used to train Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, and any person designated to facilitate an informal resolution process.

O. Office for Civil Rights

Any person who believes that he or she was the victim of sexual harassment may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education Office for Civil Rights
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
Phone: (216) 522-4970
E-mail: OCR.Cleveland@ed.gov

An OCR complaint may be filed before, during, or after filing a Formal Complaint with the District. A person may forego filing a Formal Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to sexual harassment also file a Formal Complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions under this Policy. An investigation by OCR will occur separately from any District investigation.

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Legal authority: Education Amendments Act of 1972, 20 USC §§1681 - 1688; 34 CFR Part 106

Date adopted: 06/15/2023

Date revised:

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Series 3000: Operations, Finance, and Property

3300 Facilities, Real, and Personal Property

3304.02 Memorials

The Board recognizes the importance of memorializing deceased students and staff in the school community. This Policy outlines the District's guidelines and approval process for proposed Memorials.

A. Definition

"Memorial" includes objects, displays, or activities to remember a deceased person or an event that resulted in death.

B. General Guidelines

1. Memorial gifts and fundraisers require administrative approval and must comply with District policies. Possible memorials include scholarships, blood drives, and partnerships with nonprofit organizations, with consent from the deceased's family.

2. The District's role is limited to the approval process. The District is not responsible for the administration or maintenance of a Memorial.

3. Non-school-sponsored memorial gatherings (e.g., candlelight vigils) on District property should be communicated to school administration.

4. School marquees will not display memorial messages.

5. The U.S. flag will be lowered only in accordance with state laws and policies.

6. Memorials must comply with all applicable laws, policies, administrative guidelines, and internal procedures.

7. All physical Memorials placed on District property become the property of the District. The District reserves the right to relocate, remove, or modify Memorials in its sole discretion at any time.

8. Memorials such as benches or tables may be considered if they align with the school's environment and maintenance responsibilities are clearly defined.

9. Memorials may include, but are not limited to:

    - yearbook dedications;

    - graduation acknowledgments dedicated to celebrating student achievement. The administration will collaborate with the deceased student's family to appropriately acknowledge their high school completion;

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- recognized moments of silence; and
- temporary displays.

10. Memorials may not include:

- living organisms (e.g., trees, shrubs, planted flowers);
- anything for which public funds are used to purchase, develop, or maintain;
- permanent attachments to or alterations of District property;
- disruption to a regular school day;
- the sale of items during the school day; or
- use of District property for funeral services.

C. Approval Process

The Superintendent or designee must approve any Memorial on District property. Requests must be submitted in writing at least three days prior to the date or placement of each proposed Memorial. The Superintendent or designee will evaluate each proposed Memorial on a case-by-case basis and has the discretion to approve or deny a proposed Memorial, in whole or in part, for any lawful reason.

Legal authority: MCL 380.11a

Date adopted:

Date revised:

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Series 4000: District Employment

4100 Employee Rights and Responsibilities

4113 Michigan Earned Sick Time Act (ESTA) [Required for Districts with ~~At Least~~More Than 10 Employees] [Note: If the District has ~~less than~~ 10 or fewer employees, please contact the Thrun Board Policy Administrator to receive a different version of this ESTA policy.]

A. General

~~This Policy will only apply if ESTA is in effect.¶~~

Eligible employees ~~may~~will accrue ~~and use~~ paid leave as provided by the ESTA. Applicable provisions of a collective bargaining agreement, individual employment contract, or handbook~~, which exceed the rights provided to employees under the ESTA~~, remain in place and may provide additional paid leave time that is not provided by the ESTA.

~~If a~~Unless otherwise agreed with union representation, the ESTA does not apply to employees subject to a conflicting collective bargaining agreement ~~is~~ in effect on February 21, 2025, ~~the ESTA does not apply to employees subject to that collective bargaining agreement~~ until the collective bargaining ~~agreement's expiration date.~~ agreement expires.

The ESTA does not ~~preempt or override the terms of~~ apply to an employee subject to a ~~collective bargaining agreement~~conflicting individual employment contract in effect on February 21, 2025, until that contract expires, if all of the following are satisfied:

- the District and the employee signed the contract on or before December 31, 2024;
- the contract is effective for not longer than 3 years; and
- the District notified the Michigan Department of Labor and Economic Opportunity (LEO) of the contract.

B. Definitions

1. ~~Benefit~~"ESTA benefit year~~:~~" means the 12-month period from July 1 to June 30. [Optional: may adjust 12-month period]

2. "Eligible employee" means an employee engaged in service to the District. The following, however, are not eligible employees:

   a. an unpaid trainee or unpaid intern;

   b. a person employed in accordance with the Michigan Youth Employment Standards Act, MCL 409.101, *et seq*; or

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c. positions when the employee may schedule their own working hours as approved by the Superintendent or designee. For those approved positions, the District will not take adverse personnel action for failure to schedule a minimum amount of working hours.

If a collective bargaining agreement or contract meets the requirements in Section A above, then an employee covered by that contract is not an eligible employee until the contract expires.

3. "Family member" is defined as:

   a. biological, adopted, or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the eligible employee stands *in loco parentis*;

   b. biological parent, foster parent, stepparent, or adoptive parent or legal guardian of an eligible employee or an eligible employee's spouse (under the laws of any state) or domestic partner or a person who stood *in loco parentis* when the eligible employee was a minor child;

   c. an individual to whom the eligible employee is legally married under the laws of any state or a domestic partner;

   d. grandparent, grandchild, and biological, foster, or adopted sibling; ~~or~~

   e. ~~any other~~an individual related by blood; or ~~affinity~~

   f. an individual whose close association with the eligible employee is the equivalent of a family relationship.

4. "Earned sick time" means paid leave as allowed by the ESTA.

5. All other ESTA-defined terms apply to this Policy.

C. ~~Eligibility~~¶

~~D.~~ Wait Period and Leave Reinstatement Upon Re-Employment

A newly hired eligible employee may not use accrued earned sick time until ~~90~~120 calendar days after the employee's start date, unless otherwise provided in a collective bargaining agreement, individual employment contract, employee handbook, or ~~ESTA. If a collective bargaining agreement is in effect on February 21, 2025, bargaining unit members are not eligible employees until the collective bargaining agreement's expiration date~~the ESTA.

E. ~~Accrual of ESTA Leave~~¶

~~Unless subject to a grandfathered collective bargaining agreement, an~~Upon discharge or other separation from employment, an employee automatically loses accrued earned sick time unless the employee is rehired by the District within 2 months of the separation.

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Accrued earned sick time that is not used before an employee's separation from employment will have no monetary value. If an employee separates from employment and is rehired by the District not more than two (2) months after separation, the District will reinstate previously accrued and unused earned sick time and allow the employee to use that earned sick time and accrue additional earned sick time upon reinstatement. This paragraph does not apply if the District paid the employee the value of the employee's unused accrued earned sick time at the time of separation.

F. ESTA Leave Accrual and Frontloading

1. Leave Accrual

Unless the District frontloads earned sick time under Section D(2), an eligible employee begins accruing earned sick time on February 21, 2025 or the employee's start date, whichever is later.

An eligible employee will ~~receive~~accrue 1 hour of earned sick time for every 30 hours worked, but the eligible employee may only use up to 72 hours of earned sick time in a single ESTA benefit year. An FLSA-exempt eligible employee is assumed to work 40 hours per workweek unless the employee's normal workweek is less than 40 hours.

~~Accrued leave~~ Up to 72 hours of unused accrued earned sick time will carry over from ESTA benefit year to ESTA benefit year. ~~The~~

2. Frontloading Leave

For each ESTA benefit year, the District may frontload earned sick time ~~in increments that comply~~consistent with ~~the ESTA~~this policy, a collective bargaining agreement, or individual employment contract.

If ~~ESTA is in effect, leave for any ESTA qualifying circumstances up to a maximum of 72 hours per benefit year~~frontloading, the District will ~~run concurrently with other paid leave benefits as allowed by ESTA. When an~~ grant a full-time eligible employee ~~uses other paid leave benefits for an~~ 72 hours of earned sick time at the beginning of an ESTA benefit year. For a part-time eligible employee, the District will provide the employee with:

- a written notice of how many hours the employee is expected to work during the ESTA ~~qualifying circumstance;~~benefit year at the ~~employee's paid~~ time of hire;
- an amount of earned sick time at the beginning of the ESTA benefit year that is ~~first deducted~~proportional to the earned sick time the employee would accrue if the employee worked all the hours in that written notice; and

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- 1 hour of earned sick time for every 30 hours worked after the employee exceeds the work hours in that written notice.

Frontloaded earned sick time will not carry over from ~~the earned sick time accrued~~ one ESTA benefit year to the next unless authorized in the applicable collective bargaining agreement, individual employment contract, or handbook.

3. Compliance Presumption

The District is in compliance with this Section D if it:

- provides an eligible employee with paid time off in at least the same amounts of time off described in the ESTA that may be used for ESTA purposes or any other approved purpose, with the time used for an ESTA purpose being subject to the ESTA; or
- is a signatory to a collective bargaining agreement that requires contributions to a multiemployer plan under ~~ESTA.~~ the Employee Retirement Income Security Act, subject to certain conditions.

G. Additional Absences

Additional absences, above and beyond earned sick time under the ESTA, are governed by an applicable collective bargaining agreement, individual employment contract, or Board Policy.

~~As used in this subsection, "other paid leave" benefits includes but is not limited to paid vacation days, personal days, sick days, and other paid time off. Earned sick time can be used for the purposes, and subject to the conditions, described below.¶~~

~~H. Qualifying Circumstances¶~~

~~I.~~ Permissible Uses

An eligible employee may use earned sick time for the following reasons:

1. the employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee;

2. for the employee's family member's mental or physical illness, injury, or health condition~~;~~, medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition~~;~~ or preventative medical care for a family member of the employee;

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3. if the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability~~:~~, to obtain services from a victim services organization~~:~~, to relocate due to domestic violence or sexual assault~~:~~, to obtain legal services~~:~~, or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;

4. for meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or

5. for closure of the employee's place of business by order of a public official due to a public health emergency~~:~~, for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency~~:~~, or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

J. Use of ~~ESTA Leave~~Earned Sick Time

~~When requesting use of earned sick time, if~~If the eligible employee's need to use leave is foreseeable, the employee must provide notice to the District of the employee's intent to use earned sick time at least 7 days prior to the date leave is to begin. If the eligible employee's need to use leave is not foreseeable, the employee must provide notice to the District of the employee's intent to use earned sick time as soon as practicable. For leave of more than 3 consecutive days, upon District request, the eligible employee must provide the District ~~in a timely manner with~~ – within 15 days after the request – reasonable documentation that earned sick time was used for an ESTA purpose. The District will be responsible for paying the eligible employee's ~~expenses~~costs in obtaining the requested documentation.

In cases of domestic violence or sexual assault, ~~sufficient~~reasonable documentation includes any of the following:

- a police report indicating that the employee or the employee's family member was a victim of domestic violence or sexual assault;
- a signed statement from a victim and witness advocate affirming that the employee or the employee's family member is receiving services from a victim services organization; or
- a court document indicating that the employee or the employee's family member is involved in legal action related to domestic violence or sexual assault.

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All health, sexual assault, and domestic violence information and documentation received from an employee about earned sick time remains confidential and will not be disclosed, except to the employee, with the employee's written permission, or as and to the extent required by law.

Failure to comply with notice procedures or document requests to support the use of earned sick time, or using earned sick time for a non-permissible use, may result in discipline, including discharge.

Unless otherwise provided in an employee's collective bargaining agreement, individual employment contract, or handbook:

- earned sick time must be used in [_____] [Note: Insert ~~the smaller of~~ "hourly" or the smallest increment that the ~~District's payroll system~~District uses to account for absences of use of other time] increments; and
- an employee using earned sick time will not receive overtime pay, holiday pay, or bonuses for the earned sick time~~;~~.
- ~~upon discharge or other separation from employment, an employee automatically loses accrued earned sick time unless the employee is rehired by the District within 6 months of the separation; and¶~~
- ~~accrued earned sick time that is not used before an employee's discharge or any other separation from employment will have no monetary value, subject to the ESTA requirement to reinstate previously accrued and unused earned sick time if the employee is rehired by the District within 6 months of the separation.¶~~

~~K.~~ Notice and Recordkeeping

The District will:

1. provide an ESTA notice created by ~~the Michigan Department of Labor and Economic Opportunity~~LEO to each eligible employee at hire or by ~~February 21~~March 23, 2025, whichever is later (see 4113-F);
2. display in a conspicuous location in each of its buildings the ESTA poster created by ~~the Michigan Department of Labor and Economic Opportunity~~LEO; and
3. retain for not less than 3 years records documenting hours worked and earned sick time taken by eligible employees.

Legal authority: MCL 408.934b, 408.961 et seq., *Mothering Justice v Attorney General*, 2024 Mich LEXIS 1454 (July 31, 2024)

Date adopted:

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Date revised:

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BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
March 20, 2025

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

TOPIC: AP and IB Textbook Proposals

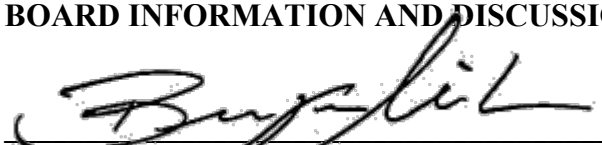
On March 13, 2025, the Curriculum Committee of the Whole met to review a request by the Novi High School AP/IB Team for three (3) new textbooks. The College Board requires that the textbooks used must have been published within the past 10 years.

The textbooks they are looking at are:

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

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

APPROVED AND RECOMMENDED FOR BOARD INFORMATION AND DISCUSSION



Ben Mainka, Superintendent

TEACHING AND LEARNING

Date of Submission: 12/10/2024

School year to be used: 2025-26

0000003

CORE CURRICULUM MATERIALS PROPOSAL FORM

See the Core Curriculum Materials Proposal Process in Staff Links for complete directions.

Step 1: Review Team & Initial Proposal

Core curriculum materials must be reviewed by a team composed of:

- 1 Team Lead: This person will be the main contact person for the proposal process and will complete and submit all forms. Ideally a Content Area Leader or other lead educator.
- 1 Team Admin: A school building-level administrator at the location or level of use of the materials. This proposal process cannot proceed without approval from this administrator.
- 2+ Educators: Two or more educators who are potential users of the materials.
- 1 Tech Rep: An instructional technology representative if any hardware or software is required.

Detail the proposed resource and review team below. Once **Step 1: Review Team & Initial Proposal** is approved by the appropriate Director of Education, move on to **Step 2**.

Course or Content Area Name	AP Environmental Science
Grade Level	9-12
Proposed Type of Resource: (textbook, software, etc.)	Textbook and Ancillary Materials
Rationale: Why is this resource needed? What needs does it meet?	According to the College Board, our textbooks must have been published in the last 10 yrs.Our current textbook was published in 2011.Some of the data in our textbook is outdated.Our current textbook is not aligned with the current CED, which was updated for the 19-20 school year and beyond. An aligned, updated textbook that includes all of the APES topics and corresponding ancillary materials would be beneficial for me and the students in preparing for the AP Exam.

Review Team Role		Last Name	First Name	Email
1	**Team Lead**	Jones	Kristen	kristen.jones@novik12.org
2	**Administrator**	Carter	Nicole	nicole.carter@novik12.org
3	**Educator 1**	Jones	Kristen	kristen.jones@novik12.org
4	**Educator 2**	Brown	Alaina	alaina.brown@novik12.org
5	*Inst Tech Rep			
6	*Add'l Educator			
7	*Add'l Educator			
8	*Add'l Educator			
9	*Add'l Educator			
10	*Add'l Educator			

* Include if necessary.

APPROVAL - Step 1

Staff	Signature	Date	Action
Team Lead	Kristen Jones Kristen Jones [12/10/2024 10:01am PST]	12/10/2024	SUBMITTED
Notes:			
Review Team Administrator	Nicole Carter Nicole Carter [12/11/2024 6:33am PST]	12/11/2024	Reviewed: okay to proceed
Notes:			
TLD Director of Education	Emily Pohlonski Emily Pohlonski [12/11/2024 2:14pm PST]	12/11/2024	Reviewed: okay to proceed Budget Reviewed
Notes:			

Upon approval of Step 1, complete Steps 2 through 4.

Step 2: Material Information

List basic information for all resources reviewed by the team in the tables below. At least three resources should be considered for recommendation by the review team. Move to Step 3 when complete.

Resource #1	
Title of Text or Resource	Environmental Science for the AP Course, 4th ed. Friedland and Relyea
Link to Resource Website	https://store.bfwpub.com/hs/us/product/Environmental-Science-for-the-AP-Course-4th-Edition/p/1319409288

Resource #2	
Title of Text or Resource	Exploring Environmental Science for AP, Updated Edition Miller and Spoolman
Link to Resource Website	https://s-ngl.cengage.com/search/productOverview.do?N=201+4294891947+4294918606&Ntk=P_EPI&Ntt=167975010949246207201906202042336 75&Ntx=mode%2Bmatchallpartial&homePage=false

Resource #3	
Title of Text or Resource	Environment: The Science Behind the Stories, 7th ed. Withgott and Laposata
Link to Resource Website	https://www.pearson.com/en-us/subject-catalog/p/environment-the-science-behind-the-stories/P200000006792?view=educator

*Resource #4	
Title of Text or Resource	
Website for Resource	

* Include if necessary. Only three resources are required to be reviewed.

*Resource #5	
Title of Text or Resource	
Website for Resource	

* Include if necessary. Only three resources are required to be reviewed.

*Resource #6	
Title of Text or Resource	
Website for Resource	

* Include if necessary. Only three resources are required to be reviewed.

Step 3: Material Evaluation

This step is completed using a Google Doc because the evaluation forms are easier to collaborate on and complete in that format. Open a copy of the Core Curriculum Materials Proposal Process, if you have not already, and complete the evaluation forms for all resources considered. When complete, attach a PDF copy of that document to this form (see attachments at top of page). Then complete Step 4.

COMPLETED CORE CURRICULUM MATERIALS PROPOSAL PROCESS. IT IS ATTACHED TO THIS FORM.

Step 4: Material Recommendation

After attaching a copy of the Core Curriculum Materials Proposal Process with completed tables for Step 3, make your recommendation by completing the table below.

Alignment: How does this resource align to NCSD's curriculum and/or Michigan standards?

This textbook and supporting materials aligns with the current AP Environmental Science Course and Exam Description (CED), which was implemented beginning in the 2020-2021 school year. This textbook is currently the only textbook published that is fully aligned to the CED. The unit modules are in order of the CED, the multiple choice practice questions in the textbook are similar in style to AP Exam questions. The free response practice questions are also in the style and use the task verbs that will appear on the exam.

Preference: Why is this resource preferable to others reviewed? (i.e. quality, cost, usability, accessibility, etc.)

First and foremost, I prefer resource #1, Environmental Science for the AP Course, 4th ed. by Friedland and Reylea, because it is fully aligned to the CED, which was adopted beginning in the 2020-2021 school year. The units match the units in the CED, and each topic in the CED corresponds to a "module" in the text. This textbook is the only AP Environmental textbook that is fully aligned to the CED. The modules, which correspond to the unit topics in the CED, break the unit into digestible chunks. Each module has multiple choice practice and FRQ practice, versus only practice at the end of the chapter (or none at all) in the other two books I reviewed. Because of the readability, the updated information, the vivid figures, and the complete alignment, it will be very user-friendly for our students. I currently have an older edition of resource #2, and I find it very difficult to use. One unit in the CED might be spread amongst several chapters, which makes it more difficult for students to make connections between different topics and units. The textbook also has the most up to date information and statistics (2020) than the other textbooks. For the last few months, I have been using the Friedland text (the book I am proposing) instead of our current text to help me prepare for lessons. I have also done research in the AP Environmental Science Teachers group I belong to, and most teachers prefer this text over others. They also cite that their students like the book as well. After using this book for a few months, I can clearly see why it is preferred. I know this book will really enhance the class for my students and me.

Implementation: What preparations will the district need to consider with adoption? (i.e. start up needs, training, data collection, ongoing costs, maintenance, technology, etc.)

If the districts approves the Achieve online courseware for students, it would need to be renewed in 6 years.

NOTE: Estimated cost: $10,141.74 (books only) or $12,598.74 (books + 6 years of Achieve online courseware subscription for students)

Total Estimated Cost: $ 10,141.74

Attach the vendor's quote at the bottom of this form. QUOTE IS ATTACHED

	Signature	Date	Action
Team Lead	Kristen Jones Kristen Jones [01/30/2025 7:32pm PST]	01/30/2025	Steps 2-4 complete Required attachments complete
Notes:			
Tech Dept. Review	Lisa Whiteside Lisa Whiteside [01/31/2025 5:38am PST]	01/31/2025	Reviewed, okay to proceed
Notes:	Hi Kristen, please submit a ticket to have the site students log in vetted and added to our district-approved sites list.		

APPROVAL - Steps 2-4

Step	Director of Education Signature	Date	Action
Step 2: Material Information	Emily Parker Pohlonski Emily Parker Pohlonski [01/31/2025 1:14pm PST]	01/31/2025	Reviewed, recommend approval
Step 3: Material Evaluation	Emily Parker Pohlonski Emily Parker Pohlonski [01/31/2025 1:14pm PST]	01/31/2025	Reviewed, recommend approval
Step 4: Material Recommendation	Emily Parker Pohlonski Emily Parker Pohlonski [01/31/2025 1:14pm PST]	01/31/2025	Reviewed, recommend approval
Notes:			

Step	Asst. Superintendent of Teaching and Learning	Date	Action
Materials Proposal Review	Michael Giromini Michael Giromini [02/01/2025 7:28am PST]	02/01/2025	Reviewed, recommend approval
Notes:			

Step	Acknowledgment	Date	Action
Request is Denied/Form is Completed			DENIED FORM COMPLETED
Notes:			
Board Review of Proposal Executive Asst, Superintendent & BoE			Expected Board Review Date:
Notes:			
BoE Decision			
Notes:			

CORE CURRICULUM MATERIALS PROPOSAL PROCESS

This document outlines directions for proposing the adoption of materials that are core components of a course, as defined below. For other materials such as equipment, consumable items for teaching and learning, or orders for additional copies of already approved materials still in use, the requester should complete a TLD Purchase Request Form. Direct questions to the Director of Curriculum and Assessment.

Since gathering team feedback is easier using shared Google Documents, the review team will need to complete the tables in steps 2 and 3 on this document. The rest of the process is done using the *Core Curriculum Materials Proposal Form* found on Staff Links. This document must be attached to that form in order to complete the proposal process.

CORE CURRICULUM MATERIALS DEFINED

"Core curriculum materials" shall include any print and non-print resources such as textbooks, software, web-based products, assigned titles of literature, modules or kits that are integral to a course or curriculum content area and that are required for each student in a course to use. Core curriculum materials may be referenced in curriculum units in NCSD's Atlas Curriculum warehouse. The term "textbook" is sometimes used to refer to a major informational resource(s), digital or bound material, required for use by students in a major portion of a course. Textbooks are considered core curriculum materials.

Other "non-core" curriculum materials may include resources that are optional or not required for each student to use to succeed in the course. For example, articles, optional literature, and videos that teachers may use to supplement their instruction, but are not required to be used in the course would not be core curriculum materials. These materials do not need to follow the process outlined in this document.

PROCESS OVERVIEW

Step 1 Review Team & Initial Proposal	Form a review team and initiate the *Core Curriculum Materials Proposal Form* found on Staff Links. Upon approval continue to step 2.
Step 2 Material Information	Identify at least 3 resources to consider for adoption and detail them in the *Core Curriculum Materials Proposal Form*.
Step 3 Material Evaluation	Evaluate all resources considered using the material evaluation tables in this document. Attach a PDF of this Google Document to the *Core Curriculum Materials Proposal Form.*
Step 4 Material Recommendation	Make your recommendation by completing the *Core Curriculum Materials Proposal Form*.
Step 5 Approval and Purchasing	When notified of board approval, complete a Purchase Request form found on Staff Links.

Step 1: Review Team & Initial Proposal

Core curriculum materials must be reviewed by a team composed of:

- 1 Lead: This should be a Content Area Leader, though it can be another educator when that is more appropriate. This person will be the main contact person for the proposal process and will complete and submit all forms
- 2+ Educators: Two or more educators from content and grade-level areas who will be teaching using the materials.
- 1 Admin: A school building-level administrator at the location or level of use of the materials. This proposal process cannot proceed without approval from this administrator.
- 1 Tech Rep: An instructional technology representative; only if any technology hardware or software is required of the proposed materials.

Once the review team is identified and has administrator approval, complete **Step 1: Review Team & Initial Proposal** section on the *Core Curriculum Materials Proposal Form* on Staff Links. The Teaching and Learning Department will review and respond to the request. If the team receives initial approval, move on to step 2.

Step 2: Material Information

Record details of all the materials reviewed by the team in the tables under **Step 2: Material Information** on the *Core Curriculum Materials Proposal Form*. At least three resources should be considered for recommendation by the review team. Leave blank any fields that do not apply to the resource. For example, edition number and ISBN will only apply to textbooks.

Step 3: Material Evaluation

The Teaching and Learning Department requires a minimum of 3 similar resources be evaluated, except in special circumstances, before making a recommendation. The Material Evaluation tables below outline criteria to be considered when selecting a resource. The review team should complete an evaluation table for each resource considered directly in this document. A PDF copy of this Google Doc must be attached to the *re Curriculum Materials Proposal Form* to complete **Step 3**.

Only one table from the review team for each resource is required by the TLD to consider the proposal. However, if a review team member has different opinions from the whole, they are welcome to complete their own version of the table and add it below.

If more tables are needed, copy and paste them below this heading.

Proposed Core Course Material Evaluation Table #1					
Review Team Member(s) authoring this table:	**Kristen Jones**				
Title of Text or Resource:	**Environmental Science for the AP Course, 4th ed. Friedland and Reylea**				
ISBN or Item Number:	**9781319409289**				
Score Criteria: Score 5 through 1 based on agreement. Score N/A if the criterion does not apply.	**Strongly Agree**	**Agree**	**Neutral/ Undecided**	**Disagree**	**Strongly Disagree**
	5	**4**	**3**	**2**	**1**
The resource…	**SCORE**	**Support:** Explain your score with reasoning and/or examples			
aligns with state and local curriculum standards and learning objectives	5	Textbook fully aligns with revised AP Environmental Science Course and Exam Description (CED)			
is appropriate for the target age range of student users	5	The textbook is designed specifically for a high school AP course. Each unit opens with a case study and a "Practice your Science Skills" which align with the seven science practices in the CED. There are frequent "Do the Math" and "Practice Math and Graphing" which allows students to gain confidence answering math problems on the exam. There are also unit closing "Practice your Science Skills" sections to once again help students master the seven science practices.			
supports higher order thinking, understanding, meaning making, and transfer of concepts	5	Each chapter begins with a case study. Visual representations at the end of each unit help students understand the interconnectedness of concepts in the unit. Text in the book refers to previous modules to help students connect concepts across multiple units.			
develops essential knowledge and skills that reflect up-to-date, accurate content	5	The textbook contains updated information and statistics up through 2020.			
reflects current evidence of best practice in the content area	5	There are multiple choice and free response practice at the end of each module (topic) which are aligned to current CED. There are multiple math practice opportunities in each unit. Other features helpful to students include			

		AP Exam tips, and case studies for discussion. Each unit opens with a case study and a "Practice your Science Skills" which align with the seven science practices in the CED. There are frequent "Do the Math" and "Practice Math and Graphing" which allows students to gain confidence answering math problems on the exam. There are also unit closing "Practice your Science Skills" sections to once again help students master the seven science practices.
provides a variety of cultural perspectives and representation	4	Examples of environmental problems and solutions of different parts of the world are discussed. Individuals of multiple ethnicities featured in pictures. p.307, 317, 353, 366, 376. The book could feature more Asian people.
is user-friendly and accessible by students with a diverse range of abilities and backgrounds	5	The textbook is very readable. The modules of each unit correspond with each topic (section) of the CED. The textbook is a college-level textbook, but the language is very clear and easy to understand. The pictures, charts, and graphs are updated, helpful, and appealing.
is easy for the educator to use effectively	5	The textbook is fantastic from an educator perspective. It is fully aligned to the CED, so the units and topics are in order of the CED, the practice questions and at the end of each module are updated to the style of multiple choice questions students can expect to see on their exam. The free response practices also only use the updated task verbs. Since I've received this textbook to review, I've been using it to prepare my lessons.
offers valuable supplemental components and teacher resources that align with curriculum objectives	5	A teacher's edition comes with the textbook as well as the use of Achieve online courseware, which contains presentations, photos and figures, videos, and test bank. At an additional cost, Achieve can also be utilized by students. It includes an ebook, which students can highlight and annotate. Teachers can also assign practice through Achieve, which contain hints, targeted feedback and solutions.

Other Comments: (other strengths, weaknesses, biases…)	This textbook is currently the only AP Environmental Science textbook published that is aligned to the new (20-21) CED.
Recommend material for adoption?	☑ Yes ☐ No

Proposed Core Course Material Evaluation Table #2					
Review Team Member(s) authoring this table:	**Kristen Jones**				
Title of Text or Resource:	**Exploring Environmental Science for AP, Updated Ed.** **Miller and Spoolman**				
ISBN or Item Number:	9780357436325				
Score Criteria: Score 5 through 1 based on agreement. Score N/A if the criterion does not apply.	**Strongly Agree**	**Agree**	**Neutral/ Undecided**	**Disagree**	**Strongly Disagree**
	5	**4**	**3**	**2**	**1**
The resource…	**SCORE**	**Support:** Explain your score with reasoning and/or examples			
aligns with state and local curriculum standards and learning objectives	3	The textbook does not go in order of the CED. Several topics in the CED are not covered in the textbook at all, including one of more essential knowledge pieces in 1.8, 2.2, 2.3, 2.5 (2), 3.2, 3.8, 4.3, 5.7, 6.2, 6.6, 7.2, 7.6, 7.7, 7.8 (2), 8.6, 8.10, 8.14, 8.15 (4), 9.3, 9.5 (2) Some AP MCQ practice is still in the "old style"			
is appropriate for the target age range of student users	4	The textbook is designed specifically for a high school AP course, text is at a collegiate level			
supports higher order thinking, understanding, meaning making, and transfer of concepts	4	Discussion questions, math connections, case studies, and data analysis help foster critical thinking			
develops essential knowledge and skills that reflect up-to-date, accurate content	4	Most recent statistics I found were 2017			
reflects current evidence of best practice in the content area	3	AP style questions are included with each chapter, but they are in the "old style" prior to the new CED adoption, task verbs for FRQ practice also not aligned to new CED			

provides a variety of cultural perspectives and representation	4	Textbook features a variety of ethnicities p.388, 501,506, 616 but could use more representation of Asian people.
is user-friendly and accessible by students with a diverse range of abilities and backgrounds	3	The textbook does not go in order of the CED. Several topics in the CED are not covered in the textbook at all, including one of more essential knowledge pieces in 1.8, 2.2, 2.3, 2.5 (2), 3.2, 3.8, 4.3, 5.7, 6.2, 6.6, 7.2, 7.6, 7.7, 7.8 (2), 8.6, 8.10, 8.14, 8.15 (4), 9.3, 9.5 (2)
is easy for the educator to use effectively	2	It is an extra challenge to jump around the textbook and several topics are not addressed by the textbook
offers valuable supplemental components and teacher resources that align with curriculum objectives	5	Teacher's edition, Teacher's Resource Guide has good practice problems and activities, AP MindTrap is an online learning platform with presentations, test bank, homework problems with immediate feedback
Other Comments:	I am currently using an older edition of this book and it is not very user friendly for me or the students. There is too much skipping around and several topics not covered by the book at all. Some photos and figures look dated.	
Recommend material for adoption?	☐ Yes ☑ No	

Proposed Core Course Material Evaluation Table #3					
Review Team Member(s) authoring this table:	**Kristen Jones**				
Title of Text or Resource:	**Environment: The Science Behind the Stories, 7th ed.** **Withgott and Laposata**				
ISBN or Item Number:	**9780136451471**				
Score Criteria: Score 5 through 1 based on agreement. Score N/A if the criterion does not apply.	**Strongly Agree**	**Agree**	**Neutral/ Undecided**	**Disagree**	**Strongly Disagree**
	5	**4**	**3**	**2**	**1**
The resource…	**SCORE**	**Support:** Explain your score with reasoning and/or examples			

aligns with state and local curriculum standards and learning objectives	3	The textbook does not go in order of the CED. The textbook does not have MCQ or FRQ practice embedded, just open-ended questions at the end of each chapter.
is appropriate for the target age range of student users	4	This book is labeled AP Edition, but the textbook itself doesn't have explicit links to the AP Exam or CED like the other textbooks do.
supports higher order thinking, understanding, meaning making, and transfer of concepts	5	A feature that I really like are the "Success Stories," which highlight successful efforts to address environmental problems. Case studies are introduced in each chapter. Science Behind the Stories guides students through key research by showing what and how scientists made their discoveries. "Weighing the Issues" sections aim for the development of critical thinking skills. The case studies and science behind the stories are really interesting.
develops essential knowledge and skills that reflect up-to-date, accurate content	4	The textbook has statistics and information up through about 2018.
reflects current evidence of best practice in the content area	4	The textbook does not include AP test practice (no MCQ or FRQ practice). There are a lot of graphs, but it lacks the embedded math practice of the other textbooks. The case studies and science behind the stories are definitely relevant attention grabbers.
provides a variety of cultural perspectives and representation	5	This book does the best job of the three at featuring people of a variety of ethnicities. Ex. p.358, 362, 375, 503, 518
is user-friendly and accessible by students with a diverse range of abilities and backgrounds	3	The textbook is easily readable, but does contain a lot of information that the students don't need to know for the course. The book seems to be at a more collegiate level than Friedland.
is easy for the educator to use effectively	3	Because it is not in CED order, it makes the book more challenging to use. There would be a lot of jumping around, which makes it harder for students to follow and make connections. I would also like to see more AP practice embedded in the textbook. The case studies and science behind the stories are definitely relevant attention grabbers.

offers valuable supplemental components and teacher resources that align with curriculum objectives	4	There is an online learning platform, Mastering Environmental Science. Practice provides immediate feedback and autograding. The learning platform also includes graph and data analysis, videos, and video field trips.
Other Comments:	While I like the book, there is too much skipping around because it is not in CED order.	
Recommend material for adoption?	☐ Yes ☑ No	

Step 4: Material Recommendation

The review team makes a recommendation by completing the Material Recommendation section of the *Core Curriculum Materials Proposal Form* they started in Step 1. Considerations for that section are listed below for the team to reference.

Considerations:

- How does this resource align to NCSD's curriculum and/or Michigan standards?
- Why is this resource preferable to others reviewed? (i.e. quality, cost, usability, accessibility, etc.)
- What preparations will the district need to consider with adoption? (i.e. start up needs, training, data collection, ongoing costs, maintenance, etc.)
- What costs are involved? (A vendor's quote is required for consideration)

Step 5: Approval and Purchasing

Once parts 1 through 4 are completed, the Teaching and Learning Department will review the proposal. The TLD may reach out to the review team to ask questions. If approved, the TLD will forward on the *Core Curriculum Materials Proposal Form* to the board for discussion at a board meeting.

If the board is satisfied with the proposal, it will schedule a vote for approval for the following board meeting. Upon receiving board approval, the review team lead will be notified.

The review team must use the vendor quote from Step 4 to complete a Purchase Request form, found on Staff Links, to ensure the materials are ordered. The TLD will consult the review team in making any adjustments needed to ensure the right materials are purchased at the best cost.

bedford, freeman & worth high school publishers

MPS

This price quote is good for 60 days. BFW High School Publishers is committed to delivering the best value for the program you have adopted. Pricing herein may reflect package discounts. Removing or editing components may cancel any package discounting applied to component items. Prices subject to change, including annual increases in November. Shipping fees are estimated; actual shipping fees may vary.

Purchase Orders: Please attach a copy of this price quote to your purchase order and submit your purchase order to:

MPS 16365 James Madison Highway Gordonsville, VA 22942
Email: highschool@mpsvirginia.com / Phone: (540) 672-7744

Quote Number	00119516	Prepared By	Nickeyta Fisher
Created Date	1/29/2025	Phone	(347) 514-1181
		Email	nfisher@bfwpub.com
Contact Name	Kristen Jones		
Bill To	Novi High School 24062 Taft Rd Novi, Michigan 483753022 United States	Ship To	Novi High School 24062 Taft Rd Novi, Michigan 483753022 United States

Itemized Products

ISBN	EAN	Product	Edition	Author	Line Item Description	Sales Price	Quantity	Total Price
1319409288	9781319409289	Environmental Science for the AP® Course	4	Andrew Friedland;Rick Relyea		USD 160.98	60.00	USD 9,658.80
1319560202	9781319560201	Achieve for Environmental Science for the AP® Course (Six-Use Online; Pack Add-On)	4	Andrew Friedland;Rick Relyea	#packageprice	USD 39.00	60.00	USD 2,340.00

Itemized Product Total: USD 11,998.80

Free Product: Please include in your PO:

ISBN	EAN	Free Product	Edition	Author	Net Price	Quantity	Your Price
1319475426	9781319475420	Teacher's Edition with Online Teacher Resources for Environmental Science for the AP® Course	4	Andrew Friedland;Rick Relyea	USD 495.98	1	$0.00
131957517X	9781319575175	Test Bank for Environmental Science for the AP® Course	4	Andrew Friedland;Rick Relyea	USD 495.98	1	$0.00

Total Available for Purchase USD 0.00

Shipping Information

Schools are typically tax exempt however if your school is **NOT** tax exempt, please note that your local tax rate will apply to this quote.

Shipping Location Continental US and Puerto Rico

Shipping Fees: USD 599.94
Special Shipping Fees: USD 0.00
Total Shipping Fees: USD 599.94

bedford, freeman & worth high school publishers

MPS

Grand Totals

Itemized Products + Shipping Fees: USD 12,598.74

Instructor Resources

Digital Adopters: Instructor resources will be available within your product; no action needed

Print Only Adopters: Instructor resources can be unlocked by visiting www.bfwpub.com/AdopterTRM

Digital Subscription Terms

Digital subscription terms: With respect to each product, the number of licenses allocated to you will be determined by multiplying the quantity purchased by the number of uses (where use = year). [Example: 100 units of a 6-use product = 600 licenses.]

Access to each title will expire on the first to occur of (1) all purchased units which would be available over the course of the number of uses have been utilized, or (2) the number of uses has transpired utilizing the following calculation: utilizing August 1 as the start of a new year, (i) If the invoice date falls between January 1 and September 30, the end date of the subscription term shall be calculated as the invoice year plus the number of uses indicated [Example: 100 units of a 6-use product is invoiced on April 15, 2023. The end date based on uses purchased = July 31, 2029]; and (ii) If the invoice date falls between October 1 and December 31, the end date of the subscription term shall be calculated as invoice year plus the number of uses indicated + 1]. [Example: 100 units of a 6-use product is invoiced on November 15, 2023. The end date based on uses purchased = July 31, 2030.]

For complete subscription terms, see bfwpub.com/subscription-terms. Your issuance of a purchase order based on this quote or your payment for the courseware subscription signifies your affirmative understanding and acceptance of these terms.

The Accelerator Option: If chosen at the time of initial purchase, the accelerator option permits the one-time option to upgrade to a new courseware edition at any time within your active courseware subscription term. It is your responsibility to inform your sales representative when you are ready to proceed with the upgrade. The Accelerator Option does not apply to e-books and applies exclusively to digital courseware and not print products.

Miscellaneous Information

Sole Source Statement: Competition in providing the above named products is precluded by the existence of a copyright. There are no like products available for purchase that serve the same purpose because of exclusive distribution/marketing rights. These products should be purchased directly from BFW (MPS) or its approved depositories. Purchases from any other source would not ensure the item's authenticity/warranty. Unapproved 3rd party vendors cannot provide packages, digital materials or teaching materials. BFW (MPS) cannot provide these items to a school if the student edition has been purchased through a third party. We are the sole source for these items and packages.

Note for Canadian Users: Please note that invoices are issued in CAD, but if payment is to be made via credit card, it will be processed through our US Bank and an exchange rate fee will be applied.

NOTE: If you plan to place an order and will require a signed data agreement, please send to your rep as soon as possible. Agreement reviews take an average of 1-3 weeks to review.

bedford, freeman & worth high school publishers

MPS

This price quote is good for 60 days. BFW High School Publishers is committed to delivering the best value for the program you have adopted. Pricing herein may reflect package discounts. Removing or editing components may cancel any package discounting applied to component items. Prices subject to change, including annual increases in November. Shipping fees are estimated; actual shipping fees may vary.

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MPS 16365 James Madison Highway Gordonsville, VA 22942
Email: highschool@mpsvirginia.com / Phone: (540) 672-7744

Quote Number	00119517	Prepared By	Nickeyta Fisher
Created Date	1/29/2025	Phone	(347) 514-1181
		Email	nfisher@bfwpub.com
Contact Name	Kristen Jones	Ship To	Novi High School 24062 Taft Rd Novi, Michigan 483753022 United States
Bill To	Novi High School 24062 Taft Rd Novi, Michigan 483753022 United States		

Itemized Products

ISBN	EAN	Product	Edition	Author	Sales Price	Quantity	Total Price
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Itemized Product Total: USD 9,658.80

Free Product: Please include in your PO:

ISBN	EAN	Free Product	Edition	Author	Net Price	Quantity	Your Price
1319475426	9781319475420	Teacher's Edition with Online Teacher Resources for Environmental Science for the AP® Course	4	Andrew Friedland;Rick Relyea	USD 495.98	1	$0.00
131957517X	9781319575175	Test Bank for Environmental Science for the AP® Course	4	Andrew Friedland;Rick Relyea	USD 495.98	1	$0.00

Total Available for Purchase USD 0.00

Shipping Information

Schools are typically tax exempt however if your school is **NOT** tax exempt, please note that your local tax rate will apply to this quote.

Shipping Location Continental US and Puerto Rico

Shipping Fees: USD 482.94
Special Shipping Fees: USD 0.00
Total Shipping Fees: USD 482.94

Grand Totals

Itemized Products + Shipping Fees: USD 10,141.74

Instructor Resources

Digital Adopters: Instructor resources will be available within your product; no action needed
Print Only Adopters: Instructor resources can be unlocked by visiting www.bfwpub.com/AdopterTRM

Digital Subscription Terms

Digital subscription terms: With respect to each product, the number of licenses allocated to you will be determined by multiplying the quantity purchased by the number of uses (where use = year). [Example: 100 units of a 6-use product = 600 licenses.]

Access to each title will expire on the first to occur of (1) all purchased units which would be available over the course of the number of uses have been utilized, or (2) the number of uses has transpired utilizing the following calculation: utilizing August 1 as the start of a new year, (i) If the invoice date falls between January 1 and September 30, the end date of the subscription term shall be calculated as the invoice year plus the number of uses indicated [Example: 100 units of a 6-use product is invoiced on April 15, 2023. The end date based on uses purchased = July 31, 2029]; and (ii) If the invoice date falls between October 1 and December 31, the end date of the subscription term shall be calculated as invoice year plus the number of uses indicated + 1]. [Example: 100 units of a 6-use product is invoiced on November 15, 2023. The end date based on uses purchased = July 31, 2030.]

For complete subscription terms, see bfwpub.com/subscription-terms. Your issuance of a purchase order based on this quote or your payment for the courseware subscription signifies your affirmative understanding and acceptance of these terms.

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NOTE: If you plan to place an order and will require a signed data agreement, please send to your rep as soon as possible. Agreement reviews take an average of 1-3 weeks to review.

TEACHING AND LEARNING

Date of Submission: 12/09/2024

School year to be used: 2025-26

0000002

CORE CURRICULUM MATERIALS PROPOSAL FORM

See the Core Curriculum Materials Proposal Process in Staff Links for complete directions.

Step 1: Review Team & Initial Proposal

Core curriculum materials must be reviewed by a team composed of:

- 1 Team Lead: This person will be the main contact person for the proposal process and will complete and submit all forms. Ideally a Content Area Leader or other lead educator.
- 1 Team Admin: A school building-level administrator at the location or level of use of the materials. This proposal process cannot proceed without approval from this administrator.
- 2+ Educators: Two or more educators who are potential users of the materials.
- 1 Tech Rep: An instructional technology representative if any hardware or software is required.

Detail the proposed resource and review team below. Once **Step 1: Review Team & Initial Proposal** is approved by the appropriate Director of Education, move on to **Step 2**.

Course or Content Area Name	IB Spanish SL 1
Grade Level	10-12, mostly juniors
Proposed Type of Resource: (textbook, software, etc.)	VHL's Senderos Level 3 and 5 textbook series with online access
Rationale: Why is this resource needed? What needs does it meet?	Currently, our textbook series we use for IB Spanish is not actually an IB or pre-AP level resource. It is also 20 years old as the last time the department got access series was in 2004 and is not in print anymore. These new series are needed to align with our students' investment in the AP and IB curriculums. I am requesting a class set of 2 textbooks: VHL's Senderos 3 and Senderos 5 along with the digital access.

Review Team Role		Last Name	First Name	Email
1	**Team Lead**	West-Cardenas	Katitlyn	kaitlyn.west-cardenas@novik12.org
2	**Administrator**	Carter	Nicole	nicole.carter@novik12.org
3	**Educator 1**	West-Cardenas	Katitlyn	kaitlyn.west-cardenas@novik12.org
4	**Educator 2**	Brown	Alaina	Alaina.Brown@Novik12.org
5	*Inst Tech Rep			
6	*Add'l Educator	Ficano-Petricca	Sabrina	sabrina.ficano-petricca@novik12.org
7	*Add'l Educator			
8	*Add'l Educator			
9	*Add'l Educator			
10	*Add'l Educator			

* Include if necessary.

APPROVAL - Step 1

Staff	Signature	Date	Action
Team Lead	Alaina Brown Alaina Brown [12/09/2024 1:48pm EST]	12/09/2024	SUBMITTED
Notes: Kaitlyn will do most of the work on this, I will just support her			
Review Team Administrator	Nicole Carter Nicole Carter [12/11/2024 10:21am EST]	12/11/2024	Reviewed: okay to proceed
Notes:			
TLD Director of Education	Emily Pohlonski Emily Pohlonski [12/11/2024 5:14pm EST]	12/11/2024	Reviewed: okay to proceed Budget Reviewed
Notes:			

Upon approval of Step 1, complete Steps 2 through 4.

Step 2: Material Information

List basic information for all resources reviewed by the team in the tables below. At least three resources should be considered for recommendation by the review team. Move to Step 3 when complete.

Resource #1	
Title of Text or Resource	IB Spanish B (Oxford)
Link to Resource Website	https://global.oup.com/education/content/secondary/series/ib-spanish-b/?region=international&srsltid=AfmBOorhuKUL5SKij3rj8xOhVLqLvDj18WQlYLX6N--hL2fB_X6bugXj

Resource #2	
Title of Text or Resource	Entreculturas 4 (Wayside Publishing)
Link to Resource Website	https://www.waysidepublishing.com/languages/spanish/entreculturas-4

Resource #3	
Title of Text or Resource	Senderos (Vistas Higher Learning)
Link to Resource Website	https://vistahigherlearning.com/senderos-2023.html?srsltid=AfmBOop5L3GAtH_zCmEOZI1dWWaUg0FnSU03Hu-AKVI-DPWZ-IzSN-m5

*Resource #4	
Title of Text or Resource	Temas para Español B (Vistas Higher Learning)
Website for Resource	https://vistahigherlearning.com/store/temas-para-espa-ol-b.html Already eliminated as it is a newer version of the same AP textbook we use and has the same issues as the Oxford for IB textbook not working for our combined IB and pre-AP class.

* Include if necessary. Only three resources are required to be reviewed.

*Resource #5	
Title of Text or Resource	
Website for Resource	

* Include if necessary. Only three resources are required to be reviewed.

*Resource #6	
Title of Text or Resource	
Website for Resource	

* Include if necessary. Only three resources are required to be reviewed.

Step 3: Material Evaluation

This step is completed using a Google Doc because the evaluation forms are easier to collaborate on and complete in that format. Open a copy of the Core Curriculum Materials Proposal Process, if you have not already, and complete the evaluation forms for all resources considered. When complete, attach a PDF copy of that document to this form (see attachments at top of page). Then complete Step 4.

COMPLETED CORE CURRICULUM MATERIALS PROPOSAL PROCESS. IT IS ATTACHED TO THIS FORM.

Step 4: Material Recommendation

After attaching a copy of the Core Curriculum Materials Proposal Process with completed tables for Step 3, make your recommendation by completing the table below.

Alignment: How does this resource align to NCSD's curriculum and/or Michigan standards?

This resource emphasizes modern world language approaches to best practice and the national standards at the front of the book, along with current NCSD Spanish curriculum for our level 4 students as Pre-AP and IB SL 1 themes and preparation. It has built in learning objects and goals for each unit.

Preference: Why is this resource preferable to others reviewed? (i.e. quality, cost, usability, accessibility, etc.)

This textbook is by the same publishing company as our AP/IB SL 2 textbook series, so the online platform will already be familiar to student then leaving our course to go into the combined AP/IB SL 2 classes.
It's also very usable and level appropriate for our students based off where they leave off in Spanish 3 before coming to IB SL 1. Having these materials will help us fill in the gaps to prepare them and give them the most variety of cultural content to be more knowledgeable before the AP or IB exams the next year and be the most communicative with the 4 language skills, as possible (writing, listening, speaking & reading).
For teacher use, it has similar unit topics to our current units and therefore makes the transition somewhat easier allowing me to focus more on students' success and less on the tireless creation and adaptation of additional resources and finding supplemental materials.

Implementation: What preparations will the district need to consider with adoption? (i.e. start up needs, training, data collection, ongoing costs, maintenance, technology, etc.)

I'd request, upon adopting this material, a couple curriculum days to work outside of my classroom at the end of this 24-25 year to work on pacing and resource familiarity for starting to use the material in the fall of this year for the 25-26 school year.

I'm requesting only class sets of the textbooks for each book (40 each), using less funds than even having enough copies to normally provide each student with even one class textbook. I'm also requesting the online access for each textbook series. This resource is invaluable for students in the authentic resources it provides, access to the virtual textbook and activities of the 4 skills of language as well as practice activities.

Total Estimated Cost: $ 17,593.70

Attach the vendor's quote at the bottom of this form. QUOTE IS ATTACHED

	Signature	Date	Action
Team Lead	Kaitlyn West-Cardenas Kaitlyn West-Cardenas [02/10/2025 8:38am EST]	02/10/2025	Steps 2-4 complete Required attachments complete
Notes:	Thank you for considering this for our students! I know one resource would be cheaper but it wouldn't meet our students where they're at and then getting them prepared before AP to select just one of any resources I investigated. 2 different access time quotes attached.		
Tech Dept. Review	Lisa Whiteside Lisa Whiteside [02/10/2025 9:05am EST]	02/10/2025	Reviewed, okay to proceed
Notes:	Since students will be signing into the curriculum for digital access, please submit a ticket to have the site vetted and added to our approved district provided digital tool list.		

APPROVAL - Steps 2-4

Step	Director of Education Signature	Date	Action
Step 2: Material Information	Emily Parker Pohlonski Emily Parker Pohlonski [02/10/2025 11:30am EST]	02/10/2025	Reviewed, recommend approval
Step 3: Material Evaluation	Emily Parker Pohlonski Emily Parker Pohlonski [02/10/2025 11:30am EST]	02/10/2025	Reviewed, recommend approval
Step 4: Material Recommendation	Emily Parker Pohlonski Emily Parker Pohlonski [02/10/2025 11:30am EST]	02/10/2025	Reviewed, recommend approval
Notes:			

Step	Asst. Superintendent of Teaching and Learning	Date	Action
Materials Proposal Review	Michael Giromini Michael Giromini [02/10/2025 3:46pm EST]	02/10/2025	Reviewed, recommend approval
Notes:			

Step	Acknowledgment	Date	Action
Request is Denied/Form is Completed			DENIED FORM COMPLETED
Notes:			
Board Review of Proposal Executive Asst, Superintendent & BoE			Expected Board Review Date:
Notes:			
BoE Decision			
Notes:			

CORE CURRICULUM MATERIALS PROPOSAL PROCESS

This document outlines directions for proposing the adoption of materials that are core components of a course, as defined below. For other materials such as equipment, consumable items for teaching and learning, or orders for additional copies of already approved materials still in use, the requester should complete a TLD Purchase Request Form. Direct questions to the Director of Curriculum and Assessment.

Since gathering team feedback is easier using shared Google Documents, the review team will need to complete the tables in steps 2 and 3 on this document. The rest of the process is done using the *Core Curriculum Materials Proposal Form* found on Staff Links. This document must be attached to that form in order to complete the proposal process.

CORE CURRICULUM MATERIALS DEFINED

"Core curriculum materials" shall include any print and non-print resources such as textbooks, software, web-based products, assigned titles of literature, modules or kits that are integral to a course or curriculum content area and that are required for each student in a course to use. Core curriculum materials may be referenced in curriculum units in NCSD's Atlas Curriculum warehouse. The term "textbook" is sometimes used to refer to a major informational resource(s), digital or bound material, required for use by students in a major portion of a course. Textbooks are considered core curriculum materials.

Other "non-core" curriculum materials may include resources that are optional or not required for each student to use to succeed in the course. For example, articles, optional literature, and videos that teachers may use to supplement their instruction, but are not required to be used in the course would not be core curriculum materials. These materials do not need to follow the process outlined in this document.

PROCESS OVERVIEW

Step 1 Review Team & Initial Proposal	Form a review team and initiate the *Core Curriculum Materials Proposal Form* found on Staff Links. Upon approval continue to step 2.
Step 2 Material Information	Identify at least 3 resources to consider for adoption and detail them in the *Core Curriculum Materials Proposal Form*.
Step 3 Material Evaluation	Evaluate all resources considered using the material evaluation tables in this document. Attach a PDF of this Google Document to the *Core Curriculum Materials Proposal Form.*
Step 4 Material Recommendation	Make your recommendation by completing the *Core Curriculum Materials Proposal Form*.
Step 5 Approval and Purchasing	When notified of board approval, complete a Purchase Request form found on Staff Links.

Step 1: Review Team & Initial Proposal

Core curriculum materials must be reviewed by a team composed of:

- 1 Lead: This should be a Content Area Leader, though it can be another educator when that is more appropriate. This person will be the main contact person for the proposal process and will complete and submit all forms
- 2+ Educators: Two or more educators from content and grade-level areas who will be teaching using the materials.
- 1 Admin: A school building-level administrator at the location or level of use of the materials. This proposal process cannot proceed without approval from this administrator.
- 1 Tech Rep: An instructional technology representative; only if any technology hardware or software is required of the proposed materials.

Once the review team is identified and has administrator approval, complete **Step 1: Review Team & Initial Proposal** section on the *Core Curriculum Materials Proposal Form* on Staff Links. The Teaching and Learning Department will review and respond to the request. If the team receives initial approval, move on to step 2.

Step 2: Material Information

Record details of all the materials reviewed by the team in the tables under **Step 2: Material Information** on the *Core Curriculum Materials Proposal Form*. At least three resources should be considered for recommendation by the review team. Leave blank any fields that do not apply to the resource. For example, edition number and ISBN will only apply to textbooks.

Step 3: Material Evaluation

The Teaching and Learning Department requires a minimum of 3 similar resources be evaluated, except in special circumstances, before making a recommendation. The Material Evaluation tables below outline criteria to be considered when selecting a resource. The review team should complete an evaluation table for each resource considered directly in this document. A PDF copy of this Google Doc must be attached to the *re Curriculum Materials Proposal Form* to complete **Step 3**.

Only one table from the review team for each resource is required by the TLD to consider the proposal. However, if a review team member has different opinions from the whole, they are welcome to complete their own version of the table and add it below.

If more tables are needed, copy and paste them below this heading.

Proposed Core Course Material Evaluation Table #1					
Review Team Member(s) authoring this table:	**Kaitlyn West-Cardenas**				
Title of Text or Resource:	**IB Spanish B Course Book 2nd Edition (Oxford)**				
ISBN or Item Number:	**978-0-19-842242-6**				
Score Criteria: Score 5 through 1 based on agreement. Score N/A if the criterion does not apply.	**Strongly Agree**	**Agree**	**Neutral/ Undecided**	**Disagree**	**Strongly Disagree**
	5	**4**	**3**	**2**	**1**
The resource…	**SCORE**	**Support:** Explain your score with reasoning and/or examples			
aligns with state and local curriculum standards and learning objectives	4	It appears to, from the preview.			
is appropriate for the target age range of student users	2	Too advanced for their level, more like an IB level 2 or something taught over the 2 years textbook.			
supports higher order thinking, understanding, meaning making, and transfer of concepts	5	Excellent at implicit language instruction with a focus on natural comprehension with relatable, interesting input to gain and maintain student engagement.			
develops essential knowledge and skills that reflect up-to-date, accurate content	3-4	Definitely, yes. But, it doesn't deeply offer grammar insight, which is a problem for pre-AP students specifically. I like the style but it's lacking some essential content our students need w/o supplementation.			
reflects current evidence of best practice in the content area	5	Uses lots of comprehensible input, a variety of activities, supports themes of IB.			
provides a variety of cultural perspectives and representation	2	Strong focus on Spain & Castilian Spanish with providing little or bias, stereotypical, limited cultural insight to Latin American countries.			
is user-friendly and accessible by students with a diverse range of abilities and backgrounds	3	Too advanced for a good portion of students as it is a SL AND HL book, for levels 1 and 2. This is a SL 1 level course.			
is easy for the educator to use effectively	2	The book is all over the place with vocab and grammar instruction as it focuses on each IB theme. May move too quickly for students or not fully develop specific grammar not learned yet in prior levels but will appear on the exams at the end of year 2.			
offers valuable supplemental components and teacher resources that align with curriculum objectives	4	Many interactive, digital components for students facility of tasks, varied text material types, audio activities and speaking & writing opportunities.			
Other Comments: (other strengths, weaknesses, biases…)	Minimal culture & shows bias towards Castilian Spanish and focuses solely on IB (mainly for DP candidates), which our class population is mostly geared toward pre-AP.				
Recommend material for adoption?	☐ Yes ☑ ~~No~~				

Proposed Core Course Material Evaluation Table #2					
Review Team Member(s) authoring this table:	**Kaitlyn West-Cardenas**				
Title of Text or Resource:	**EntreCulturas 4 (Wayside) w/ online component**				
ISBN or Item Number:	**978-1-641590-31-0**				
Score Criteria: Score 5 through 1 based on agreement. Score N/A if the criterion does not apply.	**Strongly Agree**	**Agree**	**Neutral/ Undecided**	**Disagree**	**Strongly Disagree**
	5	**4**	**3**	**2**	**1**
The resource…	**SCORE**	**Support:** Explain your score with reasoning and/or examples			
aligns with state and local curriculum standards and learning objectives	5	Has the national standards and modes of communication connected to each unit and AP & IB themes.			
is appropriate for the target age range of student users	3-4	Tasks & unit vocab and grammar are appropriate, level of Spanish in context is slightly above level of comprehension			
supports higher order thinking, understanding, meaning making, and transfer of concepts	5	Uses lots of probing questions, emphasizes personal connections, and compares and connects cultures			
develops essential knowledge and skills that reflect up-to-date, accurate content	5	Each unit has essential questions & can do statements, w/ vocab and grammar in context to support the learning goals			
reflects current evidence of best practice in the content area	5	Uses lots of target language and comprehensible input, emphasis on the 4 skills of language & 3 modes, & extra AP tasks			
provides a variety of cultural perspectives and representation	4-5	Includes a good variety of Spanish-speaking cultures and specific topics.			
is user-friendly and accessible by students with a diverse range of abilities and backgrounds	3	Some language may be above students' abilities at the start of the year and be a big learning curve/adjustment to the level of rigor, the actual textbook is not as viewer friendly or engaging w/ as many graphics as other options			
is easy for the educator to use effectively	2	Not sure if there's actual grammar, explicit resources or other materials made for vocabulary, etc, aside from the FlexText. I would have to supplement and spend a lot of time creating additional materials beyond the norm to help support students' adjustment to the learning curve of the immersive curriculum			
offers valuable supplemental components and teacher resources that align with curriculum objectives	3-4	Interactive digital FlexText component for textbook and accompanying audiovisuals.			

Other Comments:	While most of the above info sounds great, it's worth mentioning that this book lacks some of the content students currently get in IB Spanish, which they have not yet covered upon exiting level 3 and still need before level 4. There's a good base, lots of quality review and thoroughly covered new concepts for them but also the lack of some other content would potentially affect AP or their overall content level understanding, maybe. Additionally, I did some research by asking teachers who use this series for earlier levels how they felt and it has many issues in lower level curriculum so I'm apprehensive to adopt it for upper levels too and we'd likely not commit to it for 1-3 either so it would lack consistency in style for students in the future.
Recommend material for adoption?	☐ Yes ☑ ~~No~~

Proposed Core Course Material Evaluation Table #3					
Review Team Member(s) authoring this table:	**Kaitlyn West-Cardenas**				
Title of Text or Resource:	**Senderos 4 & 5 w/ online component**				
ISBN or Item Number:	**Level 4- 978-1-54335-820-9 Level 5- 978-1-54335-826-1**				
Score Criteria: Score 5 through 1 based on agreement. Score N/A if the criterion does not apply.	**Strongly Agree**	**Agree**	**Neutral/ Undecided**	**Disagree**	**Strongly Disagree**
	5	**4**	**3**	**2**	**1**
The resource…	**SCORE**	**Support:** Explain your score with reasoning and/or examples			
aligns with state and local curriculum standards and learning objectives	4-5	Focuses on the College Board Code Exam Descriptors (CEDs) throughout to make connections, teaches culture in context, emphasizes 3 modes of communication & national ACTFL standards			
is appropriate for the target age range of student users	4-5	The higher score comes from using a combo of both levels, level 4 to review and finish teaching new concepts is a perfect level for students entering IB 1 first semester and builds them up to the level of Spanish in the level 5 book for second semester.			
supports higher order thinking, understanding, meaning making, and transfer of concepts	5	Uses lots of probing questions, emphasizes personal connections, and compares and connects cultures			
develops essential knowledge and skills that reflect up-to-date, accurate content	5	Each unit has essential questions & can do statements, w/ vocab and grammar in context to support the learning goals			
reflects current evidence of best practice in the content area	4-5	Uses target language and some comprehensible input depending on how it's adapted by teacher, emphasis on student-driven, the 4 skills of language & 3 modes, & pre-AP			

		tasks
provides a variety of cultural perspectives and representation	4	Includes a good variety of Spanish-speaking cultures and specific topics.
is user-friendly and accessible by students with a diverse range of abilities and backgrounds	5	Students are very similar to the set up already and it is easy to scaffold the curriculum and modify to accommodate differentiated learners. Includes teacher learning templates to fit the content to level of students.
is easy for the educator to use effectively	4	I'd like to supplement some materials for even more culture content exposure but this has the best interactive site for students and teacher activities and to access text & accompanying audiovisual materials.
offers valuable supplemental components and teacher resources that align with curriculum objectives	4	Includes interactive digital textbook, readings, online formative activities and audiovisuals like short cultural videos.
Other Comments:	This series has the most efficient and at level approach for students to follow based on what they already know. While having two texts is not the norm, this combo would help bridge the gap between what Novi doesn't learn by Spanish 3 and what they need before AP/IB 2 to be successful on the text. Also, the material combination fits all of the thematic AP and IB topics and is scaffolded for the main purpose of pre-AP and to teach lots of culture and interpersonal communication for students. We have also not received new materials for this course in 20 years so I feel this is a great opportunity to test out the Senderos curriculum, which is by the same company as Imagina, which is the AP textbook, to see if we'd like to move this down the levels in the future or if AP would like to use any of the level 5 resources too. It covers the UbD emphasis we've had at Novi to focus on student-led and driven education with a focus on the national and state standards but is familiar in usability for students and teachers. This would require the least amount of imagination by the teacher to supplement but still allow flexibility to add desired materials as wanted instead of as needed.	
Recommend material for adoption?	☑ ~~Yes~~ ☐ No	

Step 4: Material Recommendation

The review team makes a recommendation by completing the Material Recommendation section of the *Core Curriculum Materials Proposal Form* they started in Step 1. Considerations for that section are listed below for the team to reference.

Considerations:

- How does this resource align to NCSD's curriculum and/or Michigan standards?
- Why is this resource preferable to others reviewed? (i.e. quality, cost, usability, accessibility, etc.)
- What preparations will the district need to consider with adoption? (i.e. start up needs, training, data collection, ongoing costs, maintenance, etc.)
- What costs are involved? (A vendor's quote is required for consideration)

Step 5: Approval and Purchasing

Once parts 1 through 4 are completed, the Teaching and Learning Department will review the proposal. The TLD may reach out to the review team to ask questions. If approved, the TLD will forward on the *Core Curriculum Materials Proposal Form* to the board for discussion at a board meeting.

If the board is satisfied with the proposal, it will schedule a vote for approval for the following board meeting. Upon receiving board approval, the review team lead will be notified.

The review team must use the vendor quote from Step 4 to complete a Purchase Request form, found on Staff Links, to ensure the materials are ordered. The TLD will consult the review team in making any adjustments needed to ensure the right materials are purchased at the best cost.

COST PROPOSAL

Quote Prepared On January 28, 2025
Quote Valid Through October 15, 2025
Quote No. 2501181009
Version No. 1

Prepared For	Prepared By
Kaitlyn West-Cardenas Novi Community School District 25345 Taft Road Novi, MI 48374	Tyler Stein tstein@vistahigherlearning.com Vista Higher Learning 500 Boylston St, Suite 620 Boston, MA 02116-3736

Senderos 2023

Qty	Item Number	Description	Unit Price	Total Value	Total Cost
40	978-1-54337-278-6	Senderos 2023 L4 Student Edition(Hardcover) + Supersite Plus(v) + WebSAM(6 year license)	$188.95	$7,558.00	$7,558.00
1	978-1-54337-959-4	Senderos 2023 Level 4 National TRB	$444.95	$444.95	$444.95
40	978-1-54337-279-3	Senderos 2023 L5 Student Edition(Hardcover) + Supersite Plus(v) + WebSAM(6 year license)	$188.95	$7,558.00	$7,558.00
1	978-1-54337-960-0	Senderos 2023 Level 5 National TRB	$444.95	$444.95	$444.95

Services WL

Qty	Item Number	Description	Unit Price	Total Value	Total Cost
1	WBNR002	Professional Development WL Product Training: Remote/Webinar (3 hours)	$750.00	$750.00	$750.00

Total Cost	$16,755.90
Est. Shipping (5%)	$837.80
Est. Grand Total Cost	**$17,593.70**

Ordering Instructions

COST PROPOSAL

Quote Prepared On January 28, 2025
Quote Valid Through October 15, 2025
Quote No. 2501181009
Version No. 1

- Purchase Orders will be processed upon receipt and will be invoiced for the full "Total Cost" amount as shown above as well as the actual final Shipping charges required for your shipment, where applicable. Please note that the "Est. Shipping" amount shown above is an estimate only and may be different than the final charges applied.
- When submitting your Purchase Order, please be sure to attach:
  - A copy of this Quote
  - If applicable, a copy of your signed and dated tax exemption certificate
- To place your order, please contact Customer Support:

Vista Higher Learning
500 Boylston Street, Suite 620
Boston, MA 02116
Email: orders@vistahigherlearning.com
Phone: (800) 269-6311, option 3
Fax: (617) 426-5215

Terms of Purchase

By accepting a Quote, initiating a Purchase Order to us, entering into a separate agreement with us, and/or ordering online content, you are agreeing to these Terms of Purchase. The Vista Higher Learning Terms of Purchase shall govern all sales of materials and online content and shall supersede any and all terms and conditions attached to your Purchase Orders and/or any other document that you present to Vista Higher Learning, which shall be considered as a confirmation only and the terms and conditions shall in no way amend, prevail over, supplement or supersede any term or condition hereof.

- **Terms of Use:** All sales of Vista Higher Learning materials and online content are expressly made subject to the Vista Higher Learning Terms of Use: https://www.vhlcentral.com/terms_of_use.
- **Return Policy:** Returns of Vista Higher Learning materials and online content are subject to the Vista Higher Learning Return Policy: https://vistahigherlearning.com/return-policy.
- **Tax:** Prices included within this Quote are exclusive of all applicable taxes, which are the responsibility of the Customer. Customer must provide documentation of tax-exempt status, if applicable.
- **Subscription Term:** For digital product license purchases, the duration of access being purchased based on the product license selection outlined in the Quote above will be considered the Subscription Term.
- **Term Dates:** Subscription Terms are aligned to an academic year calendar and will start as of the next upcoming academic year following the receipt of a Purchase Order, unless otherwise requested by Customer. All product licenses will have the same start and end dates aligned with the Subscription Term.
- **Unused Licenses:** All product licenses must be used within the purchased Subscription Term. Unused licenses during the purchased Subscription Term are not refundable or eligible for credit.
- **Licensing Add-ons:** If purchasing additional license quantities and/or licensing level upgrades to be added onto an existing base of product licenses, the additional quantities and/or upgrades will be applied beginning with the currently active Subscription Term, unless otherwise requested by Customer. All product licenses must maintain the same start and end dates aligned with the Subscription Term, with any additional quantities and/or upgrades matching the current expiration date of the existing Subscription Term in place.

Thank you for your business!

COST PROPOSAL

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Quote Valid Through October 15, 2025
Quote No. 2501181007
Version No. 1

Prepared For	Prepared By
Kaitlyn West-Cardenas Novi Community School District 25345 Taft Road Novi, MI 48374	Tyler Stein tstein@vistahigherlearning.com Vista Higher Learning 500 Boylston St, Suite 620 Boston, MA 02116-3736

Senderos 2023

Qty	Item Number	Description	Unit Price	Total Value	Total Cost
80	978-1-54337-839-9	Senderos 2023 Supersite Plus(v) + WebSAM(1 year license)	$39.95	$3,196.00	$3,196.00
40	978-1-54335-819-3	Senderos 2023 L4 Student Edition	$96.95	$3,878.00	$3,878.00
1	978-1-54337-959-4	Senderos 2023 Level 4 National TRB	$444.95	$444.95	$444.95
40	978-1-54335-825-4	Senderos 2023 L5 Student Edition	$96.95	$3,878.00	$3,878.00
1	978-1-54337-960-0	Senderos 2023 Level 5 National TRB	$444.95	$444.95	$444.95

Services WL

Qty	Item Number	Description	Unit Price	Total Value	Total Cost
1	WBNR002	Professional Development WL Product Training: Remote/Webinar (3 hours)	$750.00	$750.00	$750.00

Total Cost	$12,591.90
Est. Shipping (5%)	$629.60
Est. Grand Total Cost	**$13,221.50**

Ordering Instructions

- Purchase Orders will be processed upon receipt and will be invoiced for the full “Total Cost” amount as shown above as well as the actual final Shipping charges required for your shipment, where applicable. Please note that the “Est. Shipping” amount shown above is an estimate only and may be different than the final charges applied.
- When submitting your Purchase Order, please be sure to attach:
  - A copy of this Quote
  - If applicable, a copy of your signed and dated tax exemption certificate
- To place your order, please contact Customer Support:

Vista Higher Learning
500 Boylston Street, Suite 620
Boston, MA 02116
Email: orders@vistahigherlearning.com
Phone: (800) 269-6311, option 3
Fax: (617) 426-5215

COST PROPOSAL

Quote Prepared On January 28, 2025
Quote Valid Through October 15, 2025
Quote No. 2501181007
Version No. 1

Terms of Purchase

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- **Terms of Use:** All sales of Vista Higher Learning materials and online content are expressly made subject to the Vista Higher Learning Terms of Use: https://www.vhlcentral.com/terms_of_use.
- **Return Policy:** Returns of Vista Higher Learning materials and online content are subject to the Vista Higher Learning Return Policy: https://vistahigherlearning.com/return-policy.
- **Tax:** Prices included within this Quote are exclusive of all applicable taxes, which are the responsibility of the Customer. Customer must provide documentation of tax-exempt status, if applicable.
- **Subscription Term:** For digital product license purchases, the duration of access being purchased based on the product license selection outlined in the Quote above will be considered the Subscription Term.
- **Term Dates:** Subscription Terms are aligned to an academic year calendar and will start as of the next upcoming academic year following the receipt of a Purchase Order, unless otherwise requested by Customer. All product licenses will have the same start and end dates aligned with the Subscription Term.
- **Unused Licenses:** All product licenses must be used within the purchased Subscription Term. Unused licenses during the purchased Subscription Term are not refundable or eligible for credit.
- **Licensing Add-ons:** If purchasing additional license quantities and/or licensing level upgrades to be added onto an existing base of product licenses, the additional quantities and/or upgrades will be applied beginning with the currently active Subscription Term, unless otherwise requested by Customer. All product licenses must maintain the same start and end dates aligned with the Subscription Term, with any additional quantities and/or upgrades matching the current expiration date of the existing Subscription Term in place.

Thank you for your business!

TEACHING AND LEARNING

Date of Submission: 12/10/2024

School year to be used: 2025-26

0000004

CORE CURRICULUM MATERIALS PROPOSAL FORM

See the Core Curriculum Materials Proposal Process in Staff Links for complete directions.

Step 1: Review Team & Initial Proposal

Core curriculum materials must be reviewed by a team composed of:

- 1 Team Lead: This person will be the main contact person for the proposal process and will complete and submit all forms. Ideally a Content Area Leader or other lead educator.
- 1 Team Admin: A school building-level administrator at the location or level of use of the materials. This proposal process cannot proceed without approval from this administrator.
- 2+ Educators: Two or more educators who are potential users of the materials.
- 1 Tech Rep: An instructional technology representative if any hardware or software is required.

Detail the proposed resource and review team below. Once **Step 1: Review Team & Initial Proposal** is approved by the appropriate Director of Education, move on to **Step 2**.

Course or Content Area Name	IB Sports, Exercise, and Health Science SL
Grade Level	11-12
Proposed Type of Resource: (textbook, software, etc.)	textbook
Rationale: Why is this resource needed? What needs does it meet?	The IB course Sport, Exercise, and Health Science has undergone an extensive revision. We are seeking a new textbook that better addresses the new content expectations for the course. We are recommending the 2024 edition of Sports, Exercise, and Health Science course companion from Oxford University Press. The new edition was designed to specifically meet the content expectations of the new course. We will start teaching the new course in Fall 2025.

Review Team Role		Last Name	First Name	Email
1	**Team Lead**	Brown	Alaina	Alaina.Brown@Novik12.org
2	**Administrator**	Carter	Nicole	Nicole.Carter@Novik12.org
3	**Educator 1**	Belanger	David	David.Belanger@Novik12.org
4	**Educator 2**	Ebel	Sheila	Sheila.Ebel@Novk12.org
5	*Inst Tech Rep			
6	*Add'l Educator			
7	*Add'l Educator			
8	*Add'l Educator			
9	*Add'l Educator			
10	*Add'l Educator			

* Include if necessary.

APPROVAL - Step 1

Staff	Signature	Date	Action
Team Lead	Alaina Brown Alaina Brown [12/10/2024 12:17pm EST]	12/10/2024	SUBMITTED
Notes:			
Review Team Administrator	Nicole Carter Nicole Carter [12/11/2024 9:30am EST]	12/11/2024	Reviewed: okay to proceed
Notes:			
TLD Director of Education	Emily Pohlonski Emily Pohlonski [12/11/2024 5:15pm EST]	12/11/2024	Reviewed: okay to proceed Budget Reviewed
Notes:			

Upon approval of Step 1, complete Steps 2 through 4.

Step 2: Material Information

List basic information for all resources reviewed by the team in the tables below. At least three resources should be considered for recommendation by the review team. Move to Step 3 when complete.

Resource #1	
Title of Text or Resource	Sports, Exercise, Health Science Course Companion 2024 ed.
Link to Resource Website	https://myibsource.com/products/9781382042642-ib-dp-sports-exercise-and-health-science-course-companion

Resource #2	
Title of Text or Resource	Biophysical Foundations of Human Movement - 3rd Edition
Link to Resource Website	https://us.humankinetics.com/products/biophysical-foundations-of-human-movement-3rd-edition?srsltid=AfmBOooqzIa1bSgyaNyfe83al2Q-qbM8KqeEnizZXay6IdfKbBbmNT0

Resource #3	
Title of Text or Resource	Essentials of Strength Training and Conditioning 4th Edition
Link to Resource Website	https://us.humankinetics.com/products/essentials-of-strength-training-and-conditioning-4th-edition-with-hkpropel-access?srsltid=AfmBOooxai3liAPrhSZSl6BF89rHz3OgfFWtwYqGWl0UbBwl7tOzyCRr

*Resource #4	
Title of Text or Resource	
Website for Resource	

* Include if necessary. Only three resources are required to be reviewed.

*Resource #5	
Title of Text or Resource	
Website for Resource	

* Include if necessary. Only three resources are required to be reviewed.

*Resource #6	
Title of Text or Resource	
Website for Resource	

* Include if necessary. Only three resources are required to be reviewed.

Step 3: Material Evaluation

This step is completed using a Google Doc because the evaluation forms are easier to collaborate on and complete in that format. Open a copy of the Core Curriculum Materials Proposal Process, if you have not already, and complete the evaluation forms for all resources considered. When complete, attach a PDF copy of that document to this form (see attachments at top of page). Then complete Step 4.

COMPLETED CORE CURRICULUM MATERIALS PROPOSAL PROCESS. IT IS ATTACHED TO THIS FORM.

Step 4: Material Recommendation

After attaching a copy of the Core Curriculum Materials Proposal Process with completed tables for Step 3, make your recommendation by completing the table below.

Alignment: How does this resource align to NCSD's curriculum and/or Michigan standards?
The recommended text - Sports, Exercise, and Health Science (2024) by Oxford Press completely aligns with learning objectives set forth by IB for the new Sport, Exercise, and Health Science course scheduled for implementation Sept. 2025
Preference: Why is this resource preferable to others reviewed? (i.e. quality, cost, usability, accessibility, etc.)
This textbook - Sports, Exercise, and Health Science - rated the highest on rubric in step 3. Meets the learning for the revised IB SEHS course Text contains supplemental student learning tasks that help to foster over IB goals such as Theory of Knowledge, approaches to learning, interpreting databases, worldly-view Finally, it is the most economical
Implementation: What preparations will the district need to consider with adoption? (i.e. start up needs, training, data collection, ongoing costs, maintenance, technology, etc.)
Student enrollment is 28 It is a paperback, thus buying extra copies would be wise Training - Instructors will need time to read and study the text in order to see how it fits as a resource in the overall curriculum
Total Estimated Cost: $ 3,998.00
Attach the vendor's quote at the bottom of this form. QUOTE IS ATTACHED

	Signature	Date	Action
Team Lead	Alaina Brown Alaina Brown [01/29/2025 11:39am EST]	01/29/2025	Steps 2-4 complete Required attachments complete
Notes:	David Belanger is actually the lead, I'm just submitting all of the work he did.		
Tech Dept. Review	Lisa Whiteside Lisa Whiteside [01/29/2025 1:55pm EST]	01/29/2025	Reviewed, no tech
Notes:	For any digital curriculum needs please submit a ticket to complete the final vetting process and get it added to our approved district provided resource list.		

APPROVAL - Steps 2-4

Step	Director of Education Signature	Date	Action
Step 2: Material Information	Emily Pohlonski Emily Pohlonski [01/29/2025 4:32pm EST]	01/29/2025	Reviewed, recommend approval
Step 3: Material Evaluation	Emily Pohlonski Emily Pohlonski [01/29/2025 4:32pm EST]	01/29/2025	Reviewed, recommend approval
Step 4: Material Recommendation	Emily Pohlonski Emily Pohlonski [01/29/2025 4:32pm EST]	01/29/2025	Reviewed, recommend approval
Notes:			

Step	Asst. Superintendent of Teaching and Learning	Date	Action
Materials Proposal Review	Michael Giromini Michael Giromini [01/30/2025 8:36am EST]	01/30/2025	Reviewed, recommend approval
Notes:			

Step	Acknowledgment	Date	Action
Request is Denied/Form is Completed			DENIED FORM COMPLETED
Notes:			
Board Review of Proposal Executive Asst, Superintendent & BoE	Sheila Holly Sheila Holly [01/31/2025 9:25am EST]	01/31/2025	Expected Board Review Date: 03/20/2025
Notes:			
BoE Decision			
Notes:			

CORE CURRICULUM MATERIALS PROPOSAL PROCESS

Step 3: Material Evaluation

The Teaching and Learning Department requires a minimum of 3 similar resources be evaluated, except in special circumstances, before making a recommendation. The Material Evaluation tables below outline criteria to be considered when selecting a resource. The review team should complete an evaluation table for each resource considered directly in this document. A PDF copy of this Google Doc must be attached to the *re Curriculum Materials Proposal Form* to complete **Step 3**.

Only one table from the review team for each resource is required by the TLD to consider the proposal. However, if a review team member has different opinions from the whole, they are welcome to complete their own version of the table and add it below.

If more tables are needed, copy and paste them below this heading.

Proposed Core Course Material Evaluation Table #1					
Review Team Member(s) authoring this table:	David Belanger & Sheila Ebel				
Title of Text or Resource:	*Sport, Exercise, and Health Science* Course Companion 2024 Edition				
ISBN or Item Number:	978-1382042642				
Score Criteria: Score 5 through 1 based on agreement. Score N/A if the criterion does not apply.	**Strongly Agree**	**Agree**	**Neutral/ Undecided**	**Disagree**	**Strongly Disagree**
	5	**4**	**3**	**2**	**1**
The resource…	**SCORE**	**Support:** Explain your score with reasoning and/or examples			
aligns with state and local curriculum standards and learning objectives	5	This text is made specifically for the new course, and thus aligns to all standards and objectives.			
is appropriate for the target age range of student users	5	It is designed with high school IB Sport Science students in mind			
supports higher order thinking, understanding, meaning making, and transfer of concepts	4	Each topic begins with a guiding question that promotes an inquiry approach. Additionally, each topic includes a theory-of-knowledge			

		exercise that promotes critical thinking.
develops essential knowledge and skills that reflect up-to-date, accurate content	5	Text contains in-depth coverage of each topic. Additionally, there are excerpts and exercises to facilitate development of the IB skills of TOK, ATLs, and concept-based learning.
reflects current evidence of best practice in the content area	4	Content is matched to the syllabus for first teaching 2024 to assure teachers that the content is aligned, reviewed, and approved.
provides a variety of cultural perspectives and representation	5	The text is used internationally by a group of international authors. Therefore, the text has a more global-view of the world of sport. For example, students will be exposed to sports that are played internationally.
is user-friendly and accessible by students with a diverse range of abilities and backgrounds	4	Text aids learner understanding with case studies, topic summaries, self-study questions
is easy for the educator to use effectively	4	Yes, it is helpful that the text is completely aligned with the 2024 syllabus for SEHS. Furthermore the text clearly marks which topics are intended for SL and HL versions of the class
offers valuable supplemental components and teacher resources that align with curriculum objectives	4	Text includes case-studies, database questions, and TOK excerpts to help encourage the thinking skills that IB values.
Other Comments: (other strengths, weaknesses, biases…)		
Recommend material for adoption? **YES**		☐ Yes ☐ No

Proposed Core Course Material Evaluation Table #2					
Review Team Member(s) authoring this table:	David Belanger & Sheila Ebel				
Title of Text or Resource:	*Biophysical Foundations of Human Movement*-3rd Edition				
ISBN or Item Number:	978-1450431651				
Score Criteria: Score 5 through 1 based on agreement. Score N/A if the criterion does not	**Strongly Agree**	**Agree**	**Neutral/ Undecided**	**Disagree**	**Strongly Disagree**
	5	**4**	**3**	**2**	**1**

apply.					
The resource…	**SCORE**	**Support:** Explain your score with reasoning and/or examples			
aligns with state and local curriculum standards and learning objectives	3	The text meets the majority of the IB SEHS learning objectives. However, the book does not meet all of the *psychology* objectives of the new course.			
is appropriate for the target age range of student users	3	Text is written for college students taking an intro class for the movement sciences (Physical therapy, physical education, etc.)			
supports higher order thinking, understanding, meaning making, and transfer of concepts	3	Text promotes transfer of concepts to different disciplines in the movement sciences, but lacks the critical thinking prompts and linking questions contained in Table 1.			
develops essential knowledge and skills that reflect up-to-date, accurate content	3	The text contains a wealth of info needed to develop a deep understanding, but it is a dated text published in 2013.			
reflects current evidence of best practice in the content area	2	It is an older text (2013)			
provides a variety of cultural perspectives and representation	2	The authors are all from the University of Queensland, but I did not notice any element of multiculturalism.			
is user-friendly and accessible by students with a diverse range of abilities and backgrounds	4	Yes, we liked how the text divided the basis of movement into themes. There is a biological, physical, and psychological basis to human movement.			
is easy for the educator to use effectively	3	As stated above, the text would allow the teacher to break down the course into themes that explain human movement. However, we would need to find a supplement for the new emphasis on psychology and experimentation.			
offers valuable supplemental components and teacher resources that align with curriculum objectives	2	Text does not contain any supplemental components other than comprehension questions at end of chapter and list of websites for further reading.			
Other Comments:					
Recommend material for adoption? **NO**		☐ Yes ☐ No			

Proposed Core Course Material Evaluation Table #3					
Review Team Member(s) authoring this table:	David Belanger & Sheila Ebel				
Title of Text or Resource:	*Essentials of Strength Training and Conditioning* 4th edition				
ISBN or Item Number:	978-1718210868				
Score Criteria: Score 5 through 1 based on agreement. Score N/A if the criterion does not apply.	**Strongly Agree**	**Agree**	**Neutral/ Undecided**	**Disagree**	**Strongly Disagree**
	5	**4**	**3**	**2**	**1**
The resource…	**SCORE**	**Support:** Explain your score with reasoning and/or examples			
aligns with state and local curriculum standards and learning objectives	3	The text meets the majority of the IB SEHS learning objectives. However, the book does not meet all of the *psychology* objectives of the new course.			
is appropriate for the target age range of student users	3	Text is written for college students seeking to become strength and conditioning specialists.			
supports higher order thinking, understanding, meaning making, and transfer of concepts	3	Text promotes transfer of concepts to different disciplines in the movement sciences, but lacks the critical thinking prompts and linking questions contained in resource #1.			
develops essential knowledge and skills that reflect up-to-date, accurate content	3	Text contains a wealth of information about exercise science, but does not include information about the skills that IB seeks to build in students or the lab experiment skills			
reflects current evidence of best practice in the content area	3	It is an older text (2016)			
provides a variety of cultural perspectives and representation	2	The context for much of the content is in a weight room from a strength coach perspective			
is user-friendly and accessible by students with a diverse range of abilities and backgrounds	3	We believe the textbook would be difficult for high school students to understand. It is an upper college level text on the principles of exercise science. Would require much scaffolding.			
is easy for the educator to use effectively	2	No. The teachers would need to find supplements for the new emphasis on			

		psychology and experimentation in IB.
offers valuable supplemental components and teacher resources that align with curriculum objectives	2	Text does not contain any supplemental components other than comprehension questions at end of chapter and list of websites for further reading.
Other Comments:		
Recommend material for adoption? NO		☐ Yes ☐ No

Step 4: Material Recommendation

The review team makes a recommendation by completing the Material Recommendation section of the *Core Curriculum Materials Proposal Form* they started in Step 1. Considerations for that section are listed below for the team to reference.

Based on the results of a thorough evaluation of three possible textbooks, we hereby recommend the following textbook for purchase. The IB Sport Science course includes a myriad of topics that students would experience as an undergraduate exercise science major - Anatomy, Physiology, Biomechanics, Motor Learning, etc. Normally, college students would purchase a standalone textbook for each of the classes mentioned above. The *Sport, Exercise, and Health Science course companion* by Oxford University Publishing is a unique textbook, in that it includes adequate coverage of all of the IB Sport Science topics. It was designed in cooperation with IB to meet the needs of learners in the new (2025) IB Sport Science course. It represents the greatest value in meeting the needs of the course, and it is the textbook that we recommend for the updated course.
Thank you for your consideration.

- Dave Belanger and Sheila Ebel

Sport, Exercise, and Health Science
Course Companion
2024 Edition

ISBN: 978-1382042642

Quote

 # QT-000053

IB Source VERSION 2
516 North Ogden Ave
Suite 111
Chicago Illinois 60642
U.S.A
312-224-2536

Bill To
Novi High School
24062 Taft Rd.
Bookkeeper/Secretary
Novi, Michigan 48375
USA

Ship To
Novi High School
24062 Taft Rd.
Novi, Michigan 48375
U.S.A
Attn:ALAINA BROWN

Quote Date : 29 Jan 2025
Reference# : Alaina Brown Email
Sales person : Andy Culley

#	Item & Description	Qty	Rate	Discount	Amount
1	 IB DP Sports, Exercise and Health Science Course Companion	40 pcs	109.00	10.00%	3,924.00
2	 IB DP Sports, Exercise and Health Science Course Companion Gratis copy for instructor	1 pcs	109.00	100.00%	0.00

Items in Total 41

Sub Total	3,924.00
Shipping charge	74.00
Total	**$3,998.00**

Notes

Thank you for your quote request.
Please email us at cs@myibsource.com with any questions or revisions to your quote.
Please add the quote number on your email.
Canadian GST Number BN744344326RT0001
Thanks for your business. Please let us know if you have comments or suggestions on how we can serve you better!

Terms & Conditions

All IB Source sales are final. We do not accept returns unless the products are damaged or defective.
All digital sales are final and non-returnable.
International customers: All International orders are on a pre paid basis. Customs and VAT charges are not included in the price shows and are charged separately by the courier.

TEACHING AND LEARNING

Date of Submission: 12/10/2024

School year to be used: 2025-26

0000001

CORE CURRICULUM MATERIALS PROPOSAL FORM

See the Core Curriculum Materials Proposal Process in Staff Links for complete directions.

Step 1: Review Team & Initial Proposal

Core curriculum materials must be reviewed by a team composed of:

- 1 Team Lead: This person will be the main contact person for the proposal process and will complete and submit all forms. Ideally a Content Area Leader or other lead educator.
- 1 Team Admin: A school building-level administrator at the location or level of use of the materials. This proposal process cannot proceed without approval from this administrator.
- 2+ Educators: Two or more educators who are potential users of the materials.
- 1 Tech Rep: An instructional technology representative if any hardware or software is required.

Detail the proposed resource and review team below. Once **Step 1: Review Team & Initial Proposal** is approved by the appropriate Director of Education, move on to **Step 2**.

Course or Content Area Name	ToK
Grade Level	11-12
Proposed Type of Resource: (textbook, software, etc.)	Textbook
Rationale: Why is this resource needed? What needs does it meet?	The four elements of the TOK framework (scope, perspectives, methods and tools, and ethics) provide a universal, systematic structure for approaching the core and optional themes and all five Areas of Knowledge. Students need a cohesive resource to explore these foundational ideas and ground their thoughtful and purposeful inquiry into different ways of knowing since TOK is composed almost entirely of questions. We are asked to see TOK in the world today, but our most recent textbooks are from 2015.

Review Team Role		Last Name	First Name	Email
1	**Team Lead**	Brown	Alaina	Alaina.Brown@novik12.org
2	**Administrator**	Carter	Nicole	Nicole.Carter@Novik12.org
3	**Educator 1**	Watkins	Amy	amy.watkins@novik12.org
4	**Educator 2**	Brown	Alaina	Alaina.Brown@novik12.org
5	*Inst Tech Rep			
6	*Add'l Educator			
7	*Add'l Educator			
8	*Add'l Educator			
9	*Add'l Educator			
10	*Add'l Educator			

* Include if necessary.

APPROVAL - Step 1

Staff	Signature	Date	Action
Team Lead	Alaina Brown Alaina Brown [12/10/2024 1:01pm EST]	12/10/2024	SUBMITTED
Notes:			
Review Team Administrator	Nicole Carter Nicole Carter [12/11/2024 9:31am EST]	12/11/2024	Reviewed: okay to proceed
Notes:			
TLD Director of Education	Emily Pohlonski Emily Pohlonski [12/11/2024 5:15pm EST]	12/11/2024	Reviewed: okay to proceed Budget Reviewed
Notes:			

Upon approval of Step 1, complete Steps 2 through 4.

Step 2: Material Information

List basic information for all resources reviewed by the team in the tables below. At least three resources should be considered for recommendation by the review team. Move to Step 3 when complete.

Resource #1	
Title of Text or Resource	Cambridge Uinversity Press Theory of Knowledge for the IB Diploma Third Edition
Link to Resource Website	https://www.cambridge.org/us/education/subject/humanities/theory-knowledge/theory-knowledge-ib-diploma-3rd-edition

Resource #2	
Title of Text or Resource	Oxford Theory of Knowledge IB Diploma Program
Link to Resource Website	https://global.oup.com/education/content/secondary/series/ib-theory-of-knowledge/?region=international

Resource #3	
Title of Text or Resource	Pearson's Theory of Knowledge 3rd Edition
Link to Resource Website	https://www.pearson.com/international-schools/international-baccalaureate-curriculum/ib-diploma/ib-theory-of-knowledge.html?tab=try-it-out

*Resource #4	
Title of Text or Resource	
Website for Resource	

* Include if necessary. Only three resources are required to be reviewed.

*Resource #5	
Title of Text or Resource	
Website for Resource	

* Include if necessary. Only three resources are required to be reviewed.

*Resource #6	
Title of Text or Resource	
Website for Resource	

* Include if necessary. Only three resources are required to be reviewed.

Step 3: Material Evaluation

This step is completed using a Google Doc because the evaluation forms are easier to collaborate on and complete in that format. Open a copy of the Core Curriculum Materials Proposal Process, if you have not already, and complete the evaluation forms for all resources considered. When complete, attach a PDF copy of that document to this form (see attachments at top of page). Then complete Step 4.

COMPLETED CORE CURRICULUM MATERIALS PROPOSAL PROCESS. IT IS ATTACHED TO THIS FORM.

Step 4: Material Recommendation

After attaching a copy of the Core Curriculum Materials Proposal Process with completed tables for Step 3, make your recommendation by completing the table below.

Alignment: How does this resource align to NCSD's curriculum and/or Michigan standards?
The textbook aligns with the IB ToK Syllabus.
Preference: Why is this resource preferable to others reviewed? (i.e. quality, cost, usability, accessibility, etc.)
This is the updated version of the previous IB ToK textbook adopted by Novi. Its format aligns with the knowledge framework and clearly explores the themes and areas of knowledge necessary for students to understand to complete the internal and external assessments. The other texts did not do as clearly. The Skills book offers additional opportunities to help students deepen their understanding of how ToK is seen is the world around them.
Implementation: What preparations will the district need to consider with adoption? (i.e. start up needs, training, data collection, ongoing costs, maintenance, technology, etc.)
No preparations are needed.
Total Estimated Cost: $ 1,848.65
Attach the vendor's quote at the bottom of this form. QUOTE IS ATTACHED

	Signature	Date	Action
Team Lead	Amy Watkins Amy Watkins [03/12/2025 5:19pm EDT]	03/12/2025	Steps 2-4 complete Required attachments complete
Notes:			
Tech Dept. Review	Lisa Whiteside Lisa Whiteside [03/13/2025 8:56am EDT]	03/13/2025	Reviewed, no tech
Notes:	It does not look like the textbook has a digital portion for students to access. If it does, please submit a ticket for us to review and add to our district-approved tool list. Thanks!		

APPROVAL - Steps 2-4

Step	Director of Education Signature	Date	Action
Step 2: Material Information	Emily Parker Pohlonski Emily Parker Pohlonski [03/13/2025 11:15am EDT]	03/13/2025	Reviewed, recommend approval
Step 3: Material Evaluation	Emily Parker Pohlonski Emily Parker Pohlonski [03/13/2025 11:15am EDT]	03/13/2025	Reviewed, recommend approval
Step 4: Material Recommendation	Emily Parker Pohlonski Emily Parker Pohlonski [03/13/2025 11:15am EDT]	03/13/2025	Reviewed, recommend approval
Notes:			

Step	Asst. Superintendent of Teaching and Learning	Date	Action
Materials Proposal Review	Michael Giromini Michael Giromini [03/13/2025 11:15am EDT]	03/13/2025	Reviewed, recommend approval
Notes:			

Step	Acknowledgment	Date	Action
Request is Denied/Form is Completed			DENIED FORM COMPLETED
Notes:			
Board Review of Proposal Executive Asst, Superintendent & BoE	Sheila Holly Sheila Holly [03/13/2025 11:18am EDT]	03/13/2025	Expected Board Review Date: 03/20/2025
Notes:			
BoE Decision			
Notes:			

Proposed Core Course Material Evaluation Table #1					
Review Team Member(s) authoring this table:	Amy Walker				
Title of Text or Resource:	Cambridge - Theory of Knowledge				
ISBN or Item Number:	978 11 088 65 982				
Score Criteria: Score 5 through 1 based on agreement. Score N/A if the criterion does not apply.	**Strongly Agree**	**Agree**	**Neutral/ Undecided**	**Disagree**	**Strongly Disagree**
	5	**4**	**3**	**2**	**1**
The resource...	**SCORE**	**Support:** Explain your score with reasoning and/or examples			
aligns with state and local curriculum standards and learning objectives	5	aligned to IB ToK 2020 syllabus			
is appropriate for the target age range of student users	5	11-12th grade audience			
supports higher order thinking, understanding, meaning making, and transfer of concepts	5	fabulously structured sections guide students into depth of analysis			
develops essential knowledge and skills that reflect up-to-date, accurate content	5	Knowledge questions throughout provide practice			
reflects current evidence of best practice in the content area	5	provides sample IA + EE prompts + breaks them down			
provides a variety of cultural perspectives and representation	5	many real world examples that span the globe			
is user-friendly and accessible by students with a diverse range of abilities and backgrounds	5	Grounds complex ideas in easy to understand logic + explanations			
is easy for the educator to use effectively	5	• Thorough teacher edition			
offers valuable supplemental components and teacher resources that align with curriculum objectives	5	• Great Skills Book • Online enhanced e Book • Complete Teacher Resource			
Other Comments: (other strengths, weaknesses, biases...)					
Recommend material for adoption?	☒ Yes ☐ No				

Proposed Core Course Material Evaluation Table #2					
Review Team Member(s) authoring this table:	Amy Watkins				
Title of Text or Resource:	Pearson Theory of Knowledge				
ISBN or Item Number:	978-1292326009				
Score Criteria: Score 5 through 1 based on agreement. Score N/A if the criterion does not apply.	**Strongly Agree**	**Agree**	**Neutral/ Undecided**	**Disagree**	**Strongly Disagree**
	5	**4**	**3**	**2**	**1**
The resource...	**SCORE**	**Support:** Explain your score with reasoning and/or examples			
aligns with state and local curriculum standards and learning objectives	4	aligned to IB 2020 syllabus			
is appropriate for the target age range of student users	4	aimed at 11+12th graders			
supports higher order thinking, understanding, meaning making, and transfer of concepts	4	illustrations add humor students evaluate own work			
develops essential knowledge and skills that reflect up-to-date, accurate content	4	explores the knowledge framework			
reflects current evidence of best practice in the content area	4	updated in 2024 w/ new tech + cultural examples			
provides a variety of cultural perspectives and representation	4	many RLS			
is user-friendly and accessible by students with a diverse range of abilities and backgrounds	3	explanations of concepts is unclear			
is easy for the educator to use effectively	3	logical connections are unclear			
offers valuable supplemental components and teacher resources that align with curriculum objectives	4	· Exhibition: TOK in the Game · World · online resources			
Other Comments:					
Recommend material for adoption?	☐ Yes ☒ No				

Proposed Core Course Material Evaluation Table #3					
Review Team Member(s) authoring this table:	Amy Walkers				
Title of Text or Resource:	Oxford				
ISBN or Item Number:	978-1-382-01671-1				
Score Criteria: Score 5 through 1 based on agreement. Score N/A if the criterion does not apply.	**Strongly Agree**	**Agree**	**Neutral/ Undecided**	**Disagree**	**Strongly Disagree**
	5	**4**	**3**	**2**	**1**
The resource...	**SCORE**	**Support:** Explain your score with reasoning and/or examples			
aligns with state and local curriculum standards and learning objectives	4	aligns w/ IB syllabus			
is appropriate for the target age range of student users	4	IB 11+12 th grade			
supports higher order thinking, understanding, meaning making, and transfer of concepts	5	Focus of ToK			
develops essential knowledge and skills that reflect up-to-date, accurate content	5	aligned w/ new 2020 syllabus			
reflects current evidence of best practice in the content area	4	Breaks down the IA + EA process arbitrarily & not super clear			
provides a variety of cultural perspectives and representation	4	includes RLS from many countries/cultures			
is user-friendly and accessible by students with a diverse range of abilities and backgrounds	3	* IA-EA planning is not clear			
is easy for the educator to use effectively	3	arranged by conceptual framework			
offers valuable supplemental components and teacher resources that align with curriculum objectives	3	Print + enhanced online course book pack			
Other Comments:					
Recommend material for adoption?	☐ Yes ☒ No				

Sold To: 60067820
Novi High School
24062 Taft Rd
Novi MI 48375
USA

Supply To: 60067820
Novi High School
24062 Taft Rd
Novi MI 48375
USA
Tel 248 4491500

Quote No	20130036
Quote Date	03/13/2025
Currency	USD
Quote Valid From	03/13/2025
Quote Valid To	06/13/2025

Quotation

CAMBRIDGE UNIVERSITY PRESS & ASSESSMENT

Tax Reg: GB823847609

Your Reference	Title & Description	Qty	Price	Discount %	Net Value	Tax %	Tax	Total
	9781108865982 Theory of Knowledge for the IB Diploma, Print/online, 3 Ed, Tiwari/Mitra/Joshi Weight: 76.721 Paperback, Theory of Knowledge for the IB Diploma eBooks, Theory of Knowledge for the IB Diploma Digital Course Guide (for Pack)	20	60.75	20.00	972.00 6.000 0.000	 43.74 0.00	 	1,015.74
	9781108933827 Decoding Theory of Knowledge for the IB Diploma, Print/online, 3 Ed, Soldier/Soldier Weight: 31.306 Paperback, Decoding Theory of Knowledge for the IB Diploma eBooks, Decoding Theory of Knowledge for the IB Diploma Digital Skills Book (for Pack)	20	40.75	20.00	652.00 6.000 0.000	 19.56 0.00	 	671.56
	9781108826570 Theory of Knowledge for the IB Diploma Digital Teacher`s Resource, eBooks, 3 Ed, Duckling Weight: 0.000	1	109.25	20.00	87.40	6.000	5.24	92.64
	Freight				64.82		3.89	68.71

Total Qty	41
Total Net Value	1,776.22
Total Tax	72.43
Total	1,848.65

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This is not a tax invoice.

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Please refer to the back page of the document for additional information

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Novi High School
24062 Taft Rd
Novi MI 48375
USA

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Bank Transfer to:
HSBC Bank plc
95 Washington Street, Buffalo,
New York, NY 14206, USA

Account No: 889002126
ABA Routing Number (ACH payments): 022000020
ABA Routing Number (Wire payments): 021001088
IBAN No:
Swift (BIC) MRMDUS33

Please ensure that your invoice/quotation number is referenced on your remittance advice and submit to remit@cambridge.org

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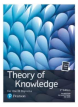
 # QT-000125

IB Source Education 2025
516 North Ogden Ave
Suite 111
Chicago Illinois 60642
U.S.A
312-224-2536

Bill To
Novi High School
24062 Taft Rd.
Bookkeeper/Secretary
Novi, Michigan 48375
USA

Ship To
Novi High School
24062 Taft Rd.
Novi, Michigan 48375
U.S.A
Attn:Amy Watkins

Quote Date : 11 Mar 2025
Reference# : TOK
Sales person : Emelen De Jesus

#	Item & Description	Qty	Rate	Amount
1	 Theory of Knowledge for the IB Diploma, 3rd edition 9781292326009	20 pcs	69.00	1,380.00
2	 Pearson IB Theory of Knowledge Exhibition Game - English 9781292459783	1 pcs	65.00	65.00

Items in Total 21

Sub Total	1,445.00
Shipping charge	38.00
Total	**$1,483.00**

Notes

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Please email us at cs@myibsource.com with any questions or revisions to your quote.
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BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
March 20, 2025

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: 6th Grade House Furniture Discussion

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

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

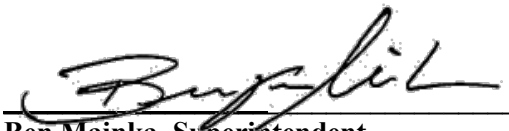
- 6th Grade House Furniture Recommendation $1,834,184.39
- Recommended Contingency 3% 55, 025.53
- Total Recommendation **$1,889,209.92**

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

TOTAL RECOMMENDATION AMOUNT: $1,889,209.92

This comes before the Board tonight for information and discussion. It will come back before the Board, at the April 24, 2025 Regular Meeting of the Board for approval and the recommendation will be that the Novi Community School District Board of Education awards the purchase of the 6th Grade House furniture as presented in the total amount of $1,889,209.92 and further authorizes the Assistant Superintendent of Business and Operations to expend the funds from the 2019 Bond Fund.

APPROVED AND RECOMMENDED FOR
BOARD INFORMATION AND DISCUSSION



Ben Mainka, Superintendent

Plante Moran Realpoint
3000 Town Center, Suite 100
Southfield, MI 48075
Tel: 248.223.3500 | Fax: 248.223.3150
pmrealpoint.com

March 20, 2025

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

RE: NCSD 2019 Bond Program
Contract Award Recommendation for Furniture Package
6th Grade House Programs

Dear Mr. Mainka:

This letter transmits an update from Plante Moran Realpoint (PMR) as it relates to the assignment to assist and advise the Novi Community School District (NCSD) in the procurement of Furniture for the 6th Grade House Renovations (Project). This update represents the mutual efforts of PMR, C2AE, and NCSD Administration (The Project Team) to present a framework to identify, evaluate and recommend vendors for this Project.

SELECTION PROCESS

C2AE worked collaboratively with District administration, user groups, and District staff to identify needs, design required furniture, and make the necessary selections regarding the furniture package for the following user groups / spaces: Administration, Robotics, Adult Education, Special Education, and Japanese School. Pricing was received from multiple vendors via cooperative pricing.

RECOMMENDATION

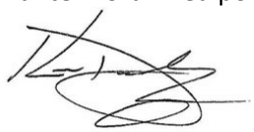
Per the attached recommendation letter provided by C2AE dated March 17, 2025, PMR is recommending award to multiple vendors per the attached. Upon approval the District will execute multiple purchase orders to these vendors totaling below. This scope for these purchases will be funded from budgets established for the 2019 Bond Program under FFE (Fixtures, Furniture, Equipment). Initial budgets established for this scope was $2,000,000.00.

- 6th Grade House Furniture Recommendation $1,834,184.39
- Recommended Contingency 3% $ 55,025.53
- Total Recommendation **$1,889,209.92**

Should you have any questions regarding this recommendation, or the selection process described above, please do not hesitate to contact me at 586-703-1044 or kevin.donnelly@plantemoran.com.

Sincerely,

Plante Moran Realpoint



Kevin Donnelly
Senior Vice President

Enclosures: C2AE Recommendation Letter Dated March 17, 2025

Cc: Rebecca Scicluna, NCSD
Michael Dragoo, NCSD
Sandy Brasil, NCSD
Greg VanKirk, PMR
Lisa Pitt, PMR

March 17, 2025

Ben Mainka
Superintendent
25345 Taft Road
Novi, MI 48374

Greetings,

Quotations were received for the 6th grade house Furnishings Package by multiple furniture contractors. Each furniture contractor has referenced the cooperative bid contract utilized to determine pricing within their quotes. The table below identifies each category's associated costs, furniture manufacturer / contractor, and contract utilized. There is some furniture listed that does not fall under a contract. The scope of new furnishings is inclusive to the schools outlined below:

- Novi 6th Grade House, 25345 Taft Road, Novi, MI 48374

Furniture Contactor	**Manufacturer Category**	**Amount**	**Contract**
ADMINISTRATION			
American Interiors – ph1	MillerKnoll	$871,397.44	Omnia
	JSI		Omnia
	Sit On It		Omnia
	HumanScale		Omnia
	Ghent		E&I
	ERG		TIPS
	Enwork		Omnia
	Magnuson		Omnia
	Claridge		E&I
	Davis		NCPA/Omnia
American Interiors – ph2	MillerKnoll	$50,984.76	Omnia
	Framery		
Interior Environments	Allsteel	$87,222.14	Omnia
Casper Corp	Spacesaver	$43,740.66	Sourcewell
ISCG	Haworth	$4,893.96	MIDeal
SPECIAL EDUCATION/NATC			
KI	KI	$176,386.78	Sourcewell
American Interiors	MillerKnoll	$415,741.42	Omnia
	Ghent		E&I
	Sit On It		Omnia

	Humanscale		Omnia
	Naughtone		Omnia
	Mooreco		Omnia
	ERG		TIPS
	Gressco		TIPS
	JSI		TIPS
	Great Openings		TIPS
	Landscape Forms		Omnia
	Fomcore		TIPS
VS	VS	$8,829.40	Omnia
ROBOTICS			
KI	KI	$100,150.63	Sourcewell
American Interiors	MillerKnoll	$26,522.07	Omnia
	Sit On It		Omnia
	Ghent		E&I
	Mooreco		Omnia
JAPANESE HOUSE			
American Interiors	MillerKnoll	$32,982.13	Omnia
	Humanscale		Omnia
	JSI		Omnia
	ERG		TIPS
	Ghent		E&I
	Sit On It		Omnia
NOT ON CONTRACT			
Casper Corp	Hamilton	$15,333.00	

AK Athletics (final quote forthcoming)
Amazon (plug strips)
Clinton Industrial
Framery
Fun & Function
In Motion
Lakeshore
Nevins
Playscapes
Pro Health
Southpaw
Take a Swing
Uline

Product Total:	$1,834,184.39
3% contingency	$55,025.53
Total:	$1,889,209.92

Quotations received are valid through the end of March 2025. Furniture dealers do have the right to increase their quotes should tariffs or surcharges be applied by manufacturers. As of today, there are no price increases, tariffs or surcharges anticipated.

Sincerely,



Kate Stefanelli
Senior Interior Designer

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
March 20, 2025

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: Novi High School Furniture Discussion

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

Attached are sample pictures of teacher workstation furnishings. There will be more to come.

This comes tonight for information and discussion and will come back to the Board at the April 24, 2025 Board Meeting.

APPROVED AND RECOMMENDED FOR BOARD INFORMATION AND DISCUSSION

Ben Mainka, Superintendent

NOVI HIGH SCHOOL | TYPICAL CLASSROOM TEACHING STATIONS (PRELIMINARY)

PRELIMINARY FURNITURE BUDGET 120 TEACHER STATIONS: $450,000.00



TEACHER DESK | SMITH SYSTEM



MOBILE STORAGE | SMITH SYSTEM



MOBILE/HEIGHT ADJ LECTERN | SMITH SYSTEM



TEACHER CHAIR | STEELCASE

3.19.2025

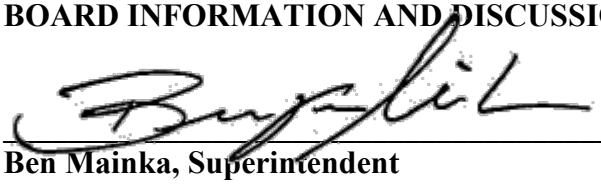
BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
March 20, 2025

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

TOPIC: Novi Meadows Robotics WPI Invitational

Lauren Sundquist, Novi Meadows Robotics Club Sponsor, is requesting that the Novi Meadows Robotics Team 38269 (Smiley Faces) travel to Worcester, Massachusetts to compete in the WPI Invitational. 26 Students will participate in this event. The cost per student is $845.00 to cover the hotel and registration fees. These fees are covered by the upper elementary robotics.

APPROVED AND RECOMMENDED FOR BOARD INFORMATION AND DISCUSSION



Ben Mainka, Superintendent

Click here for instructions

SY 24-25

0000043

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

Date Request Submitted (auto-populated) 12 weeks prior minimum	**Date of Request** 02/10/2025	**Type of Trip:** Out of State & Overnight
Dates of Trip	**Leave** 06/12/2025	**Return** 06/15/2025
Number of School Days Missed by Students	0	

TRIP INFORMATION

Requester's Name	Lauren Sundquist
Requester's Building	Novi Meadows
Group/Class Traveling	Novi Meadows Robotics club
Title of Field Trip	WPI Invitational
Primary Destination	WPI: Worcester, Massachusetts
Expected Chaperone Numbers	NCSD Staff Chaperones 0 Non-Staff Chaperones 0

Summary of Trip:
Novi Meadows' Robotics Team 38269 (Smiley Faces) has been invited to the WPI invitational in Worcester, Massachusetts.
All students will be traveling with a parent.

CURRICULUM (Required for Curricular Trips)

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

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

3.) Why is the field trip the best way to achieve/reinforce the class learning targets?
4.) What follow-up activities will be used in the classroom/curriculum to assist the students in applying the knowledge gained on this trip?

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

Have you coordinated this trip in the past?	No	If yes, when:	
If not, what is the most recent overnight trip you have coordinated? Please describe the destination, group traveling, and date.			
If you have never coordinated an overnight trip, it is required that a chaperone accompanying your group has done so.		Which chaperone has this experience?	

HOTEL ACCOMMODATIONS

Hotel Name If applicable	Hilton Garden Inn Worcester	Address	35 Major Taylor Blvd. Worcester, MA 01608
Contact Name	Emily Mulhane	Phone #	508-753-5700
Link to Hotel:	https://www.hilton.com/en/hotels/bedwogi-hilton-garden-inn-worcester/?SEO_id=BING-AMER-GI-BEDWOGI&y_source=1_MjA4Mzc4OC00ODMtbG9jYXRpb24ud2Vic2l0ZQ%3D%3D&msockid=0705bf99d3766b2e27c2af63d7766567		

***DETAILED ITINERARY REQUIRED TO BE ATTACHED-(WILL COVER IF MORE THAN 1 HOTEL)**

TRANSPORTATION DETAILS		
Must be contacted for pre-arrangements. **Requirements:** **12 weeks prior**	Date contacted/prearranged	
	Transportation Provider If charter bus, confirm on MDOT approved list	Parent provided
	Contact Person	
	Contact Phone Number	
	Email Address	
Does the bus need to stay?		
Lift Bus Required?		
Special Equipment Required:		
Number of Students Attending		

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION			
Departure Location Building Name & Address		Departure Date & Time	
Destination Location Building Name & Address		Arrival Time	
RETURN TRAVEL FROM FIELD TRIP TO SCHOOL			
Departure Location Building Name & Address		Departure Date & Time	
Destination Location Building Name & Address		Arrival Time	
Notes: Parents will be transporting their own students at all times.			

CHAPERONE INFORMATION

NCSD STAFF CHAPERONES - NUMBER EXPECTED: 0 COMPLETE INFO. BELOW

	Last Name	First Name	Cell Phone Number	Home Building	Sub Required? IF YES, CHAPERONE MUST REQUEST SUB IN RED ROVER
1	Parents traveling	with student	123-123-1234	Novi Middle School	No sub required
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Notes:

FIELD TRIP COSTS

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

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

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

TOTAL NCSD BUS COST $

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

Parking facilities on-site? Is there a cost?

Other important information about NCSD Bus Cost:

FIELD TRIP COST SUMMARY PER STUDENT		
Total Estimated Cost Per Student		$ 845.00
Estimated Total Per Student		**Expense Description (what is included)**
Paid by Students & Families	0.00	N/A
Supplied by Students During the Trip	0.00	N/A
Covered By Other Funding Sources*	10,985.00	Hotel and event registration
*List other funding sources (grant names etc.)		

NCSD BUSINESS OFFICE INFO NEEDED:	Expense Item	Account Name to be charged	Account Number	Amount
	Hotel and event registration	UPPER ELEM - ROBOTICS	61-296-7920-0099-984-0000	10,985.00
		Account Number: 61-296-7920-099-984-0000		

Notes: Each group 13*845=10985 - 1:1 adult costs built in total 26 people attending (13 students & 13 adults)

APPROVAL TO COLLECT FUNDS		
Anticipated participants (qty)	Amt. Collected per participant ($)	Expected Total Collected
26	0.00	**$** 0.00
Account Name Where Funds will be Deposited		Account Number
UPPER ELEM - ROBOTICS		61-296-7920-0099-984-0000
Name of Adult(s) present and responsible for collecting, counting, and turning in money to the school's financial secretary the day of sale.		Estimated Date (s) Money will be Collected
N/A		N/A

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

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

LINKS / ITEMS NEEDED TO PROCESS		
Links / Documents	When Needed	Process
NCSD Field Trip Permission Form - LS	Required for ● All field trips. Completed, unsigned version required to process this request.	1. Choose a form option a. Digital Form b. Paper Form 2. Update with event details. 3. Attach an unsigned, updated form at the end of this process (scroll all the way to the bottom). If using the digital form, simply upload a document with the link you are sharing with families.
Detailed Itinerary LS	Required for: ● All overnight, out of state or out of country field trips.	No required format. Must be attached at the end of this process (scroll all the way to the bottom).
Chaperone & Volunteer Non-Employment Background Request (ICHAT) LS	Required for: ● All NON-NCSD chaperones	Please follow district guidelines found at link including allow 3 business days for your submission to be processed.
NCSD Health Forms LS	Required for all students: ● Emergency Medical Release Form ● Authorization for Administering Over-The-Counter Medication Required for students bringing Medications: ● Medication Authorization Form ● Medication Form- Self Administer	Medication Instructions for Overnight Field Trips
Student & Chaperone Rules and Responsibilities LS	Required for: ● All overnight, out of state or out of country field trips.	Attach the NCSD Overnight, Out of State or Out of Country Rules and Responsibilities to the permission slip when distributing. (already linked in the digital form). Ensure that all chaperones have reviewed the chaperone responsibilities.
For More Details Please Review the NCSD Overnight, Out of State, Out of Country Field Trip Procedure		

APPROVAL PROCESS			
Staff Member	**Signature**	**Date**	**Action**
Requester's Signature	Lauren Sundquist Lauren Sundquist [02/10/2025 2:25pm PST]	02/10/2025	**Submitted**
Sponsoring Administrator of Trip	Dan Tobis Dan Tobis [02/12/2025 5:40am PST]	02/12/2025	Reviewed, okay to proceed.
Notes:SA Account Number: 61-296-7920-099-984-0000			
Building Administrator	John Brickey John Brickey [02/14/2025 10:20am PST]	02/14/2025	Reviewed, okay to proceed
Notes:			
Building Budget Admin. Asst. Review	Marina Hertrich Marina Hertrich [02/18/2025 7:37am PST]	02/18/2025	Reviewed, okay to proceed.
Account number(s) provided have been reviewed and are accurate. Yes Notes:			
Director of Transportation Only if NCSD Bus used			
Notes: Dir. of Transp. Will be cc'd after board review if request is denied and using NCSD Bus.			
Director of Instruction	Emily Pohlonski Emily Pohlonski [02/18/2025 3:58pm PST]	02/18/2025	Reviewed, okay to proceed
Notes:			
Asst. Superintendent Teaching & Learning	Michael Giromini Michael Giromini [02/19/2025 4:51am PST]	02/19/2025	Reviewed, okay to proceed
Notes:			
Proposed Overnight, Out of State/Country Trip Executive Assistant, Superintendent & Board of Education	Sheila Holly Sheila Holly [02/19/2025 9:40am PST]	02/19/2025	Expected Board Review Date 03/20/2025
Notes:			
Board of Ed Decision			Remember to CC Director of Transportation if Denied & Using NCSD Bus.
All completed forms automatically cc'd to: SUPERVISOR OF MEDICAL SERVICES		Board of Education Decision:	

Novi Community School District Field Trip Permission Form

Teacher/Sponsor: Lauren Sundquist

Destination: WPI **Field Trip Date:** 06/12/25

Departure Time: 12:00 **Return Time:** 05:00

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

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

Student Name:Parent/Guardian Name:

Parent/Guardian Phone #:

Parent/Guardian Email:

Emergency Contact Name:

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

Parent/Guardian Approval:

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

Parent Signature **Date**

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

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