

Novi Board of Education Special Meeting

Thursday, February 1, 2024 3:00 PM

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

I. CALL TO ORDER

II. COMMENTS FROM THE AUDIENCE

III. ACTION ITEMS

III.a. Kindergarten Programming Approval

III.b. Emergency Virtual Days Plan Approval

IV. ADJOURNMENT

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
February 1, 2024**

ASSISTANT SUPERINTENDENT OF TEACHING AND LEARNING

TOPIC: Kindergarten Enrollment Policy 5302

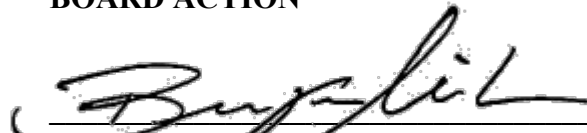
At the January 11, 2024 Regular Meeting of the Board, the Board and administration engaged in a discussion regarding Board Policy 5302, Enrollment in Kindergarten. The administration presented a program that would provide support and resources to those children entering Kindergarten at a younger age who need a developmentally age-appropriate option..

Tonight, the Board will have a further discussion about that program and review Policy 5302.

RECOMMENDATION:

That the Novi Community School District Board of Education approve the changes to Board Policy 5302 – Enrollment in Kindergarten as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Ben Manka, Superintendent

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
February 1, 2024**

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

TOPIC: Emergency Virtual Days Plan Approval

At the January 18, 2024 Regular Meeting of the Board, the administration reported that the new Pupil Accounting Manual had been revised and released in January. One of the many revisions to this manual (21f) included a provision for districts to hold virtual learning days in case of an emergency situation. This would give districts the ability to hold classes virtually and have them count as a day of instruction, rather than having to make up that day in June.

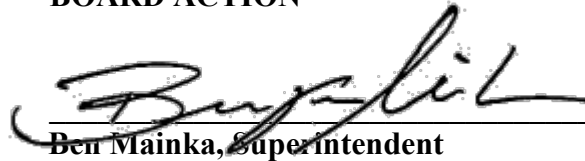
Districts would have to present a plan to the Board of Education for approval.

Tonight, the administration will present the plan and the Board will have a further discussion about Novi Community School District's plan.

RECOMMENDATION:

That the Novi Community School District Board of Education approve the Emergency Virtual Days plan as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Ben Mainka, Superintendent



DRAFT NCSD Emergency Virtual Days Plan

School districts are permitted to hold up to 15 emergency virtual days for reasons limited to:

1. emergency closures, which means a day where instruction has been canceled due to circumstances beyond the control of school authorities; or
2. student testing days, which can include any day where testing is taking place, including but not limited to state assessment days; or
3. professional development purposes, however, normal instructional time that is substituted for these purposes is limited to not more than 30 hours.

When the Novi Community School District needs to hold an emergency virtual day, students and families will be notified in advance, and the following protocols will be used:

- Elementary students will receive assignments and learning materials in advance directly from their teachers. Secondary students will receive assignments and learning materials via the district's learning management system, Schoology.
- Teachers will be available to students the entire school day via district email and other district communication tools.
- Teachers will hold specific live office hours via GoogleMeet to provide instruction and guidance as needed. Those office hours will be communicated in advance by each teacher to students and families.

The Novi Community School District Board of Education authorizes the Superintendent to implement up to four (4) emergency virtual days as outlined above. Should additional days be needed, the Superintendent will bring a separate request to the Board.



Pupil Accounting Manual 2023-2024

15 DAYS OF INSTRUCTIONAL TIME PROVIDED UNDER 21F

Under Section 21f of the State School Aid Act (MCL 388.1621f), a district may provide up to 15 days of virtual instruction without the need for consent from the pupil's parent or legal guardian where the district has created a plan for providing virtual instruction to pupils during these days, the plan has been approved by the district's board of education, and notice has been provided to the impacted pupils and their parents or legal guardians prior to implementation.

Use of these days is limited to:

- emergency closures, which means a day where instruction has been canceled due to circumstances beyond the control of school authorities; or
- student testing days, which can include any day where testing is taking place, including but not limited to state assessment days; or
- professional development purposes, however, normal instructional time that is substituted for these purposes is limited to not more than 30 hours.

Districts should anticipate the need to provide their auditor with a calendar that designates the use of these days where possible. Districts should also anticipate the need to provide their auditor with proof of the amount of instructional time being claimed, which may include documentation of the number of hours that teachers were made available to pupils and pacing guides.

The district's implementation plan should delineate how pupils will be provided access to technology to allow every pupil to participate in virtual instruction during these days. The district's implementation plan should also identify how teachers are going to be made available to pupils during this instructional time.