

Novi Board of Education Regular Meeting

Thursday, March 14, 2024 6:00 PM

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

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

IV. REPORTS TO THE BOARD

IV.a. NSCD ELD Services & Federal Programs -
Spencer Riley

V. CELEBRATIONS

VI. COMMENTS FROM THE AUDIENCE

VII. CONSENT AGENDA

VII.a. Approval of Minutes

VII.b. Approval of Field Trip(s)

VIII. DONATIONS

VIII.a. Japanese School of Detroit

VIII.b. Village Oaks PTO

VIII.c. Athletic Boosters

IX. ACTIONS ITEMS

IX.a. Personnel Report

IX.b. Policy Updates and Revisions

IX.c. HS Baseball, Softball, and Tennis Project

IX.d. Technology - Novi Meadows Change Order
Approval

X. INFORMATION AND DISCUSSION

X.a. Novi Meadows Furniture Phase II Discussion

X.b. Novi Meadows STEM (Robot) Discussion

X.c. Novi Meadows Extreme Switch And UPS Battery
Purchase

X.d. New High School Textbook Purchase

X.d.1. AP Calculus Textbook Purchase

X.d.2. IB Biology Textbook Purchase

X.d.3. IB Physics Textbook Purchase

X.e. NCSA Auditor Contract Bid

XI. COMMITTEE REPORTS

XI.a. DEI Committee of the Whole Report

XI.b. Curriculum Committee of the Whole Report

XII. SUPERINTENDENT REPORT

XIII. ADMINISTRATIVE REPORTS

XIV. BOARD COMMUNICATION

XV. ADJOURNMENT

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

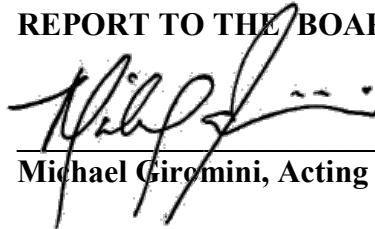
ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: NCSD ELD Services and State and Federal Programs

Spencer Riley, the Director of Director of ELD and State & Federal Programs, and fifty-seven plus committee members have has been working thoughtfully and diligently on our English Language Development for our students as well as the State and Federal programs that support them.

She is here tonight to share her work in this area with the Board.

**APPROVED AND RECOMMENDED AS A
REPORT TO THE BOARD**



Michael Giromini, Acting Superintendent

Enhancing Access: English Learner Support, Grant Funding, and MTSS

Spencer Riley

Director of English Language Development, State and Federal Programs

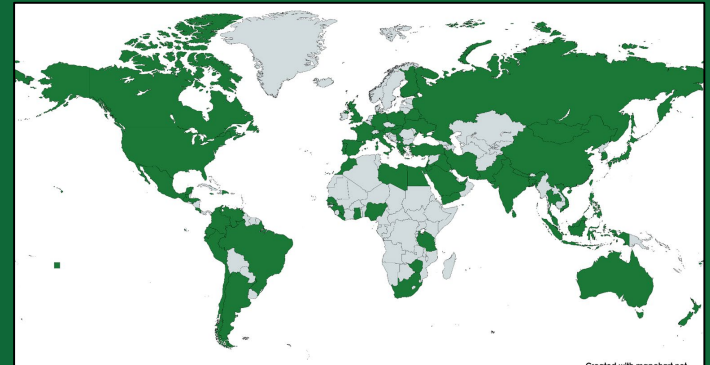


English Language Development

Program Overview

- 72 languages spoken and 65 countries represented in the district
- 1459 active, service -eligible English Learners (ELs) across K -12 (21% of all students)
- 670 Former English Learners (FELs)
- 11 ELD teachers, 2 ELD interventionists, 1 ELD student success coach, 1 ELD instructional coach, and 2 community liaisons

The current model focuses heavily on direct English instruction for Newcomers, or students new to the U.S. with a beginning level of English proficiency.



Types of ELD Support

WIDA Score 1.0 - 2.9 Direct Instruction

ELD staff teaches the students directly. In elementary, it may be a WIN time group or individual teaching. In secondary, students take sheltered classes.



WIDA Score 3.0 - 3.9 Support/Intervention

The ELD teacher provides support on an as-needed basis. This may be a small group, 1:1 practice, or push-in classroom help. Very independent students may be monitored.



WIDA Score 4.0 - 4.7 Monitor

The ELD teacher monitors student grades and classroom performance. If the student is struggling, they may begin to provide support or intervention.



Title III Review Process

All school districts in Oakland County are currently undergoing a Title III Review conducted by MDE. This year-long process will culminate with an on-site review in September 2024. MDE will provide feedback and identify areas for improvement utilizing the [EL Program Evaluation Monitoring Indicators](#) and the district's [ELD Program Handbook](#) .

The compliance areas being reviewed include...

- Student identification, placement, and exit
- Family and community engagement
- Instructional programs and assessment
- Teacher qualifications and professional learning
- Program evaluation and continuous improvement
- Administrative responsibilities

ELD Program Model & Staffing

School districts are required to provide *all* identified English Learners with high quality academic English language instruction and grade -level content simultaneously. The ELD program must be research -based, appropriately staffed and supported, and evaluated as effective in an annual review process.

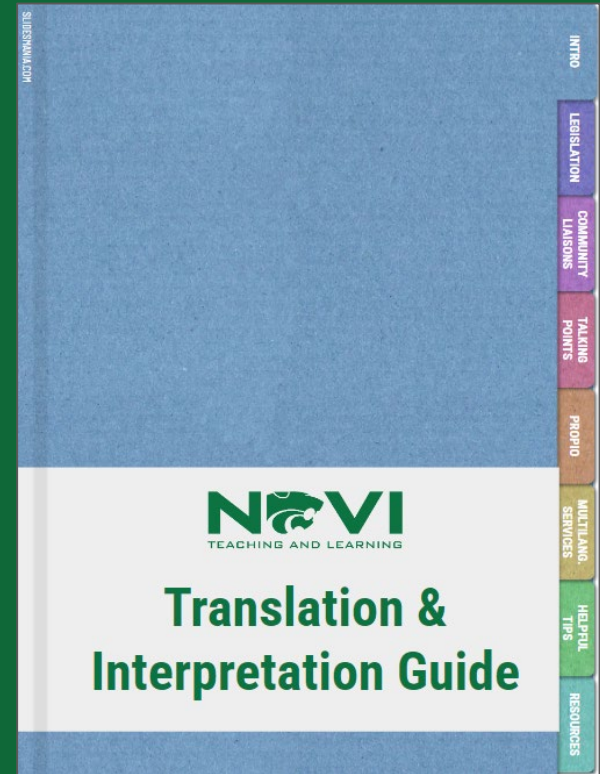
Areas of Focus in Novi:

- Alignment of ELD instruction with with grade-level content
- Alignment of ELD instruction across buildings
- Increased services for intermediate-level students
- Increased services for dual-identified students
- Increased flexibility of support (push-in instruction)

Access for Families: Translation & Interpretation

The Department of Education and the Department of Justice require school districts to engage in **meaningful two-way communication** with Limited English Proficient (LEP) families in a language they can understand.

We must have a process to identify LEP parents and provide them with free and effective language assistance, including appropriate and competent interpreters or translators.



Family and Community Engagement

School districts must have an effective means of family engagement for the parents of ELs, including regular meetings, prompt notification of services, the provision of comprehensible parental information, an annual written family engagement plan, and regular engagement evaluation with parent feedback.

NOVI **Newcomer Family Information Night**
COMMUNITY SCHOOL DISTRICT




New to the United States? Join us to learn more about Novi!

- Discover:** Explore local resources and support services offered in and around the city of Novi.
- Meet and Greet:** Connect with other newcomer families, staff members, and community liaisons in the district.
- Listen and Learn:** Gain an understanding of Novi Community School District, the English Language Development (ELD) Program, and American school culture.

Date & Time: Tuesday, December 12
5:30 PM - 8:00 PM

Location: Novi Meadows 6th Grade House
25299 Taft Road
Novi, MI 48374

NOVI **English Language Development Department**
COMMUNITY SCHOOL DISTRICT




WIDA™ ACCESS for ELLs English Test Information Meeting

Join the Novi ELD staff to learn more about this important test that your student will take in February - March 2024!

Tuesday, January 9th
6:00 PM - 7:00 PM

Zoom Meeting
<https://us06web.zoom.us/j/82955418687>
Meeting ID: 829 5541 8687



NOVI **Double Presentation Event!**
COMMUNITY SCHOOL DISTRICT



Post-Secondary Education in the U.S.
In this presentation, international families can learn about the U.S. college and university application and admissions process, essays, financial aid, English proficiency requirements, and more.

Returning to Japan
For our Japanese families applying to middle schools, high schools, and universities in Japan, this presentation will explain Novi Community School District's new processes and procedures for school applications and records requests.



March 4th, 2024 at 6:00 PM
Novi High School Auditorium

WIDA ACCESS Testing

WIDA is the suite of assessments used in Michigan to evaluate English proficiency.

- WIDA Screener
- WIDA ACCESS
- WIDA Alternate

The ELD team is currently wrapping up the seven-week testing process for all 1,400+ ELs in the district.

Scores are released at the end of June and will be used to exit eligible students as well as determine placements/supports for students who will continue in the program.



ACCESS for ELLs
English Language Proficiency Test

Yang, Maria
Birth Date: | Grade: 04
Tier: A
District ID: W5999999 | State ID: 12118248
School: WIDA Use Only - Sample School
District: WIDA Use Only - Sample District
State: WS

Individual Student Report 2023

This report provides information about the student's scores on the ACCESS for ELLs English language proficiency test. This test is based on the WIDA English Language Development Standards and is used to measure students' progress in learning English. Scores are reported as Language Proficiency Levels and as Scale Scores.

Language Domain	Proficiency Level					Scale Score (Possible 100-600) and Confidence Band					
	1	2	3	4	5	100	200	300	400	500	600
Listening		2.8								273	
Speaking		2.5								223	
Reading		2.5								152	
Writing		3.8								547	
Oral Language <small>50% Listening + 50% Speaking</small>		2.6								209	
Literacy <small>50% Reading + 50% Writing</small>		3.4								411	
Comprehension <small>70% Reading + 30% Listening</small>		2.6								178	
Overall* <small>57% Reading + 32% Writing + 13% Listening + 13% Speaking</small>		3.2								318	

*Overall score is calculated only when all four domains have been assessed. NA: Not available

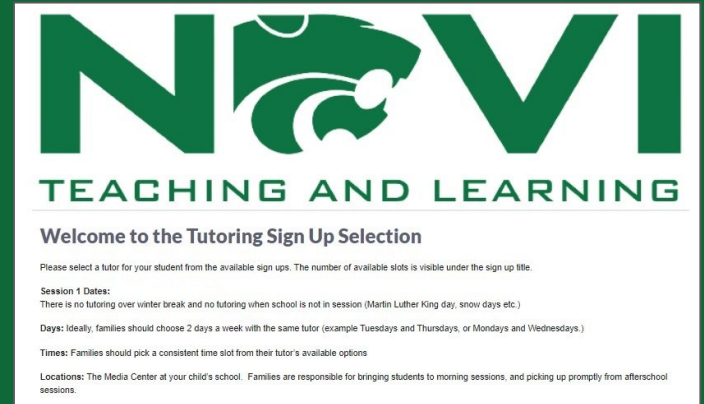
Domain	Proficiency Level	Students at this level generally can—
Listening	2	<ul style="list-style-type: none"> understand oral language related to specific familiar topics in school and can participate in class discussions, for example: <ul style="list-style-type: none"> • Identify main topics in discussions • Categorize or sequence information presented orally • Follow short oral directions with the help of pictures or objects follow short oral directions with the help of pictures Sort facts and opinions stated orally
Speaking	2	<ul style="list-style-type: none"> communicate ideas and information orally in English using language that contains short sentences and everyday words and phrases, for example: <ul style="list-style-type: none"> • Share about what, when, or where something happened • Compare objects, people, pictures, and events Describe steps in cycles or processes Express opinions
Reading	2	<ul style="list-style-type: none"> understand written language related to specific familiar topics in school and can participate in class discussions, for example: <ul style="list-style-type: none"> • Identify main ideas in written information • Identify main actors and events in stories and simple texts Sequence pictures, events or steps in processes Distinguish between claim and evidence statements with pictures or graphs
Writing	3	<ul style="list-style-type: none"> communicate in writing in English using language related to common topics in school, for example: <ul style="list-style-type: none"> • Describe familiar issues and events • Create stories or short narratives Describe processes and procedures with some details Give opinions with reasons in a few short sentences

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State and Federal Programs

New Grant Opportunities: 23g

- The 23g MI Kids Back on Track grant supports programs designed to address unfinished learning, get students to grade -level academic standards, and provide academic assistance to at -risk students.
- Novi submitted the 23g application in the fall of 2023 with the goal of utilizing these funds to sustain the current 11t tutoring and summer program offerings through the 2024 - 25 school year.



State and Federal Programs

New Grant Opportunities: 35j and 23h

- Part of Michigan's Top 10 Strategic Education Plan, 35j funds are meant to improve literacy instructional practices by investing in quality, research-based best practices and professional learning.
- Novi has applied for 35j with the goal of utilizing these funds toward the new literacy curriculum, materials, and professional development.
- 23h is a new opportunity that would allow interested secondary math teachers to participate in a Tri-County Culturally Responsive Mathematics Institute.
- The goal of this project is to support culturally responsive mathematics instruction at the secondary level.

State and Federal Programs

New Grant Opportunities: 27m



- The National Board: Recognized Achievement Grant awards money for teachers who currently hold National Board Certification.
 - Novi currently has seven staff members who hold National Board Certification.
- The National Board: First -Time Candidate awards money for teachers at Title I schools pursuing National Board Certification for the first time.
 - Seven teachers from Orchard Hills and Village Oaks have applied to begin working toward National Board certification.


MTSS: Multi-Tiered System of Supports



MTSS in Novi

Novi has many elements of MTSS that were established in the 2018-19 school year. This includes a structure for meetings, an intervention team, protocols for providing Tier 3 services, paperwork for each tier, and a process for identifying students requiring additional support.

Since the pandemic, it has been challenging to regroup and implement those processes consistently across buildings. Additionally, MTSS research and best practices have shifted over time.

 NCSd Tier 2 Intervention Plan for Behavior

Student Name: xxxx DOB: xxxx Report Date: xxxx
School: xxxx Grade: xxxx Class Teacher: xxxx

General Education: Special Education: 504:

Behavior Area of Concern: _____
Intervention Focus/Skill Area: **Prioritize 1-2 skills** (Example: Increase time on task, following directions, work completion, etc.)
•
•

Tier 2 Intervention Plan:

Duration (6-8 weeks)	Frequency	Intensity	Location
Start Date: xxxx	___ times per week	<input type="checkbox"/> Small group ___ students	<input type="checkbox"/> Gen Ed Classroom <input type="checkbox"/> Pull-out/push-in
End Date: xxxxx		<input type="checkbox"/> Individual	<input type="checkbox"/> Specials

Name of staff responsible for providing intervention: _____

Describe strategies to support Behavior/Social Emotional/Executive Functioning Skills:
(Examples: cue cards, behavior plan, check-in/check-out, preferential seating, visual supports, reinforcement system, access to sensory tools, movement breaks)
•
•

Tier 2 Data Collection

Date	Data/Observation
Baseline:	

8/15/22

Novi MTSS Timeline

- **October** : Observed SSTs, CHATs, various MTSS roles and processes, 1:1 meetings with intervention and ELD team members
- **November** : English Learners & Intervention PD
- **January** : MTSS Survey/Meeting with SSCs, psychologists, and interventionists
- **February** : K-4 Data Meeting Protocol, MTSS PD with SSCs, ELD teachers, and many special education staff members

- **Spring** : Working w/ RosaLeigh Johnson to review survey results and develop MTSS Handbook Draft (alignment of MTSS A & B)
- **Fall** : New Handbook Implementation (Elements)

Questions?





**Minutes of a Regular Board Meeting, February 22, 2024
Novi Community School District
Board of Education**

A Regular Meeting of the Board of Trustees of Novi Community School District was held Thursday, February 22, 2024 beginning at 6:02 PM.

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

Absent: by Roll Call Vote

PLEDGE OF ALLEGIANCE

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

APPROVAL OF THE AGENDA

It was moved by Mr. Smith and supported by Mr. Michener to approve the agenda as amended.

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

Nays: 0

MOTION CARRIED

STUDENT BOARD REPRESENTATIVE REPORT

- As the first semester has come to an end & the second semester has started, there are many events that have happened around the schools especially the high school!
- Events around the community
 - Novi High School
 - Novi Student Council helped lead Novi to victory for our second annual Rivals Week
 - Rivals Week helped raise over \$16,000 for the Special Olympics Michigan- an organization that works to help intellectually disabled students compete in sports.
 - We also donated over 5,336 pairs of socks, 2,299 tubes of chapstick, and 1,048 sticks of deodorant to Special Olympics Michigan
 - During Rivals Week, we had a spirit week where students got to dress up with Wild West, Green & White, and even Adam Sandler themes
 - In addition, there were lunchroom games like a Rubik Cube Solving Competition and a Pie Eating Competition
 - There was also the Polar Plunge & Novi Unified Basketball game to help raise money for the organization as well as win us points to beat Northville!
 - At the end of Rivals Week, Novi High School held their first ever-Snowco Dance!
 - Competitions
 - Novi Major VI Acapella Group won third place at ICHSA
 - Novi Theater's One Act won first place at regionals and took third place at States, this past week.
 - Novi High School Business Professionals of America and CTE Finance attended a UMICH Accounting Career Day hosted by the MI CPA Association
 - Music
 - Novi choir held their Sweetheart Cabert where students showcased their singing and songwriting abilities
 - Band & Orchestra Students just came back from their Disney Trip

- The Novi High School is preparing for our annual Wish Week coming up!
- Novi Meadows
 - Novi Meadows held a STEM Carnival on Jan 19th where STEM organizations from the High School and across Novi came and got students excited about STEM

REPORTS TO THE BOARD

District Wellness Presentation – RosaLeigh Johnson

RosaLeigh Johnson, the Director of Mental Health and Wellness, and fifty-seven plus committee members have been working thoughtfully and diligently on what the new Novi Wellness Center will look like. She is here tonight to report to the Board on the Wellness Committee's work that they have been engaged in since November.

2023-2024 Budget Amendment 1

On June 15, 2023 the Board of Education adopted the District's budget for the 2023-2024 fiscal year. An amendment to the budget reflecting all the changes known at this time has been prepared and was presented at the February 12, 2024 Board Finance Advisory Committee meeting.

Tonight, Mr. Devin Kling, Assistant Superintendent of Business and Operations, is presenting the 2023-2024 Budget Amendment to the Board as a report.

CELEBRATIONS

A Board member recognized a small gift given to each of the Board members, a small paw print, that came from Orchard Hills. He celebrated Joi Danforth, new principal at Orchard Hills, and her PBI support system. The Board member also celebrated Black History Month, which is also American History.

A Board member recognized the Novi High School theater department for the great job they did on the *Every U.S. Election Ever!* play. He congratulated and thanked Heather McKaig and Justin Jarvis for all of their hard work on it as well. The Board member complimented Ben Mainka for helping the theater troop when the power went out at the high school and they needed access to the building.

A Board member also complimented the one act play stating that it was different than any other type of theater she had seen. She recognized the son of a Board member for the phenomenal job he did with the set design. The Board member Gave a shout out to State Representative Kelly Breen for giving the fourth grades a lovely tour and taking the time to answer all of their questions. She wished everyone a happy Black History Month.

A Board member gave a shout out to two members of the Border Cross Team who made it to individual qualifiers for states. She mentioned that we are losing six (6) seniors this year and the team was already pretty small, if anyone is interested in joining.

COMMENTS FROM THE AUDIENCE

There was one comment from the audience regarding the new wellness center, the state budget, the School Safety bill, and annex the tax.

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 Mr. Mena and supported by Mrs. Roney that the Novi Community School Board of Education approve the Consent Item(s) as presented.

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

Nays: 0

MOTION CARRIED

DONATIONS

Orchestra Boosters

The Novi High School Orchestra Boosters would like to gift the experience of having a guest educator and performer to the Novi High School Orchestra Program. Bruce Uchimura is an esteemed professor of music at Western Michigan University. He will work with all high school orchestra classes during the school day, conduct a Cello Masterclass after school, and rehearse with the Philharmonic Orchestra before performing with them as part of our Orchestra Gala fundraising event on Saturday, March 2nd.

Professor Uchimura will be paid \$750 for his time and the boosters will cover his hotel stay, for a total of \$1,134.35.

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

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

Nays: 0

MOTION CARRIED

Novi Middle School PTO

The Novi Middle School PTO is presenting a generous donation in the total amount of \$1,000.00 for the purchase of Kona Ice (flavored ice and cups), from Mystery Box 4 Fun, for all Novi Middle School students to enjoy during their April 23-24, 2024 testing days.

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

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

Nays: 0

MOTION CARRIED

Parkview PTO

The Parkview PTO is presenting a generous donation in the total amount of \$10,467.00 for the items listed below:

- Science Alive \$2,590
- 2nd Grade Daytime Field Trip \$1,554
- 4th Grade Daytime Field Trip \$1,213
- Fun Fair Bounce Houses \$1,110
- Media Center Supplies \$1,500
- Physical Education Equipment Refresh \$2,500

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

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

Nays: 0

MOTION CARRIED

ACTION ITEMS

Personnel Report

Mr. Mainka presented for Dr. Laura Carino, the personnel changes for the Board's consideration.

It was moved by Mr. Mena and supported by Dr. Ruskin that the Novi Community School Board of Education adopts the personnel report recommendations as presented.

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

There was a brief recess beginning at 7:37 PM. The Board returned at 7:46 PM.

Novi Meadows A/V Screen Purchase

IDS, the District's technology team, administration, and the architect, worked together to identify an A/V system that would meet the needs of the new Novi Meadows Cafeteria and gymnasium. On Thursday, December 7, 2023, bids were opened and publicly read. Post bid interviews were conducted and Advanced Lighting and Sound (ALS) met the requirements for the project as specified.

Tonight, IDS is recommending the Meadows Large-Format A/V project be awarded to ALS in the amount of \$126,018.00 for the base bid and warranty upgrade.

IDS also recommends a district managed 15% contingency of \$18,903.

The total award for this project is \$144,921.00.

It was moved by Mr. Smith and supported by Mr. Michener that the Novi Community School Board of Education approve the Meadows Large-Format A/V project with the contract being awarded to ALS in the amount of \$126,018.00 plus a District managed 15% contingency of \$18,903 for a total amount not to exceed \$144,921.00.

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

2024 School Building and Site Bonds, Series III

The Novi Community School District is presenting a Bond Authorizing Resolution to be adopted by the Board. The purpose of this Bond Authorizing Resolution is to aggregate the principal sum of not more than Fifty-Five Million Dollars (\$55,000,000) for the purpose of funding a portion of the Bond Project. The Bonds shall be designated 2024 School Building and Site Bonds, Series III.

The bond refunding team is comprised of the following:

Senior Bond Underwriter - Stifel Nicolaus & Company
Financial Advisor – PFM Financial Advisors LLC
Bond Counsel - Thrun Law Firm

The proposed Resolution was submitted to the Board of Education tonight for information and discussion at the January 18, 2024 Board Meeting. It comes back tonight for adoption.

It was moved by Mr. Michener and supported by Mr. Smith that the Novi Community School District Board of Education, in the best interest of the Novi Community School District, adopt the attached resolution authorizing the issuance and delegating the sale of Novi Community School District 2024 School Building and Site Bonds, Series III.

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

MASB Board of Directors Election 2024

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 three (3) candidates running for one (1) seat.

Region 8 (three-year term)

- Birgit McQuiston (Incumbent) – Lake Orion Community Schools, Oakland County
- Melandie Hines – Wayne Westland Community Schools, Wayne County
- Evelyn Pridemore – Redford Union School District

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 March 6, 2024.

It was moved by Mr. Michener and supported by Mrs. Beaudoin that the Novi Community Schools Board of Education’s MASB Board of Directors Election ballot for **Region 8** be cast for Melanie Hines, candidate for three-year term and MASB Board of Directors Election Ballot.

Mr. Michener realized he chose the wrong name and amended his motion as follows:

First Amended Motion:

It was moved by Mr. Michener and supported by Mr. Mena that the previous motion be amended to strike Melanie Hines and replace with Evelyn Pridemore.

The Board engaged in a discussion about the candidates and a second motion was offered.

Second Motion:

It was moved by Mr. Mena and supported by Mr. Smith that the Novi Community Schools Board of Education amend the first amended motion to support Birgit McQuiston.

Ayes: 6 Mr. Cook, Dr. Ruskin, Mr. Smith, Mrs. Roney, Mr. Mena, Mrs. Beaudoin

Nays: 1 Mr. Michener

MOTION CARRIED

Final Motion:

It was moved by Mr. Mena and supported by Mr. Smith that the Novi Community Schools Board of Education recommend Birgit McQuiston as our MASB **Region 8** representative.

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

Nays: 0

MOTION CARRIED

2023-2024 Budget Amendment 1 Resolution

On June 15, 2023 the Board of Education adopted the District’s budget for the 2023-2024 fiscal year. An amendment to the budget reflecting all the changes known at this time has been prepared and was presented at the February 12, 2024 Board Finance Advisory Committee meeting and again tonight as a report to the Board.

It comes before the Board tonight for adoption.

It was moved by Mrs. Beaudoin and supported by Mrs. Roney that the Novi Community School District Board of Education, in the best interest of the Novi Community School District, adopt the 2023-2024 Budget Amendment 1 as presented.

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

Novi 6th Grade and ITC Renovations – Bid Package #5C

On January 18, 2024 and January 30, 2024 sealed bids were publicly opened for the Novi 6th Grade and ITC renovations. The Project Team, consisting of the NCSD administration, PMR, TMP, and McCarthy Smith and interested bidders.

The project team conducted post bid interviews with the each of the following listed, qualified bidders, for each bid division of work listed below. Based upon the project team’s review of the proposals and bidders, we propose the following recommendations to Novi Community School District for contract awards as listed in the Letter of Recommendation and in the total amount of \$20,649,079.

It was moved by Mrs. Roney and supported by Mr. Michener that the Novi Community School District Board of Education, award the contracts to the bidders as listed for a total amount of \$20,649,079.

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

International Championship High School Acappella (ICHSA) Semifinals

Claire Schurig, Novi High School choir teacher, is requesting approval for the Novi High School Major IV Acapella Choir to travel to Harrison, Ohio to compete in the ICHSA (International Championship High School A Capella) Semifinals, at Harrison High School.

The group placed third in the Midwest Quarterfinals on Saturday, February 10th, moving them forward to this semifinal competition that will afford the students the opportunity to compete in front of judges who will critic them.

Students will miss one-day school for this trip and will be expected to pay \$110.00 per person to cover the cost of the hotel. Nineteen (19) students accompanied by their parent chaperones will travel to this championship.

This comes tonight for Board approval.

It was moved by Mr. Mena and supported by Mr. Smith that the Novi Community School District Board of Education, approve the ICHSA Semifinal Harrison, Ohio on March 15, 2024.

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

INFORMATION AND DISCUSSION

Orchard Hills’ FIRST LEGO League Robotics Team Championship

The Orchard Hills' FIRST LEGO League Robotics Team was chosen to attend the FIRST Championship, in Houston, Texas. There will be five (5) students in second and third grade who will attend this event. They will be traveling with one or more parents and will be making their own travel and lodging arrangements

This year, three (3) of Novi's Robotics teams (Novi High School, Novi Middle School, and Orchard Hills Elementary School) were selected to represent Michigan on the world stage. This is an honor and speaks volumes to the robotics program in Novi. The championship will take place April 17 through April 21, 2024. Students will miss three (3) days of school for this trip.

Middle School FIRST Championship

The Middle School Robotics Team has qualified for the FIRST Championship Competition, in Houston, Texas. This year, three (3) of Novi's Robotics teams (Novi High School, Novi Middle School, and Orchard Hills Elementary School) were selected to represent Michigan on the world stage. This is an honor and speaks volumes to the robotics program in Novi. The championship will take place April 17 through April 21, 2024. Students will miss four (4) days of school for this trip.

The Board members engaged in a small discussion and decided to entertain one motion for both field trips.

It was moved by Dr. Ruskin and supported by Mrs. Roney that the Novi Community School District Board of Education, approve the Orchard Hills' FIRST LEGO League Robotics Team and the Middle School FIRST Robotics Team trips to the FIRST Championship Competition, in Houston, Texas, April 17 through April 21, 2024.

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

MOTION CARRIED

HS Baseball/Softball/Tennis Project

Kevin Donnelly, of Plant Moran Realpoint, and Stewart Reich, of TMP Architecture, presented the preliminary information on the Novi High School Baseball, Softball, and Tennis Project, to the Board.

This comes tonight for information and discussion and will come back to the March 14, 2024 Board meeting.

SUPERINTENDENT'S REPORT

Mr. Mainka, Superintendent of Schools, reported that he attended the National Conference on Education, in San Diego this past week. He stated that it is one of the largest conferences in the United States. Mr. Mainka said that there were close to 6,000 people there and some of the best innovators in our field. He mentioned that he will be sharing some of the things from the conference over the course of the next few weeks.

Mr. Mainka reported that at their DEI meeting they talked about Black History Month. He stated that we have our Cultural Observance calendar that is on our website. Mr. Mainka said the DEI team did a great job working through the different groups of our community who we serve and being able to celebrate them and understand our neighbors a little more.

Mr. Mainka reported that he attended the Robotics Open House tonight and to see what they are doing was jaw dropping. He stated that the kids were grabbing his attention, so that they could give him their elevator pitch. Mr. Mainka said all of the things they are going is so exciting and to see how passionate and excited they are about what they are learning and what they are finding out. He mentioned that it is an amazing group of people and it would not be possible without parent volunteers.

Mr. Mainka reported that his Courageous Curiosity Podcast that they filmed today, dovetailed on the aforementioned report, and that is volunteerism. He stated that in talking to the PTOs and other groups, that there has been an interesting halt to volunteers since COVID. Mr. Mainka said that the podcast will be released next Tuesday. He mentioned that they are planning the next episode and the topic will be, What Do School Board Members Do?

Mr. Mainka told everyone to save the date of May 1st. He reported that this date will be the State of the District event. Mr. Mainka stated this is a big opportunity for us to showcase our programs and invite out community out. He said we will be serving dinner and this should be an exciting evening.

Mr. Mainka reported that the Board had been talking about creating an ad-hoc subcommittees for both transportation and master planning. He stated that he and Mr. Kling have spoken and are ready to have the conversation about the fleet. Mr. Mainka said that tonight we have talked about master planning and that it is an opportunity for us to look at the big picture, beyond what we are planning in the existing Bond scope, and really look at where things could go over the next ten (10) years.

Mr. Mainka reported the we are gearing up for March is Reading Month. He expressed his gratitude to the Board for their support and ongoing encouragement that is given to the staff. Mr. Mainka stated that he wanted to do a standing slow clap after each of the Board members spoke, after RosaLeigh's presentation. He said there are a lot of things this District is able to do because the Board give us the opportunity to have the freedom to push, explore, and think about things in different ways which creates an incredibly exciting environment to work in.

Mr. Mainka mentioned that he would be remiss if he did not say that Mr. Giromini's team did a phenomenal job planning the professional development last week. He stated that he has led a very thoughtful process and his team has been very intentional about making sure that our professional learning for our staff is connected. Mr. Mainka said it is an honor to work here with all of you and he expressed his appreciation and gratitude.

ADMINISTRATIVE REPORTS

Mr. Devin Kling, Assistant Superintendent of Business and Operations, reported that earlier today, we had the Coffee with the Superintendent. He stated that they had the chance to meet community members and talk about business and operations and answer any question that they had. Mr. Kling said that it was a real positive. He expressed his gratitude to those who stopped by and mentioned that he looks forward to the next time because it was really fun.

Mr. Kling reported that we had our RFP for the audit services that closes to bids tomorrow. He stated that they are going to look at who submitted bids, review them, and then bring those. Mr. Kling said that they are thinking about doing an interview, and might pick a Board member to be in the interview panel and to go over the audit services. He mentioned that there will be more to come on that.

Mr. Kling reported that they are also wrapping up the RFP for our insurances services. He stated that there will be a March timeline for that.

Mr. Mike Giromini, Assistant Superintendent of Teaching and Learning, reported that in chapter one of his report tonight that he, too, would like to recognize the PD day and acknowledge the work of Emily Pohlonski, our Director of Instruction. He stated that she has the ability to make what seems like the impossible happen and come together. Mr. Giromini said that it was well coordinated and thought out, aligned. He mentioned that all of our coaches and administrators who led our sessions, we spread that team so thin that we could provide PD to teachers and staff that was customized to their level. Mr. Giromini expressed his pride in that group and reported that they have two (2) more PD days this year; Friday, March 8th for our K-6 staff, and Monday, March 11th for our 7-12 staff.

Mr. Giromini reported that Kindergarten Information Night is next week on Wednesday, at 6:00 PM, in the NHS auditorium. He stated that this district-wide kindergarten information night is an opportunity for parents and guardians to come and learn all about the kindergarten program offerings for next year. Mr. Giromini said that it an exciting times and probably a little nerve wracking, but they will have administrators, teachers, and building principals there to lead them through the night.

Mr. Giromini reported that the K-4 literacy trials began February 5th. He stated that so far they have received a ton of positive feedback from our educators. Mr. Giromini said that there is good learning happening about what each of these programs entails, the strengths, the weaknesses, and he will continue to keep the Board updated on how that goes. He gave a shout out to the literacy coaches and instructional coaches who stepped up to help out, for making it happen in such a quality way.

In Chapter Two (2) of his report, Mr. Giromini reported that last week at the Howell unified basketball game, our team recognized Michael Manning. He stated that Michael completed his educational journey with Novi Schools last June and it was a nice opportunity to recognize him. Mr. Giromini expressed his gratitude to the coaches, special education staff, Don Watchowski (our Athletic Director), and the entire Novi team for making it happen.

Mr. Giromini reported that at a future date, Sunday March 17th, the Novi Unified Showcase will take place at Little Caesar's Arena. He stated that there will be a Piston's game at 3:00 PM, a Unified game at 6:00 PM and the proceeds from each game will go to support Novi Unified. Mr. Giromini said for more information go to pistons.com/noviunified.

Mr. Giromini reported that in the next 14 chapters include, he and his wife are honored to represent our school district tomorrow night, at the Japanese Consulate's Residence in Bloomfield Hills to celebrate the Emperor's birthday dinner. He stated it is a very exciting evening and he is very proud of our partnership with our Japanese community.

BOARD COMMUNICATION

A Board member reported that he would like to have a conversation at a policy meeting regarding facility within Robert's Rules and withdrawing motions. He stated that if it is not there, maybe we should talk about adding it to a policy. The Board member reported that one of our girls' basketball players made an unbelievable, incredible shot at the basketball game, at Salem High School. He stated that Katie Lindsay, a senior who is graduating this year, tossed one in the well over a half court, right at the buzzer.

A Board member reported that he attended Novi Woods Multi-Cultural Night. He stated that there was not a parking place to be found in any of the parking lots. The Board member said that it was packed and there must have been close to 500 people there. He mentioned that the students had multiple different cultural presentations and standing room only in the gymnasium. The Board member reported that the community support for the event was phenomenal and Novi Woods does an exceptional job at it. He gave kudos to the staff, school, community, and Alice Kazee, principal.

The Board member reported that he also attended Novi Meadows Volleyball Night. He stated there was good attendance and good volleyball being played. The Board member said there were four (4) courts that were full all night and free ice cream. The Board member mentioned that in Robert's Rules, once a motion has been stated by the chair, it cannot be withdrawn, but there are ways to expedite, but in general it is still a formal process.

A Board member reported that she also had the opportunity to attend the National Education Conference. She stated that it was inspiring to be surrounded by administrators who give a lot of time and energy to kids. The Board member said walking around the vendor fair it was evident that education is changing faster and seeing all the innovative things and different platforms.

She said a speaker spoke on safe schools and has a 504. The Board member mentioned that another parent started the 504, it's call Safe and Sound Schools. She reported that this parent is the parent of a victim of the Sandy Hook shooting. The Board member stated that one thing she took away from her was the way she presented herself was no in a defensive or angry space. She said the woman works with law enforcement, educators, parents, and legislators.

A Board member reported that he had the opportunity to pop in on a Village Oaks classroom that was using the new literacy tools and lessons and the kids are taking right to it without hesitation. He stated that it opened his eyes to things that they are teaching at that level.

CLOSED SESSION FOR THE PURPOSES OF SCHOOL SAFETY [OMA Sec. 8(1)(k)]

A public body may meet in a closed session only for one or more purposes as specified in the Open Meetings Act. Tonight, the Board will move into a closed session to consider security planning for school safety [OMA Sect. 8(1)(k)].

It was moved by Mr. Mena and supported by Mrs. Beaudoin that the Novi Community School District Board of Education Regular Board move into a Closed Session to consider security planning for school safety.

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

Nays: 0

MOTION CARRIED

The Board moved into a Closed Session at 8:59 PM.

The Board came out of the Closed Session at 9:31 PM

No action was taken during this time.

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

Nays: 0

MOTION CARRIED

The meeting adjourned at 9:32 p.m. The next regular meeting of the Board is scheduled for March 14, 2024 at 6:00 p.m., at the Educational Services Building.

Willy Mena, Board of Education Secretary



NOVI BOARD OF EDUCATION

DEI Committee of the Whole Meeting Minutes

March 7, 2024 4:00 PM

In Attendance: Paul, Cook, Danielle Ruskin, Mary Ann Roney, Willy Mena, Jason Michener, and Betsy Beaudoin

Absent: Tom Smith

Invited Guests: Ben Mainka, Michael Giromini, Todd Erickson, Kristen, and Andrew Comb

I. CALL TO ORDER

The meeting was call to order at 4:05 PM.

II. UPDATE FROM DISTRICT DEI TEAM MEMBERS

III. REVIEW DISTRICT DEI TEAM:

Mr. Giromini reviews the goals that the committee had set from last spring with the Board. He reported on the efforts that he District team has put in to work towards those goal.

IV. I-READY FALL-TO-WINTER DIAGNOSTIC RESULTS (Subgroup Focus)

Mr. Andy Comb reviewed, in-depth, the i-Ready results for K-6 students. He reported on the individual grades' scores in the K-6 group population in Math and English. Mr. Comb then dived into each subgroup.

V. COMMENTS FROM THE AUDIENCE

There were no comments from the audience.

VI. ADJOURNMENT

The meeting adjourned at 5:28 PM. No action was taken at this committee meeting.

Respectfully Submitted

Mr. Willy Mena, Board of Education Secretary



NOVI BOARD OF EDUCATION

Curriculum Committee of the Whole Meeting Minutes

March 7, 2024 5:30 PM

In Attendance: Paul, Cook, Danielle Ruskin, Mary Ann Roney, Willy Mena, Jason Michener, and Betsy Beaudoin

Absent: Danielle Ruskin, Tom Smith

Invited Guests: Ben Mainka, Mike Griomini, and Emily Pohlonski

I. CALL TO ORDER

The meeting was call to order at 5:40 PM.

II. K-4 LITERACY TRIALS UPDATE

Mr. Giromini reported that the K-4 Literacy Trials began on February 5 and that so far things are going great. He shared that the staff have been sharing very positive feedback and the students have taken off with this instruction.

III. 5D IMPLEMENTATION UPDATE, PLANS

Mr. Mainka reported that the staff is providing wonderful feedback on the 5D method of instruction using learning targets, success criteria, and performance tasks. He stated that using this method, our students are actively engaged, sharing, and learning.

IV. KINDERGARTEN UPDATE

Mr. Giromini reported that they held a Kindergarten Information night last week. He stated that the K-4 administrators and staff presented and explained the new parameters that will begin in the fall.

V. FINANCIAL LITERACY REQUIREMENT

Mr. Andy Comb presented policy 5409 – Academic Credits and Graduation. This policy needs to be revised due to the changes with the MDE and the financial literacy requirements. The District has been meeting this even before it was a requirement, but our policy has to be updated to reflect the changes.

VI. SUMMER PROGRAMMING INFORMATION

Mr. Giromini presented the 2024 summer programming information.

VII. COMMENTS FROM THE AUDIENCE

There were no comments from the audience.

VIII. ADJOURNMENT

The meeting adjourned at 6:32 PM. No action was taken at this committee meeting.

Respectfully Submitted by,

Mr. Willy Mena, Board of Education Secretary

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

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

TOPIC: Novi Meadows Choir Club Music in the Parks, May 18, 2024

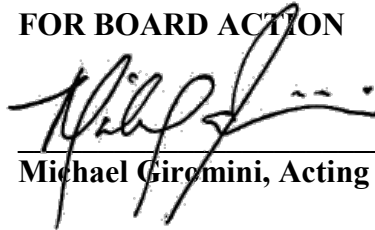
Ainsley Lengerich, Novi Meadows teacher, is requesting that the Novi Meadows choir club travel to Sandusky, Ohio on Saturday, May 18, 2024. While in Sandusky, the students will perform before judges at Sandusky High School and then go to Cedar Point.

Approximately 120 students will be attending. Students will leave Novi Meadows at 5:30 AM. and will return to the Novi Meadows at 10:00 PM. The cost per student is \$125.00.

RECOMMENDATION:

That the Novi Community Schools Board of Education approve the Novi Meadows Choir Club Music in the Parks on May 18, 2024

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Michael Giromini, Acting Superintendent

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN

Out of State/Overnight Field Trip Approval Form

Field Trip Title: NM Choir Club Music in the Parks

Dates of Trip: May 18, 2024

Group: NM Choir Club

Sponsor: Ainsley Lengerich


Summary:

Approximately 120 6th grade students from the Novi Meadows Choir Club will be attending the Music in the Parks Festival on May 18, 2024, which is held at Cedar Point in Sandusky, Ohio. The Choir club has been going to this festival for over 20 years. At the festival, the choir will perform for 2 professional adjudicators and receive ratings and feedback on their performance. The ensembles with the highest scores in their division receive trophies. After the performance, the students will spend the day in the park.

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

(Signature attached)

Principal



Assistant Superintendent of Teaching & Learning

2/22/24

5/18/24

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

Date of Trip

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

Field Trip Coordinator: Ainsley Lengerich Other Staff Members Attending: _____

Have you coordinated this trip in previous years?: yes If yes, when? every year 2013-present

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

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

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

TRIP INFORMATION

Title of Field Trip: NM Choir Club Music in the Parks Organization/Club/Course Name: NM Choir Club

Date(s) of Trip: May 18, 2024 School Days Missed (by students): 0

Field Trip Destination: Perkins/Briar MS & Cedar Point City/State: Sandusky, Ohio

Departure Time: 5:30 am Departure Location: NM6

Arrival Time: return to NM ~10pm Arrival Location: NM6

Total Cost per Student: approx \$125 Items included in cost: transportation, park ticket, competition entry fee

Trip Funded By: student/parent

LODGING

Lodging name: none- not an overnight trip Contact Number: _____

Number of students attending: _____ Number of Chaperones: _____

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

CHAPERONES

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

Names of Teacher Chaperones: Ainsley Lengerich

Names of Volunteer Chaperones: Available April 2024- typically we have about 100 parent chaperones

Complete the following questions if the trip is curricular.

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

Students will be evaluated on their performance by professional adjudicators and receive specific feedback on how to improve their musical technique and expression.

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

Students will be engaged in rehearsals to learn the music, including concepts like note/rhythm reading, dynamics, phrasing, appropriate singing technique and expression.

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

Getting feedback from a professional adjudicator is helpful to both the students and the teacher in growing their skill set.

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

Students will perform the same music in a concert where they can apply the feedback from the adjudicators.

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

Approximately 120 6th grade students from the Novi Meadows Choir Club will be attending the Music in the Parks Festival on May 18, 2024, which is held at Cedar Point in Sandusky, Ohio. The Choir Club has been going to this festival for over 20 years. At the festival, the choir will perform for 2 professional adjudicators and receive ratings and feedback on their performance. The ensembles with the highest scores in their division receive trophies. After the performances, the students spend the day in the park.

APPROVAL

Sponsor's Signature



Administrator's Signature

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

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

TOPIC: Novi Middle School Music in the Park, May 18, 2024

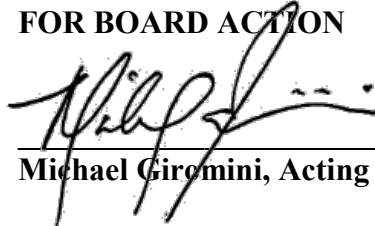
Adam Ronning, Novi Middle School teacher, is requesting that the Novi Middle School Music Students travel to Sandusky, Ohio on May 18, 2024. While in Sandusky, the students will perform before judges at Perkins Middle and High Schools and then go to Cedar Point to perform Music in the Park.

Students will travel by Great Lakes Charter. Approximately 360 students will be attending along with 50 chaperones. The students will leave Novi Middle School at 5:00 AM and return to 9:30 PM. The cost per student is \$120.00 which includes the motor coach bus, park ticket and lunch and dinner voucher. This has been an annual trip.

RECOMMENDATION:

That the Novi Community Schools Board of Education approve the Novi Middle School Music in the Park on May 18, 2024.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Michael Giromini, Acting Superintendent



0000001

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

Date Request Submitted (auto-populated) 12 weeks prior minimum	Date of Request 03/06/2024	Type of Trip: Out of State
Dates of Trip	Leave 05/18/2024	Return 05/18/2024
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

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:

05/20/2023

If not, what is the most recent overnight trip you have coordinated? Please describe 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 ACCOMODATIONS

Hotel Name
If applicable

N/A

Address

Contact Name

Phone #

Link to Hotel: N/A

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

TRANSPORTATION

TRANSPORTATION METHOD SEGMENT #1 OF TRIP

Must be contacted for pre-arrangements. Requirements: 12 weeks prior	Date contacted/prearranged	10/06/2023		
	Transportation Provider	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?	Special equipment needed?		
Departure Location Building & Address	Novi Middle School 49000 Eleven Mile Rd Novi, MI 48374	Departure Time	5:00 AM	
Destination Location Building & Address	Perkins High School 3714 Campbell Street Sandusky, OH 44870	Arrival Time	7:45 AM	
Provide the following numbers:	Students Attending 360 (approx)	Students Remaining 0	Adults Attending 50 (approx)	
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.				

TRANSPORTATION METHOD SEGMENT #2 OF TRIP

<input checked="" type="checkbox"/> Check here if same method as segment #1 and complete bottom 1/2 only	Date contacted/prearranged	10/06/2023		
	Transportation Provider	EPN Travel - Great Lakes Charter *Charter Bus Transportation		
	Contact Person			
	Contact Phone Number			
	Email Address			
	Does the bus need to stay?	Special equipment needed?		
Departure Location Building & Address	Perkins High School 3714 Campbell Street Sandusky, OH 44870	Departure Time	10:00 AM	
Destination Location Building & Address	Cedar Point Sandusky, OH 44870	Arrival Time	10:25 AM	
Provide the following numbers:	Students Attending	Students Remaining	Adults Attending	
Notes:				

TRANSPORTATION METHOD SEGMENT #3 OF TRIP

<input checked="" type="checkbox"/> Check here if same method as segment #1 and complete bottom 1/2 only	Date contacted/prearranged			
	Transportation Provider			
	Contact Person			
	Contact Phone Number			
	Email Address			
	Does the bus need to stay?		Special equipment needed?	
Departure Location Building & Address	Cedar Point Sandusky, OH 44870		Departure Time	7:30 PM
Destination Location Building & Address	Novi Middle School 49000 Eleven Mile Rd Novi, MI 48374		Arrival Time	9:30 PM
Provide the following numbers:	Students Attending	Students Remaining	Adults Attending	
Notes:				

TRANSPORTATION METHOD SEGMENT #4 OF TRIP

<input type="checkbox"/> Check here if same method as segment #1 and complete bottom 1/2 only	Date contacted/prearranged			
	Transportation Provider			
	Contact Person			
	Contact Phone Number			
	Email Address			
	Does the bus need to stay?		Special equipment needed?	
Departure Location Building & Address			Departure Time	
Destination Location Building & Address			Arrival Time	
Provide the following numbers:	Students Attending	Students Remaining	Adults Attending	
Notes:				

FIELD TRIP COSTS

NCSD BUS TRANSPORTATION COSTS

Segment #1 Bus Start time		End Time		Hours	
Segment #2 Bus Start Time		End Time		Hours	
Segment #3 Bus Start Time		End Time		Hours	
Segment #4 Bus Start Time		End Time		Hours	
TOTAL HOURS					
Segment #1 Mileage (NCSD Bus Garage at 45505 11 Mile, Novi, MI 48374 to destination)					
Segment #2 Mileage					
Segment #3 Mileage					
Segment #4 Mileage					
TOTAL 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 needs: We will be using Charter Buses from Great Lakes Charter (coordinated through EPN Travel). No Novi Transportation will be needed for this trip.

FIELD TRIP COST SUMMARY **PER STUDENT**

Total Estimated Cost Per Student		\$ 120.00
Estimated Total Per Student		Expense Description (what is included)
Paid by Students & Families	120.00	Cedar Point Ticket, Transportation
Supplied by Students During the Trip	\$20.00	Students will purchase dinner at the park
Covered By Other Funding Sources*	6,000.00	Total amount fundraised towards transportation
*List other funding sources (grant names etc.)	The total fundraised amount will go towards the Charter Bus transportation	

NCSD BUSINESS OFFICE INFO NEEDED:	Expense Item	Account Name to be charged	Account Number	Amount
	Next Invoice	MS Band Student Activities	Unsure amount until 3/20	0.00
	Final Invoice	MS Orch Student Act.	Unsure amount until 3/20	0.00

APPROVAL TO COLLECT FUNDS

Anticipated participants (qty)	Amt. Collected per participant (\$)	Expected Total Collected
360	120.00	\$ 43,200.00
Account Name Where Funds will be Deposited		Account Number
NMS Band, Choir, and Orchestra Student Activities Account		Varies with each SA account
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		03/20/2024

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
NCS D Field Trip Permission Form - AR	Required for <ul style="list-style-type: none"> • <u>All</u> field trips. Completed, unsigned version required to process this request. 	<ol style="list-style-type: none"> 1. Choose a form option <ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • <u>All</u> NON-NCS D chaperones 	Please follow district guidelines found at link including allow 3 business days for your submission to be processed.
NCS D Health Forms AR	Required for all students: <ul style="list-style-type: none"> • Emergency Medical Release Form • Authorization for Administering Over-The-Counter Medication Required for students bringing Medications: <ul style="list-style-type: none"> • Medication Authorization Form • Medication Form- Self Administer 	Medication Instructions for Overnight Field Trips
Student & Chaperone Rules and Responsibilities AR	Required for: <ul style="list-style-type: none"> • All overnight, out of state or out of country field trips. 	Attach the NCS D 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 NCS D Overnight, Out of State, Out of Country Field Trip Procedure		

APPROVAL PROCESS

Staff Member	Signature	Date	Action
Requester's Signature	<i>Adam Ronning</i>	03/06/2024	Submitted
Sponsoring Administrator of Trip	<i>Robert J Baker</i>	03/06/2024	Reviewed, Okay to Process
Notes: Page 6 non-staff chaperone information will be added in the next few weeks - once solidified			
Building Administrator	<i>Robert J Baker</i>	03/06/2024	Reviewed, Okay to Process
Notes:			
Building Budget Admin. Asst. Review	<i>Mary Abraham</i>	03/08/2024	Reviewed, Okay to Process
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	<i>Emily Parker Pohlonski</i>	03/08/2024	Reviewed, Okay to Proceed
Notes:			
Asst. Superintendent Teaching & Learning	<i>Cathryn Loeffler-Park</i>	03/08/2024	Reviewed, Okay to Proceed
Notes: Reviewed, okay to proceed per Mike Giromini 3/8/24 @ 11:20 a.m.			
Proposed Overnight, Out of State/Country Trip Executive Assistant, Superintendent & Board of Education			Expected Board Review Date
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:	

2024 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 not 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 18, 2024

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 **Monday, March 18th**.

Date: Saturday, May 18, 2024

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 **\$120.00**, which covers the Competition, Park admission and chartered buses. I understand that full payment (non-refundable) must be received by **March 18, 2024**, 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 1st 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 18, 2024,** 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 at least THREE other students, 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.

I understand that my student MAY be required to wear a mask at the performance school, on the charter bus, or at the park DEPENDING on the current federal, state, and school guidelines at the time of the trip

***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 1st. (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."***

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

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

TOPIC: Novi High School Choir Carnegie Hall Trip, November 23-27, 2024

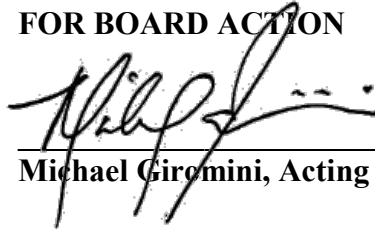
Claire Schurig, Choir teacher at Novi High School, is requesting that the Novi High School Choir students travel to Carnegie Hall, in New York to perform in the Distinguished Concerts International Invitational. Students will have the opportunity to participate in a performance of the Holiday Music of Eric Whiteacre. The performance will take place in the Isaac Stern Auditorium, at Carnegie Hall.

Students will have the opportunity to attend a Broadway show and tour the Empire State Building or take a cruise around the Statue of Liberty. Students will travel by plane. Approximately 40 students will be attending along with 5 chaperones. This trip has been taken every two (2) years since 2012.

RECOMMENDATION:

That the Novi Community Schools Board of Education approve the Novi High School Choir Carnegie Hall Trip on November 23-27, 2024

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Michael Giromini, Acting Superintendent

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN

Out of State/Overnight Field Trip Approval Form

Field Trip Title: Carnegie Hall Choir Trip

Dates of Trip: November 23rd - 27th

Group: NHS Choir

Sponsor: Ms. Claire Schurig

Summary:

Ms. Claire Schurig would like to take the Novi High School Choir to Carnegie Hall for the Distinguished Concerts International Invitational. Ms. Schurig has accompanied students on this trip 6 times over the past 12 years.

Jonathan Griffith, Artistic Director and Principal Conductor, invited the NHS Choirs to participate in a performance of the Holiday Music of Eric Whiteacre "in recognition of your dedication to musical excellence, and due to the high quality of your audition recording". The performance is planned to take place November 26th in Isaac Stern Auditorium at Carnegie Hall under the baton of Eric Whiteacre. The NHS choir will join other outstanding choristers for not only the performance, but also two half days of rehearsals and clinics. When students are not in sessions they will have the opportunity to attend a Broadway show and tour the Empire State Building or take a cruise around the Statue of Liberty.

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



Principal



Michael Giromini
Assistant Superintendent of
Teaching and Learning

2/9/24

11/23/24-11/27/24

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

Date of Trip

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

Field Trip Coordinator: Claire Schurig Other Staff Members Attending: Rebecca Park

Have you coordinated this trip in previous years?: Yes If yes, when? 2012, 2014, 2016, 2018, 2020, 2022

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

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

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

TRIP INFORMATION

Title of Field Trip: Carnegie Hall Choir Trip Organization/Club/Course Name: NHS Choir

Date(s) of Trip: 11/23-11/27 School Days Missed (by students): 11/25 & 11/26

Field Trip Destination: New York, NY City/State: New York, NY

Departure Time: Saturday, November 23 (time TBD) Departure Location: NHS

Arrival Time: Saturday, November 23 (time TBD) Arrival Location: New York, NY

Total Cost per Student: Approximately \$2,000 Items included in cost: Rehearsal fees, Carnegie Hall, conductor, meals, travel, lodging, Broadway show

Trip Funded By: Students

LODGING

Lodging name: TBD Contact Number: TBD

Number of students attending: Approximately 40 Number of Chaperones: 5

Lodging Cost Per Student: Included in total cost Funded By (circle): Student Other: _____

CHAPERONES

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

Names of Teacher Chaperones: Claire Schurig, Rebecca Park

Names of Volunteer Chaperones: TBD

TRANSPORTATION

Method of Transportation (select one): Other

We will either take a charter bus or fly

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

Charter Bus: Company _____ Contact Number _____

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

Cost Per Student: Approximately \$2,100 **Funded By (select one):** Student

Address of Destination _____ Pickup Location _____

Group Novi Choir Pickup Building _____

Of Adults _____ # Of Students _____ Parking Facilities _____

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

Approx. Arrival Time _____ Special Equipment Needed _____

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

Approx. Return Time _____

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

FIELD TRIP FEES

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

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

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

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

Complete the following questions if the trip is curricular.

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

We would be learning multiple pieces by Eric Whitacre, a prominent contemporary American composer, and then getting to work on that music with the composer himself and perform it at Carnegie Hall. It would be advanced, 4+ part a cappella music and/or 4+ part music with a professional orchestra. We would sing advanced music with exceptional musicianship and attention to detail, tone, dynamics, meaning. To get to work with the composer AND sing at Carnegie Hall is truly a once in a lifetime experience for these kids.

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

Daily rehearsal, performance of pieces at our fall & winter concerts, a pre-New York trip concert for parents, daily reflection and assessment.

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

To get to work with Eric Whitacre on his own music is a tremendous honor. We were asked to perform with him based on our ability and skill level - it was not open to anyone to go, so to be asked is a really big deal and shows how strong our program is. Singing this quality of music with the composer himself, to really explore with the composer the meaning behind each piece will be unlike anything these kids have ever experienced. To sing at Carnegie Hall is also a huge opportunity. They will also have wonderful enrichment opportunities, such as seeing a Broadway show, 911 Memorial, Empire State Building, and a museum. This is a trip that every single student will remember forever.

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

In-class reflection, watch our performance, and take that experience with us forever.

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

Saturday, November 23: Travel to NYC, arrive at hotel. Additional activities will be dependent on what time our flight is. If we arrive early enough, we will have time to fit in sight-seeing/museum/maybe even another show.

Sunday, November 24:

AM: 4-5 hour rehearsal with Eric Whitacre at hotel ballroom. Then time for lunch and a museum or sightseeing.

PM: Group dinner followed by Broadway show.

Monday, November 25:

AM: 4-5 rehearsal with Eric Whitacre at hotel ballroom. Then time for lunch and a museum or sightseeing.

PM: Group dinner followed by Empire State Building or cruise around Statue of Liberty.

Tuesday, November 26:

AM: Dress rehearsal at Carnegie Hall with Eric Whitacre. Then lunch and back to hotel to pack and get dressed for performance.

PM: Group dinner followed by performance at Carnegie Hall. Reception for all performers at a local restaurant after the performance. Return to hotel.

Wednesday, November 27: Fly back to Novi.

APPROVAL



Sponsor's Signature



Administrator's Signature

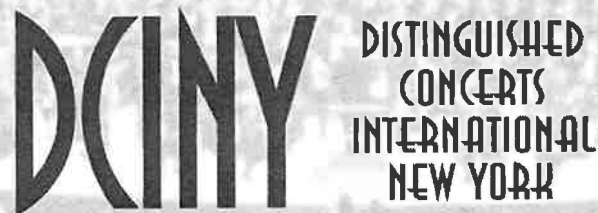
DISTINGUISHED CONCERTS INTERNATIONAL INVITATION

The Holiday Music of Eric Whitacre

Eric Whitacre, Conductor

Isaac Stern Auditorium/Perelman Stage, Carnegie Hall

Novi High School



Changing Lives through the Power of Performance



Distinguished Concerts International New York

250 West 57th Street, 19th Floor, New York, NY 10107 | 212.707.8566 | Concerts@DCINY.org



PROJECT INVITATION AND OVERVIEW

Dear Claire,

In recognition of your dedication to musical excellence, and due to the high quality of your audition recording, it is with great pleasure that I extend an invitation to you and the Novi High School Choirs to participate in a performance of the Holiday Music of Eric Whitacre on the DCINY Concert Series in New York City. This performance is planned to take place November 26th, 2024 in Isaac Stern Auditorium at Carnegie Hall under the baton of Eric Whitacre. Congratulations to you and your singers on this wonderful achievement and recognition!

Your musicians will join with other outstanding choristers to form the Distinguished Concerts Singers International, a choir of distinction. DCINY, a professional production company with experience presenting at venues including Carnegie Hall and Lincoln Center for the Performing Arts, provides a quality performance experience in collaboration with high caliber musicians and soloists. The residency includes two half-days of rehearsals and clinics, culminating in a performance with Eric Whitacre on the podium.

I am excited about the prospect of including you and your singers in pursuit of a glorious and memorable concert. It is only fitting that you are given this unique opportunity to perform in one of the world's greatest concert halls, which itself represents excellence and musical achievement.

I look forward to working closely with you in the creation of a most rewarding performance for your singers.

With kind regards,

Jonathan Griffith, DMA
Artistic Director and Principal Conductor



PERFORMING ARTS PARTNER and VIP PATRON BENEFITS

The mission of Distinguished Concerts International New York is to promote musical excellence and education by producing concerts created and supported by the artists themselves. By becoming a Performing Arts Partner of the DCINY Concert Series, you help to make this excellence possible by supporting the programming that you love.

DCINY PERFORMING ARTS PARTNER:

\$950 USD per person: *This discounted rate available for a group of 10+ registered performers.*

\$1,000 USD per person: *For individuals and performing groups of 9 or fewer registered performers.*

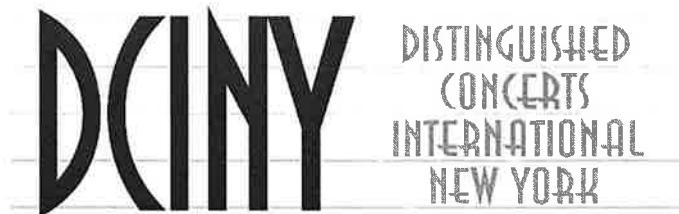
DCINY VIP PATRON

\$475 USD per person: *This discounted rate available for a group of 10+ registered performers.*

\$500 USD per person: *For individuals and performing groups of 9 or fewer registered performers.*

This proposal and fee is based on DCINY's standard concert production as outlined in this proposal. Additional special lighting, recording, staging and sound requests may incur higher venue productions costs which will be passed on directly to the Artist for review and approval. Once the concert venue and date have been confirmed, all payments are nonrefundable.





250 West 57th Street, 19th Floor
New York, NY 10107
212.707.8566 (tel)
Concerts@DCINY.org
www.DCINY.org

Changing Lives through the Power of Performance

PERFORMING ARTS PARTNER and VIP PATRON BENEFITS

The mission of Distinguished Concerts International New York is to promote musical excellence and education by producing concerts created and supported by the artists themselves. By becoming a Performing Arts Partner of the DCINY Concert Series, you help to make this excellence possible by supporting the programming that you love.

PERFORMING ARTS PARTNER Definition:

A performer who supports musical excellence by becoming an individual underwriter for a DCINY concert production

\$950.00 USD per person: This discounted rate available for a group of 10+ registered performers.

\$1,000.00 USD per person: For individuals and performing groups of 9 or fewer registered performers.

VIP PATRON Definition:

A non-performing individual including family, friends, chaperones and other supporters of our Performing Arts Partners

\$475.00 USD per person: This discounted rate available for a group of 10+ registered performers.

\$500.00 USD per person: For individuals and performing groups of 9 or fewer registered performers.

DCINY PERFORMING ARTS PARTNER INCLUSIONS:

- A performance at the venue contracted including stage crew and labor, ushers, house management and all concert details and day-to-day management needed to facilitate the performance. When applicable, this will include an orchestra of professional musicians and soloists.
- General rehearsal or sound check at the venue, when applicable.
- Choral rehearsals with piano in a non-venue location, as scheduled and when applicable.
- Every registered person receives a security badge allowing him/her stage door admittance to the contracted venue and entrance to all rehearsals, concert and the post-concert Artist and VIP Patron Gala Reception. Without a formal artist badge there will be no admittance to any of these events.
- Invitation to the post-concert Artist and VIP Patron Gala Reception. This will be an exclusive celebration limited only to registered performers and VIP Patrons.

ADDITIONAL INCLUSIONS FOR GROUPS OF 10+ PERFORMERS:

- Discounted registration rate and payment in three installments.
- All ensembles of 10 or more registered performers will be listed as concert co-sponsors. Their Performing Arts Partners will be individually acknowledged in the program as underwriters.
- At the mandatory Meeting for Directors (details to follow) or after the performance where applicable, each ensemble of 10 or more registered performers will receive:
 - A reduced size replica of the concert poster announcing the performance.
 - One archival performance recording (DVD or video link, pending current venue options).
 - Performance photographs (available online).
 - Full PR coverage including ensemble listing in concert program and poster as a concert co-sponsor.

PERFORMANCE PREPARATION:

- Groups will receive professional audience development, public relations, marketing campaign and assistance in media coverage in each group's individual market and hometown.
- Where applicable, groups will receive special conductors/composers notes and music information updates.
- DCINY performing arts partners are responsible for obtaining their own copy of the selected concert repertoire.

REGISTRATION DETAILS and TRAVEL:

- There is no minimum number of singers required to participate in any DCINY choral concert.
- DCINY ensembles and participating underwriters are welcome to make their own travel/lodging arrangements. DCINY's preferred travel agency is Artist Travel Consultants (ATC). Contact ATC directly to request special DCINY Artist rates, travel arrangement assistance and unique packages to consolidate all of your needs, including DCINY Participation. Call 212.707.8170 or visit www.ArtistTravels.com.
- Participants are required to submit their confirmed itineraries to DCINY 60 days in advance of their performance (including travel arrangements, residency hotels and any transfers). It is the responsibility of each participant to arrive with adequate time prior to the first scheduled rehearsal.
- It is a mandatory requirement that for any performing ensemble comprised of musicians in the primary, middle school and/or high school age group, the group will have a ratio of 1 CHAPERONE PER 10 PERFORMERS. It is also the policy of DCINY that each chaperone is either a registered performer or a registered VIP Patron and is 25 years of age or older. Registered chaperones will be expected to be in attendance at all rehearsals and the performance.
- It is the responsibility of each artist to be present and on time to each scheduled event. All performers are expected to be musically prepared and to conduct themselves in a professional manner at all times. DCINY reserves the right to withdraw rehearsal and performance rights from any artist who fails to meet these obligations and to dismiss them from their participation immediately with no refund of monies paid.
- All participants agree to adhere to and recognize all decisions made by DCINY as final relating to their performance.
- With every twenty (20) performer registrations, there is one (1) additional complimentary registration for the twenty-first performer. This will be applied to the group's invoice as a credit after the first deposit is received.
- DCINY strongly suggests that you and your participants consider trip insurance for your visit to NYC. Trip insurance can help protect and reimburse you in the event of unforeseen circumstances. DCINY has a non-refundable policy, as does many travel vendors. We recommend Allianz. <http://artisttravels.com/travel-insurance/>
- Do not make any non-transferable or non-refundable arrangements (travel, hotel, shows, etc.) until DCINY can confirm all participants and the rehearsal schedules for this residency with you in writing. DCINY will not be responsible for any conflicts made prior to this written concert confirmation.
- Groups are strongly encouraged to make deposits with DCINY only for those performers and VIP Patrons that have made a financial commitment to the group for this event.

DCINY VIP PATRON INCLUSIONS:

- A concert ticket to the performance at the venue contracted in the best seats in the house at the time of the VIP Patron's registration.
- An official patron badge allowing for stage door admittance to the contracted venue, entrance to all rehearsals, and the post-concert Artist and VIP Patron Gala Reception. Without a formal patron badge, there will be no admittance to any of these events.
- Invitation to the post-concert Artist and VIP Patron Gala Reception. This will be an exclusive celebration limited only to registered performers and VIP Patrons.
- VIP Patrons may travel with their ensemble or make their own individual travel arrangements. VIP Patron participation is optional. Non-performers are welcome to purchase concert tickets separately, however, admittance to rehearsals and the post-concert Artist and VIP Patron Gala Reception is not possible without a full VIP Patron registration.
- VIP Patron spaces and prime concert seating is limited in numbers so early registration is highly recommended.

REGISTRATION and PAYMENT SCHEDULE (or mutually agreeable schedule):

For Performing Arts Partners in groups of 10 or more performers, \$950.00 USD per person:

- \$200.00 per person – Initial payment due to DCINY within 2 weeks of invoicing in order to reserve your place during the residency (unless alternate due date is mutually agreed upon with DCINY)
- \$300.00 per person – Second payment date to be set midway between 1st and final/3rd payment
- \$450.00 per person – Third and final payment due to DCINY by no later than 90 days prior to your performance

For VIP Patrons in groups of 10 or more performers, \$475.00 USD per person (to coincide with Performer deposit schedule):

- \$200.00 per person – Initial payment due to DCINY within 2 weeks of invoicing in order to reserve your place during the residency (unless alternate due date is mutually agreed upon with DCINY)
- \$275.00 per person – Final payment due in full to DCINY by Performers 2nd deposit date. Early registration encouraged to assure availability and prime seating. VIP Patron registrations can be accepted past this deadline if space is available but is not guaranteed.

For individuals and performing groups of 9 or less, \$1000.00 USD per person; VIP Patron, \$500.00 USD per person (limited availability):

- \$1,000.00 per person and/or \$500.00 per VIP Patron due in full to DCINY within 2 weeks of invitation in order to reserve your place during the residency (unless alternate due date is mutually agreed upon with DCINY). To register with credit card, please call 212.707.8566 Ext. 326 or email Accounting@DCINY.org for instructions.

*Please note that there is a 5% service fee for any partial credit card transactions. Group discount and payment plan available only to groups of 10+ performers.

*Participants who register for a 2nd DCINY NYC event to occur within a year of their previous DCINY event will receive a 10% discount on their registration fees for the 2nd concert event (Performer and/or VIP Patron).

All payments are non-refundable unless DCINY unilaterally cancels your concert for reasons other than those beyond the control of DCINY (ie. Force Majeure, Act of God) as further detailed in your Agreement with DCINY.

- Any registration fees paid by a performer or VIP Patron who cancels may be transferred to a replacement of the same registration type. If a performer or VIP Patron cancels after the group's first deposit and before the second deposit is made, their initial deposit will remain on the group's account and be applied toward the group's final balance. If a performer or VIP Patron cancels after the second deposit is made and no replacement is found by the group or person by the 3rd and final payment, all deposits made for that person will be forfeited. No transfers or substitutions will be allowed nor credits given after the 3rd and final payment due date.
- You may add new performer or VIP Patron registrations after your initial deposit so long as space is available on your concert date. New additions must be current with the group's payment schedule or be paid in full at the time registration.
- DCINY has the right to assess penalties for payments not received by printed deadlines as indicated on your invoice. A late fee of 3% of payment due (minimum of \$50) per past due invoice may be assessed if not received by due date. Please make use of traceable mail or ACH/wire payment options to keep to agreed upon deadlines.

This document is current as of 06/16/2023 and is applicable to concerts occurring from January 1, 2024 through December 31, 2024 in New York and is not applicable for special events or artist series. Until formal registration and deposit is received by DCINY, pricing may change.



PREPARED ESPECIALLY FOR:

Novi High School
 NYC Performance Tour
 November 23-27, 2024

YOUR TRAVEL EXPERIENCE BEGINS HERE



Vivian Irizarry
 ARTIST TRAVEL CONSULTANTS
 250 West 57th Street, 19th Floor
 New York, NY 10107
 Vivian@artisttravels.com

ACCOMMODATIONS

Round-trip coach airfare between Detroit, MI (DTW) and New York City **Estimated Confirmed Rates will be quoted upon request and require deposit within 2 weeks to secure quote.*

Round trip Private Group Airport Transportation between NYC Airport and NYC Hotel

FOUR Nights Hotel Accommodations at mid-town hotel

TRAVEL

Hotel is within walking distance of Times Square, DCINY Rehearsals, and Performance Venue

Air & Land	QUAD (2 beds - 4 people)	TRIPLE (2 beds - 3 people)	DOUBLE-DOUBLE (2 beds - 2 people)	DOUBLE-KING (1 bed – 2 people)	SINGLE (1 bed – 1 person)
Price Per Guest*	\$1110	\$1250	\$1530	\$1530	\$2380

The above prices are in USD, per person, include all hotel taxes, mandatory baggage handling fee at hotel (one suitcase per person), luggage storage (one suitcase per person), gratuities and service charges. All hotel guest rooms have either One Queen or King Bed or Two Double Beds per room. Additional Nights are sold on a first come / first served basis and are not guaranteed until confirmed by the travel consultant. **Package price does not include airline-imposed checked luggage fees.** It is the responsibility of all the travelers to have the proper documentation to travel domestically or internationally. Please contact your local authorities or embassy as needed.

PLEASE SEE PAGE TWO (2) FOR SPECIFIC CANCELLATION POLICIES.

PACKAGE OPTIONS (20 participant minimum)

<u>STUDENT</u>	<u>STANDARD</u>	<u>PREMIUM</u>
Starting at \$325 USD p/p: (1) Broadway show ticket (1) Sightseeing Activity (3) Group Meals	Starting at \$350 USD p/p: (1) Broadway show ticket (1) Sightseeing Activity (2) Group Meals	Starting at \$395 USD p/p: (1) Premium Broadway show ticket (1) Sightseeing Activity (1) Deluxe Group Meals

Group Meal Options include but not limited to: Applebee's; Bill's Burgers; Bubba Gump's; Carmine's*; Ellen's Stardust Diner*; Hard Rock Café; Havana Central*; Landshark Bar & Grill*; Margaritaville; Morton Williams; PF Chang's (Union Sq.); Stella 34 Trattoria*; Tony's DiNapoli*; Trattoria Dell'Arte*; Virgil's Real BBQ*

Sightseeing Options include but not limited to: 9/11 Memorial Museum; Circle Line Cruise; Empire State Building*; Museum of Natural History; MOMA; Metropolitan Museum of Art; Guggenheim Museum; One World Observatory*; Radio City Tour*; RiseNY; SUMMIT One Vanderbilt*; Top of the Rock*; Backstage Theater Tours (minimum participation varies per venue)

If there is something that you would like to see that is not on the list, please let us know.

Options listed with asterisk are available with upcharge

INITIAL DEPOSIT OF \$200 PER PERSON

Rates are subject to change and based on availability at the time of booking.

FINAL PAYMENT ON AIR INCLUSIVE PACKAGES DUE 90 DAYS PRIOR TO ARRIVAL



THE BENEFITS OF GROUP TRAVEL

One of the greatest benefits to booking group travel through ATC, is to save you; the Faculty Member, Choir Director, and/or Professor the time and hassle of handling the booking on your own. Additional benefits include:

- Seat Count Reduction w/o penalty or charge (Group must maintain 10+ passengers).
- Your group will work with a dedicated IATA certified agent for personalized service. This agent is a direct contact, someone who knows the industry and can work on your reservation should any questions or complications arise.
- All of our agents are familiar with the hotels they fill; each have dined at the restaurants they recommend and have experienced the tours they book. All to say that our agents are very comfortable accommodating your arrangements, and upon request can make suggestions, specifically to compliment your DCINY experience.
- Artist Travel Consultants have provided travel arrangements for thousands of DCINY Alumni and has the experience and relationships to ensure your travel is safe, manageable and comfortable.

ATC DEPOSIT AND CANCELLATION POLICY

The initial deposit is non-refundable. Cancellations prior to 5-months arrival, can be applied to the total balance. From 5-months to 3-months prior to arrival, the deposit is transferable only if a replacement is found. If no replacement is found the deposit is forfeited.

Air Travel - Once contracted, the cut-off date to make changes to the number of airline tickets is 90 days prior to the date of event. Ticketed flights are not refundable. An increase in the amounts of seats from initial contract will be based on availability and subject to a rate increase. Final airline itineraries and e-tickets will be confirmed 30 days prior to arrival. Group deposit to airlines require 100% commitment and are non-refundable and can be transferred prior to ticketing; names changes after ticketing are subject to the individual airline fees and fare differences at their discretion. Any revisions made after ticketing will also have an administrative fee from Artist Travel Consultants. Specific airline rules and regulations will supersede the policies noted above.

Hotel Cancellation - Guests rooms reserved from your initial deposit can be amended up to 90 days prior to the event. Final hotel accommodations will be confirmed 30 days prior to travel.

Tour Packages - Theatre Tickets, Sightseeing Tickets, and Dinner Reservations that are purchased on behalf of your group are 100% non-refundable.

ATC strongly suggests the purchase of trip protection for arrangements booked through ATC.

Speak with your ATC agent about travel insurance options available for your participants.

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

SUPERINTENDENT OF SCHOOLS

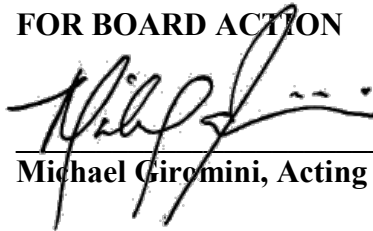
TOPIC: Japanese School of Detroit Donation

In celebration of their 50th anniversary, the Japanese School of Detroit would like to present the Novi Community School District with a generous donation check in the amount of \$5,000.00.

RECOMMENDATION:

That the Novi Community Schools Board of Education accept the generous donation(s) as presented, with appreciation and thanks.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Michael Giromini, Acting Superintendent

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

SUPERINTENDENT OF SCHOOLS

TOPIC: VOICE PTO Donations

The VOICE PTO is presenting a generous donation in the total amount of \$1,200.00 to bring the Upland Farms field trip to Village Oaks. The schedule for the “stay” field trip is:

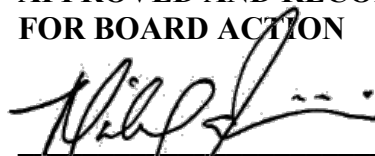
Schedule:

8:45 am – 9:20 am: setup
9:20 am – 10:05 am: kindergarten
10:05 am – 10:40 am: first grade
11:00 am – 11:45 am: second grade
11:45 am – 12:05 pm: break
12:05 pm – 12:50 pm: third grade
12:50 pm – 1:25 pm: break
1:25 pm – 2:05 pm: fourth grade

RECOMMENDATION:

That the Novi Community Schools Board of Education accept the generous donation(s) as presented, with appreciation and thanks.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Michael Giromini, Acting
Superintendent

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

SUPERINTENDENT OF SCHOOLS

TOPIC: Athletic Booster Donation

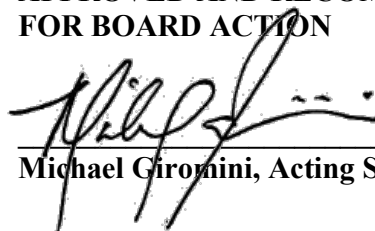
The Novi Athletic Booster is presenting a generous donation in the total amount of \$39,084.00 for the items listed below:

Spring Grants	\$4,374
Baseball - Wireless Communication System & 2024 Contract	\$1,209
Lacrosse (Boys) - Training Equipment & Specialized Positional Training	\$960
Softball - Training Equipment	\$750
Track & Field (Boys and Girls) - Hurdle carts (quantity 3)	\$1,455
Team Donations for Meeting Attendance <i>Monetary donations earned by program (parent) representatives for attending monthly meetings and then sharing meeting materials/information with program's coaches and families. HS Programs have the opportunity to earn \$500 a school year for attending the majority of NAB General Membership meetings (paid out in 2 increments). MS Programs have the same opportunity, but earn \$250 a school year.</i>	\$6,250
Direct Team Donation to Middle School Field Hockey <i>Matching monetary donation made from an individual's place of employment to benefit a specific program/sport.</i>	\$3,100
Committee Donations <i>Monetary donations earned by parent volunteers/teams for performing NAB Committee duties and/or running Concessions.</i>	\$24,000
Charity Mania (Fundraising) <i>Monetary earnings from selling Charity Mania fundraising cards for sports programs. Earnings are made as a donation to seller's sports program.</i>	\$1,360
	\$39,084

RECOMMENDATION:

That the Novi Community Schools Board of Education accept the generous donation(s) as presented, with appreciation and thanks.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Michael Giromini, Acting Superintendent

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

ASSISTANT SUPERINTENDENT OF TALENT MANAGEMENT AND DEVELOPMENT

TOPIC: Personnel Recommendations

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

A. New Hires

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Rate</u>	<u>Effective</u>
NEA:					
Weaver, Jennifer	NM	Special Education Resource Room Teacher	New Hire	MA+30	04-01-24
NESPA:					
Kavieff, Mara	VO	Special Education Resource Room Para	New Hire	Hourly	03-11-24
Yob, Emily	HS	Special Education Self-Contained Para	New Hire	Hourly	03-18-24
Non Bargaining:					
Goven, Donald	Career Prep	Night Lead	New Hire	Hourly	03-07-24
Minnick, Sheila	Adult Ed	ESL Teacher	New Hire	Hourly	03-11-24

B. Retirements and Resignations

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
NEA:				
Kammerer, Justina	VO	1 st Grade Teacher	Resign	06-07-24
Saxton, Robert	HS	Science Teacher	Retire	06-07-24
Sholtis, Erica	PV	2 nd Grade Teacher	Resign	06-07-24
NESPA:				
Blankstrom, Karen	MS	Special Ed. Para	Retire	06-07-24
Fritschen, Pamela	HS	General Ed. Para	Retire	06-07-24
Mueting, Joann	ECEC	Facilities Secretary	Retire	07-12-24

NTA:

Kramer, Pinhas	Trans.	Bus Driver	Resign	02-29-24
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PSNU:

Wolf, Rachael	ECEC	Preschool Teacher	Resign	03-22-24
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C. Leaves of Absence

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
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NEA:

Dehne, Anne	NM	6 th Grade Teacher	Child Care #1	06-30-24
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Furlow, Seth	HS	Science Teacher	Association Leave #2 3 of 3 Years	06-30-24
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Gault, Kelsey	NM	School Social Worker	Child Care #2	06-30-24
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Madafferi, Chandra	HS	Health Teacher	Association Leave #3 2 of 3 Years	06-30-24
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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 14, 2024**

SUPERINTENDENT OF SCHOOLS

TOPIC: Policy Updates – Policy 5409 – Academic Credits and Graduation

The Governance and Policy Committee met on February 1, 2024 to discuss policy 5409. The office of academics submitted this policy to the committee for review. The current policy did not reflect the current requirements, so it need to be brought up-to-date.

The Curriculum Committee met on March 7, 2024 to discuss this policy further. They are requesting that the Board add: 0.5 Personal Finance Credit. Novi students are currently getting this credit in a couple of course offerings and with this change to policy, the policy would now reflect it.

RECOMMENDATION:

That, in the best interest of the Novi Community School District, the Board of Education adopt Thurn Law Policies 5409 as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Ben Mianka, Superintendent

Proposed Change in Board Policy 5409:

Background:

There are two proposed changes below. The first, to 5409A, is proposed because section 380.1278a of the Revised School Code now requires Michigan students entering 8th grade in 2023 to complete a ½ credit course in personal finance that meets subject area content expectations developed by the Michigan Department of Education (MDE) and approved by the State Board of Education (SBE). The change proposed reflects this ½ credit requirement.

The second change, to 549C, relates to a course repeat policy. Historically, and currently, NHS allows students to repeat certain courses for credit. These courses are usually designed to be repeated, such as Broadcast Communications, Band and Orchestra, Peer to Peer, and Integrated Studies. If this change is adopted, NHS will specifically indicate which courses are allowed to be repeated for credit in their descriptions in the course catalog.

Current Language

Language targeted for proposed change are highlighted.

A. Graduation Requirements

A student must successfully complete all graduation requirements to earn a high school diploma. The Superintendent will ensure that the District's required credits and graduation criteria are consistent with state law and annually published in applicable student handbooks.

A total of 22 credits are required for graduation from Novi High School. Students must complete:

4 - English Credits	0.5 – Health Credit
4 – Math Credits	0.5 – Physical Education Credit
3 – Social Studies Credits	1 – Visual Performing Arts Credit
3 – Science Credits	4 – Additional Credit
2 – World Language	

C. Earning Credit

The District will grant credit to a student who successfully completes a course. Successful completion means that the student has demonstrated mastery of the state- or District-approved subject area content standards for the course by obtaining a D- or higher grade in the course based, in part, on at least 1 state or District-approved assessment.

Alternatively, the District will grant equivalent credit for a required Michigan Merit Curriculum course if the student earns a qualifying score, as determined by MDE or by the District, on a state- or District-approved assessment (i.e., “testing out”).

The District will grant equivalent credit for a course if the student demonstrates a reasonable level of mastery by achieving a C+ or better on the final examination for the course or, if there is no final examination, by demonstrating subject area content knowledge by obtaining a C+ or better on an alternative assessment, such as a portfolio, performance, paper, project, presentation, or other established means. A student who earns credit in a course by “testing out” will not earn a grade in the course, and the credit will not be considered for determining grade point average or any honors earned based on grade point average.

The District will grant a student credit toward a diploma or alternative certificate if the student successfully completes, before entering high school, a state-mandated curriculum requirement by demonstrating proficiency on the content expectations for that curriculum requirement, either through successfully completing the course or by testing out.

Once a student earns credit in a course, either by successfully completing the course or by testing out, the student may not earn additional credit for the course or for a lower level course in the same subject.

The Board will recognize credits earned at other public schools and at accredited nonpublic schools. For students transferring from a home school program, the Superintendent or designee will assess whether the home school credit reflects proficiency in state and District content expectations for each course for which the student seeks to transfer credit. If the Superintendent or designee determines that the student is proficient in the subject area content, the District will award transfer credit.

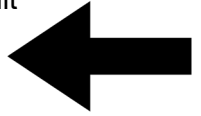
Proposed Changes:

B. Graduation Requirements

A student must successfully complete all graduation requirements to earn a high school diploma. The Superintendent will ensure that the District’s required credits and graduation criteria are consistent with state law and annually published in applicable student handbooks.

A total of 22 credits are required for graduation from Novi High School. Students must complete:

- | | |
|----------------------------|-----------------------------------|
| 4 - English Credits | 0.5 – Health Credit |
| 4 – Math Credits | 0.5 – Physical Education Credit |
| 3 – Social Studies Credits | 1 – Visual Performing Arts Credit |
| 3 – Science Credits | 0.5 – Personal Finance Credit* |
| 2 – World Language | 4.0 – Additional Credit |



*This .5 credit requirement begins with the class of 2028 and will replace a .5 credit in math, world language, or visual performing arts

D. Earning Credit

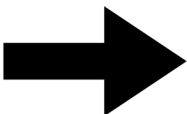
The District will grant credit to a student who successfully completes a course. Successful completion means that the student has demonstrated mastery of the state- or District-approved subject area content standards for the course by obtaining a D- or higher grade in the course based, in part, on at least 1 state or District-approved assessment.

Alternatively, the District will grant equivalent credit for a required Michigan Merit Curriculum course if the student earns a qualifying score, as determined by MDE or by the District, on a state- or District-approved assessment (i.e., “testing out”).

The District will grant equivalent credit for a course if the student demonstrates a reasonable level of mastery by achieving a C+ or better on the final examination for the course or, if there is no final examination, by demonstrating subject area content knowledge by obtaining a C+ or better on an alternative assessment, such as a portfolio, performance, paper, project, presentation, or other established means. A student who earns credit in a course by “testing out” will not earn a grade in the course, and the credit will not be considered for determining grade point average or any honors earned based on grade point average.

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Once a student earns credit in a course, either by successfully completing the course or by testing out, the student may not earn additional credit for the course or for a lower level course in the same subject, except in the following circumstances. A student can repeat a course for credit if the course catalog specifically states that the course may be repeated in the course description. Any further exceptions must be approved by an administrator.



The Board will recognize credits earned at other public schools and at accredited nonpublic schools. For students transferring from a home school program, the Superintendent or designee will assess whether the home school credit reflects proficiency in state and District content expectations for each course for which the student seeks to transfer credit. If the Superintendent or designee determines that the student is proficient in the subject area content, the District will award transfer credit.

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

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

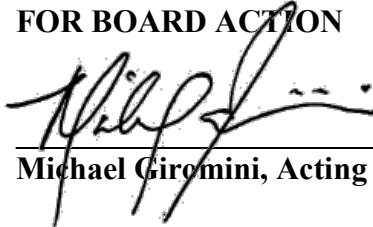
TOPIC: Novi High School Baseball, Softball, and Tennis Project

On February 13, 2024, sealed bids were received and publicly opened, recorded and tabulated. In attendance were representatives from the Novi Community School District, Plante Moran Realpoint, TMP Architecture, McCarthy Smith, and interested bidders. The project team conducted interviews and reviewed the proposals and are recommending the attached contracts to be awarded in the total amount of \$12,239,974.

RECOMMENDATION:

That, in the best interest of the Novi Community School District, the Board of Education award contracts for the Novi High School Baseball, Softball, and Tennis Project as presented in the total amount of \$12,239,974.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Michael Giromini, Acting Superintendent



March 14, 2024

Mr. Devin Kling
Assistant Superintendent of Business and Operations
Novi Community School District
25345 Taft Road
Novi, MI 48374

RE: Novi Community School District 2019 Bond Program
Bid Package #14 – Novi High School Baseball, Softball and Tennis

SUBJ: Contract Award Recommendation

Dear Mr. Kling,

On Tuesday, February 13, 2024 at 1:00 PM, sealed bids were received and publicly opened for the above referenced project. In attendance for the bid opening were representatives from Novi Community School District, Plante Moran Cresa, TMP Architecture Inc., McCarthy & Smith, Inc. and interested bidders. Bids were opened, recorded, and tabulated through a zoom meeting.

The project team conducted post bid interviews with the each of the following, qualified bidders, for each bid division of work listed below. During the post bid interviews, the project team reviewed the scope of work, project schedule, manpower requirements, and specified materials with each of the contractors. Based upon the project team’s review of the proposals and bidders, we propose the following recommendations to Novi Community School District for contract award:

Bid Division 101: Sitework

Mr. Bruce Kilmer
Midwest Landscape Group
1980 Union Lake Rd
Commerce Charter Twp, MI 48382

Base Bid	\$	2,467,847
PLM Bond (Merchants Bonding Company)	\$	24,678
Alternate 1: South Parking Lot	\$	64,278
Undercut Allowance	\$	875,294
TOTAL	\$	3,432,097

Bid Division 102: Asphalt Paving / Site Concrete

Mr. Rob Nagle
Nagle Paving Company
39525 West 13 Mile Road
Novi, MI 48377

Base Bid	\$	403,790
PLM Bond (Western Surety)	\$	2,100
Alternate 1: South Parking Lot	\$	128,500
TOTAL	\$	534,390

Bid Division 104: Concrete Footings and Foundations

Mr. Mike Moran
Merlo Construction Company, Inc.
 4964 Technical Dr
 Milford, MI 48381

Base Bid	\$	699,412
PLM Bond (Great American Insurance Co.)	\$	6,500
Alternate 1: South Parking Lot	\$	204,534
Alternate 2: Grandstand Foundations	\$	<u>(72,500)</u>
TOTAL	\$	837,946

Bid Division 106: Masonry

Mr. Anthony D'Aloisio
D'Aloisio Masonry & Construction, Inc.
 31700 Eight Mile Road
 Farmington Hills, MI 48336

Base Bid	\$	708,400
PLM Bond (Selective Insurance Co. of America)	\$	<u>9,900</u>
TOTAL	\$	718,300

Bid Division 107: Steel

Mr. Mark Moceri
Judd Industrial Contracting, Inc.
 17900 Ryan Rd
 Detroit, MI 48212

Base Bid	\$	273,600
PLM Bond (Merchant's Bonding Company)	\$	<u>5,297</u>
TOTAL	\$	278,897

Bid Division 108: General Trades / Carpentry

Mr. Matt Kulie
ANM Construction Co. Inc.
 55331 Lyon Industrial Drive
 Lyon charter Township, MI 48165

Base Bid	\$	302,900
PLM Bond (Merchant's Bonding Company)	\$	3,000
Voluntary Alternate – Athletic Equipment	\$	<u>523,268</u>
TOTAL	\$	829,168

Bid Division 109: Roofing / Sheetmetal

Mr. Ray Armstrong
Armstrong Enterprises, Inc.
 11185 Country Ln.
 Pinckney, MI 48169

Base Bid	\$	98,000
PLM Bond (Merchant's Bonding Company)	\$	<u>5,000</u>
TOTAL	\$	103,000

2nd Low Bidder. Esko Roofing (low Bidder) respectfully requested to have their bid withdrawn from consideration.

Bid Division 114: Aluminum Entrances / Storefronts

Mr. Ken VanBuskirk

Daniels Glass, Inc.

21250 W Seven Mile Rd

Detroit, MI 48219

Base Bid	\$	88,136
PLM Bond (VCT Insurance)	\$	1,763

TOTAL \$ 89,899

Bid Division 120: Painting

Mr. Erlis Vushaj

Twin Brothers Painting

43933 Trent Drive

Clinton Township, MI 48038

Base Bid	\$	54,500
PLM Bond (Jet Insurance Company)	\$	1,635
Voluntary Alternate: Paint Exclusion	\$	(9,200)

TOTAL \$ 46,935

Bid Division 143: Electrical

Mrs. Jennifer Ostach

Innovated Energy Controls

1900 Twin Hills Dr

Howell, MI 48843

Base Bid	\$	956,014
PLM Bond (Merchants National Bonding)	\$	9,650
Alternate 1: South Parking Lot	\$	44,170
Voluntary Alternate: Scoreboard	\$	(70,400)

TOTAL \$ 939,434

Bid Division 149: Fences and Gates

Mr. Scott Keller

Nationwide Construction Group

69951 Lowe Plank Rd

Richmond, MI 48062

Base Bid	\$	838,400
PLM Bond (Liberty Mutual Insurance)	\$	4,192

TOTAL \$ 842,592

Bid Division 154: Tennis Equipment

Mr. Alfredo Campos

DSP Constructors

45500 Grand River Ave

Novi, MI 48374

Base Bid	\$	787,156
PLM Bond (Liberty Mutual Insurance)	\$	6,600

TOTAL \$ 793,756

Bid Division 156: Stadium Bench Seating

Mr. Garrett Pettus
Southern Bleacher Company, Inc.
801 5th St
Graham, TX 76450

Base Bid	\$	977,100
PLM Bond (Fidelity & Deposit Company)	\$	10,000
Alternate 2: Grandstand Foundations	\$	<u>57,460</u>
TOTAL	\$	1,044,560

Bid Division 166: Synthetic Grass Surfacing

Mr. Scott Hayes
S&H Trucking & Excavating, LLC
5722 Lakeshore Drive
Fort Gratiot, MI 48069

Base Bid	\$	1,741,000
PLM Bond (RLI Insurance Company)	\$	<u>8,000</u>
TOTAL	\$	1,749,000

AWARD RECOMMENDATION AMOUNT: \$12,239,974

I trust the above recommendation meets the approval of the administration and the Board of Education. I will be available on March 14, 2024 Board of Education Meeting to address any questions or concerns that may arise.

Please feel free to contact me with any questions.

Sincerely,

Justin Bott

Justin Bott
Sr. Project Manager

cc: Mike Dragoo, Novi Community School District
Sandra Brasil, Novi Community School District

Stewart Reich, TMP Architecture, Inc.
Kevin Donnelly, Plante Moran Cresa

Bill McCarthy, McCarthy and Smith, Inc.
Carolyn Whiting, McCarthy and Smith, Inc.

Novi Community School District 2019 Bond
 BP#14 - Novi High School Baseball / Softball & Tenn
 Prepared by McCarthy & Smith, Inc.
 Bid Received on February 13, 2024
 Project Location: 24062 Taft Road, Novi MI 48375
 Date: 1/18/2024

BID Divisions	Company	Base Bid	PLM Bond	Alternate 1 South Parking Lot	Alternate 2 Grandstand Foundations	Voluntary Alternate 1 - Athletic Equipment	Total Award Rec	Bid Range		
								Bids Received	Low	High
BD 101: Sitework	Midwest Landscape Group	\$2,467,847	\$24,678	\$64,278	\$0	\$0	\$2,556,803	3	\$2,492,525	\$4,270,000
BD 102: Asphalt Paving / Site concrete	Nagle Paving Company	\$403,790	\$2,100	\$128,500	\$0	\$0	\$534,390	1	\$405,890	\$405,890
BD 104: Concrete Footings & Foundations	Merlo Construction Company, Inc.	\$699,412	\$6,500	\$204,534	(\$72,500)	\$0	\$837,946	3	\$705,912	\$1,099,500
BD 106: Masonry	D'Aloisio Masonry & Construction, Inc.	\$708,400	\$9,900	\$0	\$0	\$0	\$718,300	7	\$718,300	\$952,250
BD 107: Steel	Judd Industrial Contracting, Inc.	\$273,600	\$5,297	\$0	\$0	\$0	\$278,897	4	\$278,897	\$426,683
BD 108: General Trades / Carpentry	ANM Construction Co. Inc.	\$302,900	\$3,000	\$0	\$0	\$523,268	\$829,168	2	\$305,900	\$435,442
BD 109: Roofing / Sheetmetal	Armstrong Enterprises, Inc.	\$98,000	\$5,000	\$0	\$0	\$0	\$103,000	3	\$23,950	\$112,189
BD 114: Aluminum Entrances / Storefront / Glass / Glazing	Daniels Glass, Inc.	\$88,136	\$1,763	\$0	\$0	\$0	\$89,899	2	\$89,899	\$97,700
BD 120: Painting	Twin Brothers Painting	\$54,500	\$1,635	\$0	\$0	(\$9,200)	\$46,935	2	\$18,000	\$56,135
BD 143: Electrical	Innovated Energy Controls	\$956,014	\$9,650	\$44,170	\$0	(\$70,400)	\$939,434	4	\$965,664	\$1,119,317
BD 149: Fences and Gates	Nationwide Construction Group	\$838,400	\$4,192	\$0	\$0	\$0	\$842,592	2	\$842,592	\$1,077,643
BD 154: Tennis Equipment	DSP Constructors	\$787,156	\$6,600	\$0	\$0	\$0	\$793,756	3	\$793,756	\$879,400
BD 156: Stadium Bench Seating	Southern Bleacher Company, Inc.	\$977,100	\$10,000	\$0	\$57,460	\$0	\$1,044,560	4	\$987,100	\$1,533,200
BD 166: Synthetic Grass Surfacing	S&H Trucking & Excavating, LLC	\$1,741,000	\$8,000	\$0	\$0	\$0	\$1,749,000	4	\$1,642,792	\$1,749,000
Total:		\$10,396,255	\$98,315	\$441,482	(\$15,040)	\$443,668	\$11,364,680	44	\$10,271,177	\$14,214,349

BUDGET SUMMARY			ALTERNATE SUMMARY		
	Budget	Cost	ALTERNATES	Cost	Accepted
Budgeted 14 Construction	\$ -	\$10,494,570	'Alternate 1 - South Parking Lot	\$ 441,482	\$ 441,482
			'Alternate 2 - Grandstand Foundations	\$ (15,040)	\$ (15,040)
Total BP#14 Construction		\$10,494,570	Alternate Total	\$ 426,442	\$ 426,442
TOTAL ACCEPTED ALTERNATES		\$ 870,110	VOLUNTARY ALTERNATES	Cost	Accepted
Undercut Allowance		\$ 875,294	Alternate 1 - Athletic Equipment	\$443,668	\$443,668
Total Award Recommendation		\$12,239,974	Alternate 2 -	\$0	\$0
			Voluntary Alternate Total	\$ 443,668	\$ 443,668

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

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: Novi Meadows Addition and Renovation Structure Cabling Project

In March 2023 the District awarded contracts to Moss Audio to provide the structured cabling systems at Meadows Elementary and to DAT to provide the public address, clock, and classroom audio/visual systems for Phase I and this work was satisfactory. Tonight, the team is requesting a change order be issued so that the work can be extended into Phase 2 of the work

The Quotes for Phase II are as follows:

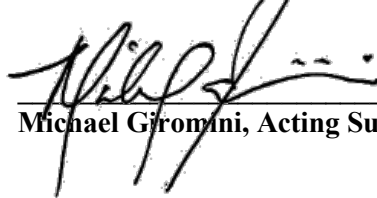
Moss Audio	Phase 2 structured cabling	\$62,439.34	
	Contingency of 10%	<u>6,244.00</u>	
Total award for the change order to Moss Audio			\$68,683.35
DAT	Phase 2 PA, Clock, and Classroom A/V	\$147,003.00	
	Contingency of 10%	<u>14,700.00</u>	
Total award for the change order			\$161,703.00
DAT	Phase 2 for the Music Classrooms	\$108,203.00	
	Contingency of 10%	<u>10,820.00</u>	
Total award for the change order			<u>\$119,023.00</u>
Total amount for the change order to DAT			\$280,726.00

This comes to the Board tonight for approval.

RECOMMENDATION:

That the Novi Community School District Board of Education approve the change order and award contracts to Moss Audio in the total amount of \$68,683.35 and DAT in the total amount of \$280,726.00

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Michael Giromini, Acting Superintendent

February 13, 2024

Mr. Devin Kling
Novi Community School District
Assistant Superintendent of Business and Operations
Educational Services Building
25345 Taft Road
Novi, MI 48347

Project Name: Novi Community School District
Novi Meadows Structured Cabling
Novi, Michigan

IDS Project No.: 19244-1000 BP04

Dear Mr. Kling

In March of 2023 the Novi Community School District awarded Moss Audio the contract to provide the structured cabling systems for the addition at Meadows Elementary School. At the time it was recognized that the work would need to be extended to the renovation phase (Phase 2) of the school building and that a change order would be issued to account for that work, provided Moss Audio's performance during Phase 1 was satisfactory.

The quote from Moss Audio for the Phase 2 work is in-line with the work as bid for Phase 1.

IDS recommends the board approve a change order for the Meadows Elementary Phase 2 structured cabling in the amount of \$62,439.34.

IDS also recommends a district-managed 10% contingency of \$6,244.00.

The total award for this change order is \$68,683.35

Sincerely,

Integrated Design Solutions, LLC



Matt McCarty, PMP
Project Manager

cc: File

ec: J. Smith, NCSD
L. Whiteside, NCSD
K. Donnelly, PM

BULLETIN NO. 11

Issue Date: 01/03/2024
Project Name: NOVI COMMUNITY SCHOOL DISTRICT
NOVI MEADOWS STRUCTURED CABLING
NOVI, MICHIGAN
IDS Project No.: 19244-1000-BP04

THIS BULLETIN IS NOT AN ORDER FOR THE WORK. Do not proceed with the revisions described herein until they are quoted and authorized by Change Order.

Quote each item of this Bulletin on this form, as an Addition, Deduction or No Change. Submit an itemized breakdown of each item showing cost of labor, material, equipment, insurance, taxes, fees, overhead, profit and all associated incidental costs.

Work required by this Bulletin shall be in accordance with the Contract Documents, except as modified herein.

Failure to quote this Bulletin in a timely manner shall not be cause to increase the contract amount or contract time.

Drawings Issued: T3.1A, T3.1C, T3.1D, T3.1E, T3.1G, T3.2A, T3.2C

Specifications Issued: None

Sketches Issued: None

Item No. 1 T3.1A and T3.1C

A. Relocate stairwell (1st floor) security camera data cables in areas A and C.

Add/Deduct/No Change: \$ 280.00

Item No. 2 T3.2A and T3.2C

A. Add security camera data cables in 2nd floor of stairwell

Add/Deduct/No Change: \$ 1,400.00

Item No. 3 T3.1D, T3.1E, and T3.1G

A. Add structured data cables in areas D, E and G as indicated on drawings.

B. Install owner provided wireless access points in locations indicated on drawings.

Add/Deduct/No Change: \$ 60,759.35

cc: File

ec: Jason Smith, NCSD, Lisa Whiteside, NCSD

February 13, 2024

Mr. Devin Kling
Novi Community School District
Assistant Superintendent of Business and Operations
Educational Services Building
25345 Taft Road
Novi, MI 48347

Project Name: Novi Community School District
Novi Meadows PA, Clocks and Classroom A/V
Novi, Michigan

IDS Project No.: 19244-1000 BP08

Dear Mr. Kling

In March of 2023 the Novi Community School District awarded DAT the contract to provide the Public Address, Clock and Classroom Audio/Visual systems for the addition at Meadows Elementary School. At the time it was recognized that the work would need to be extended to the renovation phase (Phase 2) of the school building and that a change order would be issued to account for that work, provided DAT's performance during Phase 1 was satisfactory.

Phase 2 of Meadows Elementary includes four music curriculum classrooms: two choir rooms, a band room, and an orchestra room. The district requested that the technology in these classrooms be the same systems as the technology that was installed in the Novi Middle School music classrooms. DAT provided, installed and configured the technology in the Novi Middle School music classrooms.

The accompanying quote from DAT for the Meadows Elementary music rooms represents pricing that is equal to, or below, REMC Bid List pricing. DAT has an open contract with NCSD to provide the PA and Classroom A/V for Novi Meadows.

IDS recommends the board approve a change order for the Novi Meadows Music classrooms in the amount of \$108,203.00.

IDS also recommends a district-managed 10% contingency of \$10,820.00.

The total award for this change order is \$119,023.00

Sincerely,

Integrated Design Solutions, LLC



Matt McCarty, PMP
Project Manager

cc: File

ec: J. Smith, NCSD
L. Whiteside, NCSD
K. Donnelly, PM

BULLETIN NO. 9

Issue Date: 1/18/2024

Project Name: NOVI COMMUNITY SCHOOL DISTRICT
NOVI MEADOWS PA AND CLASSROOM AV
NOVI, MICHIGAN

IDS Project No.: 19244-1000-BP08

THIS BULLETIN IS NOT AN ORDER FOR THE WORK. Do not proceed with the revisions described herein until they are quoted and authorized by Change Order.

Quote each item of this Bulletin on this form, as an Addition, Deduction or No Change. Submit an itemized breakdown of each item showing cost of labor, material, equipment, insurance, taxes, fees, overhead, profit and all associated incidental costs.

Work required by this Bulletin shall be in accordance with the Contract Documents, except as modified herein.

Failure to quote this Bulletin in a timely manner shall not be cause to increase the contract amount or contract time.

Drawings Issued: None

Specifications Issued: None

Sketches Issued: None

Item No. 1 Provide and install music room audio system in Novi Meadows Choir rooms D114 and E100; Orchestra room E122; and Band Room E123. Equipment and design should match the systems installed in the Novi Middle School choir, band, and orchestra rooms under 19244-1000 Bid Pack 03 Base Bid 2.

Add/Deduct/No Change: \$ 108,203.00

cc: File

ec: Jason Smith, NCSD, Lisa Whiteside, NCSD

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February 13, 2024

Mr. Devin Kling
Novi Community School District
Assistant Superintendent of Business and Operations
Educational Services Building
25345 Taft Road
Novi, MI 48347

Project Name: Novi Community School District
Novi Meadows PA, Clocks and Classroom A/V
Novi, Michigan

IDS Project No.: 19244-1000 BP08

Dear Mr. Kling

In March of 2023 the Novi Community School District awarded DAT the contract to provide the Public Address, Clock and Classroom Audio/Visual systems for the addition at Meadows Elementary School. At the time it was recognized that the work would need to be extended to the renovation phase (Phase 2) of the school building and that a change order would be issued to account for that work, provided DAT's performance during Phase 1 was satisfactory.

The quote from DAT for the Phase 2 work is in-line with the work as bid for Phase 1.

IDS recommends the board approve a change order for the Meadows Elementary PA, Clock and Classroom A/V in the amount of \$147,003.00.

IDS also recommends a district-managed 10% contingency of \$14,700.00.

The total award for this change order is \$161,703.00

Sincerely,

Integrated Design Solutions, LLC



Matt McCarty, PMP
Project Manager

cc: File

ec: J. Smith, NCSD
L. Whiteside, NCSD
K. Donnelly, PM

BULLETIN NO. 8

Issue Date: 1/3/2024

Project Name: NOVI COMMUNITY SCHOOL DISTRICT
NOVI MEADOWS PA AND CLASSROOM A/V
NOVI, MICHIGAN

IDS Project No.: 19244-1000-BP08

THIS BULLETIN IS NOT AN ORDER FOR THE WORK. Do not proceed with the revisions described herein until they are quoted and authorized by Change Order.

Quote each item of this Bulletin on this form, as an Addition, Deduction or No Change. Submit an itemized breakdown of each item showing cost of labor, material, equipment, insurance, taxes, fees, overhead, profit and all associated incidental costs.

Work required by this Bulletin shall be in accordance with the Contract Documents, except as modified herein.

Failure to quote this Bulletin in a timely manner shall not be cause to increase the contract amount or contract time.

Drawings Issued: 8.T3.1D, 8.T3.1E, 8.T3.1G

Specifications Issued: None

Sketches Issued: None

Item No. 1 Provide and install Classroom Audio/Video/PA systems, digital clocks, and PA speakers as indicated in the drawings.

Add/Deduct/No Change: \$ 147,003.00

cc: File

ec: Jason Smith, NCSD, Lisa Whiteside, NCSD

F:\2019\19244\1000\SPCS\BP08\Bln08.docx

Novi Meadows - Bulletin #11

QUOTE #884015902 V1

PREPARED FOR

Novi Community School District

PREPARED BY

Gene Vennettilli

January 30, 2024



Prepared For:
Novi Community School District
 Matt McCarty
 561 Century SW
 Grand Rapids, MI 49503

P:
E: mmccarty@ids-troy.com

Prepared by:
MOSS
 Gene Vennettilli
 561 Century Ave SW
 Grand Rapids, MI 49503

P: (248) 606-7218
E: gene.vennettilli@mosstele.com

Date Issued:
Jan 30, 2024

Expires:
Feb 9, 2024

ERate SPIN #:

Special Contract Ref. #:

N/A

Solution Summary

Structured Cabling				
Part #	Description	Price	Qty	Ext. Price
	Cabling Material			
7131800	General Gen Speed 6E plenum - Blue	\$0.37	15000	\$5,550.00
7131806	General Gen Speed 6E plenum - Green	\$0.37	9000	\$3,330.00
NK688MBU	Cat 6 NetKey module - Blue	\$6.18	77	\$475.86
NK688MGR	Cat 6 NetKey module - Green	\$6.18	39	\$241.02
NK2BXIW-A	2 Position surface mount box	\$2.16	58	\$125.28
NK6PPG48Y	Cat 6 NetKey 48 port patch panel	\$258.36	5	\$1,291.80
NKF4S	4 Port Vertical Faceplate - Stainless Steel	\$7.51	30	\$225.30
84017-40	Single Grommet plate	\$2.99	19	\$56.81
CWR-12-36SD4	26" x 36" x 49" Wall mount cabinet	\$1,177.31	1	\$1,177.31
SR-24-28	PIVOTING CABINET SR SERIES	\$1,404.22	2	\$2,808.44
11252-712	12 " Ladder Racking for 5 New IDF's budget	\$199.98	3	\$599.94
11421-712	Wall angle support - Cable Runway	\$43.50	6	\$261.00
012E88-33131-A3	12 strand single mode fiber - plenum	\$2.14	2700	\$5,778.00
CCH-1U	1U Fiber Closet connector housing	\$245.71	3	\$737.13
CCH-CS12-59-P00RE	Fiber pigtail assembly - SC	\$476.86	6	\$2,861.16
OR-566-110-015	15' Patch cables	\$5.68	60	\$340.80
OR-566-110-015	3' Patch cables - Blue	\$2.10	81	\$170.10
OR-566-110-015	3' Patch cables - Green	\$2.10	39	\$81.90
BC	Beam Clamps	\$1.27	500	\$635.00
CAT16HP	Caddy J-Hook Small Steel 10 Cat 6 Cables	\$2.29	150	\$343.50

Structured Cabling				
Part #	Description	Price	Qty	Ext. Price
CAT32HP	Caddy J-Hook Medium Steel 60 Cat 6 Cables	\$3.46	350	\$1,211.00
CBL-project materials-misc	Miscellaneous Materials	\$1,200.00	1	\$1,200.00
Equipment	Equipment costs, lifts, testers, etc.	\$750.00	1	\$750.00
	PERMITS	\$1,000.00	1	\$1,000.00
	Cabling Material Total			\$31,251.35
	Cabling Labor			
1_CableLabor	Closet installation(LABOR)	\$67.00	24	\$1,608.00
1_CableLabor	Grounding installation(LABOR)	\$67.00	8	\$536.00
1_CableLabor	Fiber installation(LABOR)	\$67.00	64	\$4,288.00
1_CableLabor	Fiber terminations(LABOR)	\$70.00	16	\$1,120.00
1_CableLabor	Cat 6 installation(LABOR)	\$67.00	144	\$9,648.00
1_CableLabor	Cat 6 terminations(LABOR)	\$67.00	48	\$3,216.00
1_CableLabor	Patch panel terminations(LABOR)	\$67.00	30	\$2,010.00
1_CableLabor	Testing and labeling(LABOR)	\$67.00	32	\$2,144.00
1_CableLabor	Miscellaneous Labor (cable guides, fasteners, hangers, supports, mounting hardware, ground wire, firestop materials, labels, kits, tools, hauling, clean-up, as-builts, etc.)	\$67.00	64	\$4,288.00
1_CableLabor	Instal owner provided wireless access points	\$65.00	10	\$650.00
	Cabling Labor Total			\$29,508.00
Subtotal:				\$60,759.35

Quote Summary	Amount
Structured Cabling	\$60,759.35
Total:	\$60,759.35

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

[E-Signature Confirmation](#)

MOSS

Novi Community School District

Gene Vennettilli

 Signature / Name
 01/30/2024

 Date

Matt McCarty

 Signature / Name Initials
 1/1/0001 12:00:00 AM

 Date

Purchase Terms and Conditions

Novi Community School District of 561 Century SW, Grand Rapids, MI 49503 (hereinafter, CLIENT) and MOSS of 561 Century Ave. SW, Grand Rapids, MI 49503 (hereinafter, MOSS) agree that the following terms and conditions will apply to any orders for the sale of equipment and services to the CLIENT by MOSS.

1. **PRICE.** The pricing in this proposal are firm and not subject to change unless CLIENT delays the acceptance for more than thirty (30) days past the date of this MOSS proposal, in which case this proposal may be modified unless there is written agreement of both parties to extend the initial pricing. Any changes to this proposal will require a change order with adjusted costs.
2. **ACCESS.** CLIENT shall provide timely access to the areas needed for installation and provide the proper operating environment for the equipment and services, as specified by the manufacturer, including proper electrical and telecommunications connections.
3. **TERMS OF PAYMENT.** Invoices will be rendered on the date of shipment of CLIENT'S Equipment to the work site. Ongoing charges will be invoiced monthly based upon job progress and completed work, and final billing shall be invoiced upon the successful completion of MOSS's standard installation tests and CLIENT acceptance. Payment of invoices shall be by cash, check or electronic transfer and shall be due within twenty (20) days of MOSS's invoice date or incur an additional late fee of one and a half percent (1.5 %) per month on the unpaid balance. Credit card payments will only be accepted with a 3% service charge added.
4. **LIMITED WARRANTY** MOSS represents and warrants to CLIENT that the equipment and workmanship will be free from defects which materially affect the performance of the equipment for a period of one year for equipment and ninety days for labor. This warranty does not include defects or failures caused by customer abuse, misuse or negligence, or failures caused by electrical power surges. Moss does not warrant any third-party software for fitness of purpose or vulnerability to intrusion or attack.
5. **LIMITATION OF LIABILITY.** Without limiting the foregoing warranty, MOSS shall not be liable for any damages resulting from the use or inability to use its products or services, interruptions of service, delays in operation or transmissions or any other failure of performance or business function. Further, except in the event of willful misconduct or gross negligence by MOSS, the maximum liability of MOSS and its directors, officers, employees, agents, or suppliers for loss or damage caused by or arising from its performance under this Agreement, regardless of the form of action, whether in contract, tort, strict liability or otherwise, shall be limited to the purchase price of the Equipment.
6. **FORCE MAJEURE.** Neither party shall be liable for delays, failure to perform or loss or damage due to force majeure conditions including, but not limited to, fire, explosion, power blackout, earthquake, volcanic action, flood, war, government requirement, acts of God or other similar causes beyond its reasonable control. Any party so delayed in its performance shall immediately notify the other and mutually agree to reschedule the remainder of the project.
7. **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan. MOSS shall have all rights and remedies specified herein in addition to those specified in the Uniform Commercial Code as adopted in the State of Michigan. All such rights and remedies are cumulative. MOSS shall be reimbursed by CLIENT for all costs and expenses paid or incurred in enforcing its rights hereunder, including, without limitation, reasonable attorneys' fees and costs.
8. **ASSIGNMENT.** MOSS may subcontract for the performance of any of its obligations under this Agreement and this Agreement is not assignable by either party except with the prior written consent of the other party
9. **ACKNOWLEDGEMENT.** CLIENT acknowledges that it has read this Agreement, understands it, that the person signing on its behalf is authorized to sign on its behalf, and agrees to be bound by its terms and conditions. CLIENT further agrees that this Agreement is the complete and exclusive statement of the agreement between the parties which supersedes all Agreements or prior agreements, oral or written, and all other communications between the parties relating to the subject matter of this Agreement.



Digital Age Technologies
 1333 S. Oak Rd
 Davison, MI 48423
 855-658-4500

NOVI COMMUNITY SCHOOLS

MAIN PA SYSTEM/CLASSROOM AUDIO		BASE BID	NOVI MEADOWS	
Manufacture/Part Number	Product Discription	Sell	Qty	Total
DISPLAY DEVICES		DISPLAY DEVICES (BOXLIGHT PORTION)		
MIMIOPRO754/S4/BUNDLE/5-YEAR WARRANTY	BOXLIGHT 75" IFP 4K DISPLAY	\$ 2,181.12	8	\$ 17,448.96
MIMIOPRO864/S4/BUNDLE/5-YEAR WARRANTY	BOXLIGHT 86" IFP 4K DISPLAY	\$ 3,143.60	4	\$ 12,574.40
MIMIO DS 650	BOXLIGHT 65" 4K DISPLAY	\$ 1,052.80	1	\$ 1,052.80
MIMIO DS 750	BOXLIGHT 75" 4K DISPLAY	\$ 1,551.20	3	\$ 3,102.40
P2642T	PREMIER DISPLAY MOUNT	\$ 137.66	4	\$ 412.97
MISC.	MISC.	\$ 28.75	15	\$ 431.25
BALANCEBOX		BALANCEBOX		
480A14	BALANCEBOX 400-90 HEAVEY DUTY UP TO 209LBS.	\$ 718.80	12	\$ 8,625.60
481A70	BALANCEBOX VESA MOUNT	\$ 84.00	12	\$ 1,008.00
MISC.	MISC.	\$ 28.75	12	\$ 345.00
AUDIO ENHANCEMENT CLASSROOM		AUDIO ENHANCEMENT CLASSROOM		
1000-00205	FRONTROW EZROOM ELEVATE	\$ 1,930.79	12	\$ 23,169.51
1000-00183	FRONTROW ELEVATE TEACHER MIC	\$ 327.27	12	\$ 3,927.20
1000-00199	FRONTROW ELEVATE STUDENT MIC	\$ 327.27	12	\$ 3,927.20
1000-00199	FRONTROW ELEVATE FLIPCHARGER	\$ 61.32	12	\$ 735.82
SP-C	FRONTROW CUT-IN SPEAKER QUAD KITS W/CABLE	\$ 284.49	12	\$ 3,413.84
TEACHER TO WALL PLATE CABLES		TEACHER TO WALL PLATE CABLES		
15429	MONOPRICE CERTIFIED 10' HDMI CABLE	\$ 28.75	12	\$ 345.00
5444	MONOPRICE USB A/A 10" CABLE	\$ 11.50	12	\$ 138.00
BSSCF0.5	KABLE FLEX WRAPPING	\$ 86.25	120	\$ 10,350.00
MISC. HARDWARE	MISC. HARDWARE	\$ 28.75	12	\$ 345.00
A/V CABLES TEACHER PLATE TO DIS.		A/V CABLES TEACHER PLATE TO DIS.		
31013	BTX PLENUM 4K 4:4:4 HDMI CABLE (50")	\$ 126.50	14	\$ 1,771.00
6042	MONOPRICE USB EXTENDER KIT	\$ 13.21	12	\$ 158.56
254246BL	WEST PENN CAT6 PLENUM CABLE	\$ 0.26	600	\$ 158.70
MISC.HARDWARE	MISC.HARDWARE	\$ 28.75	12	\$ 345.00
CLASSROOM DISPLAY PLATE LOCATION		CLASSROOM DISPLAY PLATE LOCATION		
DAT DETAIL-PLATE-E	DAT DETAIL-PLATE-E	\$ 69.00	16	\$ 1,035.00
DAT DETAIL-PLATE-G	DAT DETAIL-PLATE-G	\$ 69.00	12	\$ 828.00
LABOR		LABOR		
INSTALL CLASSROOM AUDIO	INSTALL CLASSROOM AUDIO SYSTEMS	\$ 252.00	24	\$ 6,048.00
MISC./CAD/PROJECT MANAGEMENT	MISC./CAD/PROJECT MANAGEMENT	\$ 420.00	1	\$ 420.00
LABOR		INSTALLATION LABOR		
LABOR DISPLAY/MOUNT	LABOR DISPLAY/MOUNT	\$ 210.00	16	\$ 3,150.00
PLATES	PLATES	\$ 56.00	24	\$ 1,344.00
LABOR	CABLE PULL	\$ 168.00	16	\$ 2,520.00
TRAINING	TRAINING	\$ 60.00	12	\$ 900.00
MISC.		MISC.		
MISC./HARDWARE/K-PLATE	MISC./HARDWARE	\$ 575.00	1	\$ 575.00
SHIPPING	SHIPPING	\$ 4,000.00	1	\$ 4,000.00
BOND	BOND	\$ 1,146.78	1	\$ 1,146.78
Job Total	Job Total			\$ 115,753.00

MAIN PA SYSTEM/CLASSROOM AUDIO		BASE BID	NOVI MEADOWS	
Manufacture/Part Number	Product Discription	Sell	Qty	Total
MAIN PA SYSTEM		MAIN PA SYSTEM		
1000-00129	FRONTROW CM800 AUDIO DECODER/CONTROLLER	\$ 237.34	2	\$ 474.67
TRA-2075	ASHLY 2X75 WATTS MIXER/AMPLIFIER 25V	\$ 799.25	1	\$ 799.25
MISC. HARDWARE	MISC. MOUNTING HARDWARE	\$ 287.50	1	\$ 287.50
CEILING SPEAKERS		CEILING SPEAKERS		
S86T725PG8U	BOGEN CEILING SPEAKER W/GRILLE	\$ 22.47	25	\$ 561.78
TB8	BOGEN T-RAIL	\$ 7.75	25	\$ 193.78
RE84	BOGEN BACKBOX	\$ 14.58	25	\$ 364.55
25291B	WEST PENN 2-COND. W/SHIELD	\$ 0.17	4000	\$ 690.00
MISC. J-HOOKS	MISC. J-HOOKS	\$ 575.00	1	\$ 575.00
SUREFACE SPEAKERS		SUREFACE SPEAKERS		
MB8TSL	BOGEN SURFACE WALL MOUNTED SPEAKER KIT	\$ 52.51	7	\$ 367.59

4-OUTSIDE SPEAKERS	OUTSIDE SPEAKERS			
FMH15T	BOGEN HORN	\$ 95.81	4	\$ 383.23
BBSM6	BOGEN SUREFACE BACKBOX	\$ 44.13	4	\$ 176.50
SGHD8	BOGEN SECURITY GRILLE	\$ 36.43	4	\$ 145.73
FMHAR8	BOGEN ADAPTER RING	\$ 21.91	4	\$ 87.63
25224B	WEST PENN 2-COND. PLENUM CABLE	\$ 0.18	1000	\$ 184.00
LABOR	LABOR			
HEADEND INSTALL/TESTING	HEADEND INSTALL/TESTING	\$ 84.00	16	\$ 1,344.00
PULL SPEAKER CABLE	PULL SPEAKER CABLE	\$ 84.00	32	\$ 2,688.00
INSTALL SPEAKERS	INSTALL SPEAKERS	\$ 84.00	40	\$ 3,360.00
MISC./CAD/PROJECT MANAGEMENT	MISC./CAD/PROJECT MANAGEMENT	\$ 420.00	1	\$ 420.00
LABOR	INSTALLATION LABOR			
SHIPPING	SHIPPING	\$ 250.00	1	\$ 250.00
BOND	BOND	\$ 135.80	1	\$ 135.80
Job Total	Job Total			\$ 13,489.00

BASE BID	MAIN CLOCK SYSTEM WIRELESS CORRECTION	NOVI MEADOWS		
Manufacture/Part Number	Product Discription	Sell	Qty	Total
DIGITAL CORRIDORS	DIGITAL CORRIDORS			
BCBD-31S-254-4R	BOGEN 2.5" 4-SEGMENT DIGITAL CLOCK	\$ 218.12	15	\$ 3,271.86
BCBD-31S-404-4R	BOGEN 4" 4-SEGMENT DIGITAL CLOCK	\$ 271.27	16	\$ 4,340.35
	BOGEN 4" DIGITAL WIRE GUARD	\$ 180.00	2	\$ 360.00
BCAB-1BD-00S-0	BOGEN METAL POLE FOR DOUBLE/FLAG MOUNT 13.5"	\$ 74.45	6	\$ 446.69
BCCB-100-000-1	BOGEN CONVERTER BOX	\$ 652.50	2	\$ 1,305.00
MISC./DATA	DAT DATA DROP	\$ 300.00	1	\$ 300.00
25225B	WEST PENN 2-COND. 16G	\$ 0.30	3000	\$ 900.00
MISC. HARDWARE/RACEWAY	MISC. HARDWARE/RACEWAY	\$ 575.00	1	\$ 575.00
LABOR	INSTALLATION LABOR			
LABOR	CLOCK INSTALL	\$ 84.00	33	\$ 2,772.00
LABOR CABLE	LABOR TO PULL CABLE	\$ 84.00	24	\$ 2,016.00
HEADEND	HEADEND INSTALLATION	\$ 84.00	8	\$ 672.00
PROJECT MANAGEMENT	PROJECT MANAGEMENT	\$ 98.00	4	\$ 392.00
SHIPPING	SHIPPING	\$ 225.00	1	\$ 225.00
BOND	BOND	\$ 185.10	1	\$ 185.10
Job Total	Job Total			\$ 17,761.00

\$ 147,003.00



Digital Age Technologies
 1333 S. Oak Rd
 Davison, MI 48423
 855-658-4500
 DATED 2/7/2024
 NOVI COMMUNITY SCHOOLS
 LOCAL SOUND SYSTEMS

	BAND ROOM E123/ORCHESTRA E122		NOVI MEADOWS	
Manufacture/Part Number	Product Discription	Sell	Qty	Total
HEADEND	HEADEND			
TESIRA SERVER-IO AVB	BIAMP CONF. AUDIO DSP 32-INPUTS AND 12 OUTPUTS	\$ 5,346.00	1	\$ 5,346.00
SIC-4	BIAMP TESIRE MIC/LINE INPUT CARD	\$ 271.20	8	\$ 2,169.60
SOC-4	BIAMP TESIRE MIC/LINE OUTPUT CARD	\$ 238.80	3	\$ 716.40
DSP-2	BIAMP TESIRE DSP CARD	\$ 620.40	2	\$ 1,240.80
MKII	DENON CD PLAYER	\$ 336.00	2	\$ 672.00
DN-500BDMKII	DENON BLU-RAY PLAYER	\$ 420.00	2	\$ 840.00
DN-300RMKII	DENON AUDIO RECORDING DEVICE	\$ 384.00	2	\$ 768.00
AMP-A460H	BIAMP 4-CHANNEL 60 WATT	\$ 540.00	1	\$ 540.00
HEARING ASSISTANCE	HEARING ASSISTANCE			
LT-800-072-01	LISTEN HEARING ASSIST-RF TRANSMITTER	\$ 690.48	2	\$ 1,380.96
LR-300-072	LISTEN RECEIVER	\$ 111.60	4	\$ 446.40
LA-401	LISTEN EAR SPEAKER	\$ 18.00	4	\$ 72.00
LA-405	LISTEN STEREO EAR BUDS	\$ 13.68	4	\$ 54.72
LA-130	LISTEN REMOTE ANTENNA KIT-25'	\$ 100.80	4	\$ 403.20
MISC. HARDWARE	MISC. HARDWARE	\$ 150.00	2	\$ 300.00
WIRELESS MIC SYSTEM	WIRELESS MIC SYSTEM			
UA221	SHURE ANTENNA SYSTEM	\$ 150.00	2	\$ 300.00
UA825	SHURE 25' REMOTE ANTENNA CABLE KIT	\$ 50.40	2	\$ 100.80
UA505	SHURE MOUNTING AND BNC ADAPTER	\$ 34.80	2	\$ 69.60
QLXD14/85	SHURE WIRELESS BODYPACK TRANSMITTER	\$ 1,035.60	2	\$ 2,071.20
QLXD24/SM58	SHURE WIRELESS HANDHELD TRANSMITTER	\$ 1,035.60	2	\$ 2,071.20
WH20TQG	SHURE HEADSET	\$ 82.80	2	\$ 165.60
MX202B/C	SHURE CEILING MICROPHONE	\$ 195.60	8	\$ 1,564.80
MISC.	MISC. CABLE	\$ 120.00	1	\$ 120.00
CRESTRON EQUIPMENT	CRESTRON EQUIPMENT			
RMCS	CRESTRON PROCESSOR	\$ 660.00	1	\$ 660.00
CEN-SW-POE-5	CRESTRON 5-PORT POE SWITCH	\$ 264.00	3	\$ 792.00
TSW-1070-B-5	CRESTRON 10" TOUCH PANEL	\$ 2,032.80	2	\$ 4,065.60
CEN-IO-COM-102	CRESTRON WIRED ETHERNET W/RS-232	\$ 244.80	6	\$ 1,468.80
ST-RMK	CRESTRON RACK KIT ST-RMK	\$ 99.60	2	\$ 199.20
RACKS	RACKS			
DWR-18-22PD	MIDDLE ATLANTIC WALL RACK W/PLEXIGLASS DOOR	\$ 905.16	2	\$ 1,810.32
UD2	MIDDLE ATLANTIC 3RU DRAWER	\$ 128.26	2	\$ 256.51
RMK-IFE-1U	MIDDLE ATLANTIC RACK MOUNT KIT	\$ 240.00	1	\$ 240.00
PD915R	MIDDLE ATLANTIC POWER PANEL	\$ 125.40	2	\$ 250.80
MISC. BLANKS	MISC. BLANKS	\$ 240.00	2	\$ 480.00
SPEAKERS	SPEAKERS			
CONTROL25AV	JBL WALL SPEAKER	\$ 201.83	4	\$ 807.31
25225B	WEST PENN 2-C SPEAKER CABLE	\$ 0.14	1000	\$ 144.00
A/V CABLES	A/V CABLES			
25291B	WEST PENN 2-C W/SHIELD	\$ 0.11	4000	\$ 432.00
25225B	WEST PENN 2-COND.	\$ 0.14	1500	\$ 216.00
2598G8	WEST PENN RG-58 COAX CABLE	\$ 4.80	400	\$ 1,920.00
BTX-AOCHDMPL150'	BTX FIBER HDMI PLENUM CABLE 150'	\$ 270.00	2	\$ 540.00
254246A	WEST PENN CAT6A PLENUM CABLE	\$ 0.60	1500	\$ 900.00
DAT DATA DROP	DAT DATA DROP	\$ 325.00	2	\$ 650.00
MULTI-MEDIA CABLES	MULTI-MEDIA INFRASTRUCTURE CABLE			
MISC. CABLES	MISC. CABLES	\$ 360.00	1	\$ 360.00
PLATES DETAILS	PLATES DETAILS			
DATINC-WQ615348	LIBERTY DETAIL TYPE-H	\$ 72.00	4	\$ 288.00
DATINC-WQ615349	LIBERTY DETAIL TYPE-L	\$ 72.00	4	\$ 288.00
DATINC-WQXXXX	LIBERTY DETAIL TYPE-E	\$ 72.00	2	\$ 144.00
MISC. HARDWARE/RINGS	MISC. HARDWARE/RINGS	\$ 1,200.00	1	\$ 1,200.00
PLATES/CABLES	PLATES/CABLES LABOR			
LABOR SPEAKERS	LABOR SPEAKERS	\$ 89.60	10	\$ 896.00
LABOR CABLE	LABOR CABLE	\$ 89.60	32	\$ 2,867.20
LABOR PLATES	LABOR PLATES/CEILING MICS	\$ 89.60	32	\$ 2,867.20
LABOR PROJECT MANAGEMENT	LABOR PROJECT MANAGEMENT	\$ 89.60	4	\$ 358.40

LABOR RACK	LABOR RACK	\$ 89.60	32	\$ 2,867.20	
CRESTRON PROGRAMMING	CRESTRON PROGRAMMING	\$ 125.00	8	\$ 1,000.00	
SHIPPING	SHIPPING	\$ 1,500.00	1	\$ 1,500.00	
BOND	BOND	\$ 517.18	1	\$ 517.18	
Job Total	Job Total			\$ 52,399.00	\$ 52,399.00

CHOIR ROOM D114		NOVI MEADOWS			
Manufacture/Part Number	Product Discription	Sell	Qty	Total	
HEADEND	HEADEND				
TESIRAFORTE AVB AI	BIAMP CONF. AUDIO DSP 12-INPUTS AND 8 OUTPUTS	\$ 2,179.20	1	\$ 2,179.20	
TESIRA EX-IN	BIAMP 4-INPUT DSP EXPANDER W/AVB	\$ 1,023.60	1	\$ 1,023.60	
TESIRACONNECT TC-5	BIAMP AVB CONNECTION 5-PORT SWITCH	\$ 891.60	1	\$ 891.60	
DN-500CB	DENON CD PLAYER	\$ 336.00	1	\$ 336.00	
DN-500BDMKII	DENON BLU-RAY PLAYER	\$ 420.00	1	\$ 420.00	
DN-300RMKII	DENON AUDIO RECORDING DEVICE	\$ 384.00	1	\$ 384.00	
AMP-A460H	BIAMP 4-CHANNEL 60 WATT	\$ 654.00	1	\$ 654.00	
HEARING ASSISTANCE	HEARING ASSISTANCE				
LT-800-072-P1	LISTEN HEARING ASSIST-RF TRANSMITTER	\$ 690.48	1	\$ 690.48	
LR-3200-072	LISTEN RECEIVER	\$ 111.60	2	\$ 223.20	
LA-401	LISTEN EAR SPEAKER	\$ 18.00	2	\$ 36.00	
LA-405	LISTEN STEREO EAR BUDS	\$ 13.68	2	\$ 27.36	
LA-130	LISTEN REMOTE ANTENNA KIT-25'	\$ 100.80	1	\$ 100.80	
MISC. HARDWARE	MISC. HARDWARE	\$ 150.00	1	\$ 150.00	
WIRELESS MIC SYSTEM	WIRELESS MIC SYSTEM				
UA221	SHURE ANTENNA SYSTEM	\$ 150.00	1	\$ 150.00	
UA825	SHURE 25' REMOTE ANTENNA CABLE KIT	\$ 50.40	1	\$ 50.40	
UA505	SHURE MOUNTING AND BNC ADAPTER	\$ 34.80	1	\$ 34.80	
QLXD14/85	SHURE WIRELESS BODYPACK TRANSMITTER	\$ 1,035.60	1	\$ 1,035.60	
QLXD24/SM58	SHURE WIRELESS HANDHELD TRANSMITTER	\$ 1,035.60	1	\$ 1,035.60	
WH20TQG	SHURE HEADSET	\$ 82.80	1	\$ 82.80	
MX202B/C	SHURE CEILING MICROPHONE	\$ 195.60	4	\$ 782.40	
MISC.	MISC. CABLE	\$ 120.00	1	\$ 120.00	
CRESTRON EQUIPMENT	CRESTRON EQUIPMENT				
RMCS	CRESTRON PROCESSOR	\$ 660.00	1	\$ 660.00	
CEN-SW-POE-5	CRESTRON 5-PORT POE SWITCH	\$ 240.00	1	\$ 240.00	
TSW-1070-B-5	CRESTRON 10" TOUCH PANEL	\$ 2,032.80	1	\$ 2,032.80	
CEN-IO-COM-102	CRESTRON WIRED ETHERNET W/RS-232	\$ 244.80	2	\$ 489.60	
ST-RMK	CRESTRON RACK KIT ST-RMK	\$ 99.60	1	\$ 99.60	
RACKS	RACKS				
DWR-16-22PD	MIDDLE ATLANTIC WALL RACK W/PLEXIGLASS DOOR	\$ 848.16	1	\$ 848.16	
UD2	MIDDLE ATLANTIC 2RU DRAWER	\$ 128.26	1	\$ 128.26	
PD915R	MIDDLE ATLANTIC POWER PANEL	\$ 125.40	2	\$ 250.80	
MISC. BLANKS	MISC. BLANKS	\$ 240.00	1	\$ 240.00	
SPEAKERS	SPEAKERS				
CONTROL26CT	JBL CEILING SPEAKER	\$ 180.78	4	\$ 723.12	
25225B	WEST PENN 2-C SPEAKER CABLE	\$ 0.14	300	\$ 43.20	
A/V CABLES	A/V CABLES				
25291B	WEST PENN 2-C W/SHIELD	\$ 0.11	1500	\$ 162.00	
2598G8	WEST PENN RG-58 COAX CABLE	\$ 4.80	300	\$ 1,440.00	
BTX-AOCHDMPL75	BTX FIBER HDMI PLENUM CABLE 75'	\$ 135.00	1	\$ 135.00	
254246A	WEST PENN CAT6A PLENUM CABLE	\$ 0.60	100	\$ 60.00	
DAT DATA DROP	DAT DATA DROP	\$ 325.00	1	\$ 325.00	
MULTI-MEDIA CABLES	MULTI-MEDIA INFRASTRUCTURE CABLE				
MISC. CABLES	MISC. CABLES	\$ 240.00	1	\$ 240.00	
PLATES DETAILS	PLATES DETAILS				
DATINC-WQ615348	LIBERTY DETAIL TYPE-H	\$ 66.00	2	\$ 132.00	
DATINC-WQ615349	LIBERTY DETAIL TYPE-L	\$ 78.00	3	\$ 234.00	
PLATES/CABLES	PLATES/CABLES LABOR				
LABOR SPEAKERS	LABOR SPEAKERS	\$ 89.60	8	\$ 716.80	
LABOR CABLE	LABOR CABLE	\$ 89.60	32	\$ 2,867.20	
LABOR PLATES	LABOR PLATES/CEILING MICS	\$ 89.60	8	\$ 716.80	
LABOR PROJECT MANAGEMENT	LABOR PROJECT MANAGEMENT	\$ 89.60	2	\$ 179.20	
LABOR RACK	LABOR RACK	\$ 89.60	24	\$ 2,150.40	
CRESTRON PROGRAMMING	CRESTRON PROGRAMMING	\$ 125.00	4	\$ 500.00	
MISC. HARDWARE/RINGS	MISC. HARDWARE/RINGS	\$ 700.00	1	\$ 700.00	
SHIPPING	SHIPPING	\$ 900.78	1	\$ 900.78	
BOND	BOND	\$ 279.44	1	\$ 279.44	
Job Total	Job Total			\$ 27,902.00	\$ 27,902.00

E100 CHOIR ROOM		NOVI MEADOWS		
Manufacture/Part Number	Product Discription	Sell	Qty	Total
HEADEND	HEADEND			
TESIRAFORTE AVB AI	BIAMP CONF. AUDIO DSP 12-INPUTS AND 8 OUTPUTS	\$ 2,179.20	1	\$ 2,179.20
TESIRA EX-IN	BIAMP 4-INPUT DSP EXPANDER W/AVB	\$ 1,023.60	1	\$ 1,023.60
TESIRACONNECT TC-5	BIAMP AVB CONNECTION 5-PORT SWITCH	\$ 891.60	1	\$ 891.60
DN-500CB	DENON CD PLAYER	\$ 336.00	1	\$ 336.00
DN-500BDMKII	DENON BLU-RAY PLAYER	\$ 420.00	1	\$ 420.00
DN-300RMKII	DENON AUDIO RECORDING DEVICE	\$ 384.00	1	\$ 384.00
AMP-A460H	BIAMP 4-CHANNEL 60 WATT	\$ 654.00	1	\$ 654.00
HEARING ASSISTANCE	HEARING ASSISTANCE			
LT-800-072-P1	LISTEN HEARING ASSIST-RF TRANSMITTER	\$ 690.48	1	\$ 690.48
LR-3200-072	LISTEN RECEIVER	\$ 111.60	2	\$ 223.20
LA-401	LISTEN EAR SPEAKER	\$ 18.00	2	\$ 36.00
LA-405	LISTEN STEREO EAR BUDS	\$ 13.68	2	\$ 27.36
LA-130	LISTEN REMOTE ANTENNA KIT-25'	\$ 100.80	1	\$ 100.80
MISC. HARDWARE	MISC. HARDWARE	\$ 150.00	1	\$ 150.00
WIRELESS MIC SYSTEM	WIRELESS MIC SYSTEM			
UA221	SHURE ANTENNA SYSTEM	\$ 150.00	1	\$ 150.00
UA825	SHURE 25' REMOTE ANTENNA CABLE KIT	\$ 50.40	1	\$ 50.40
UA505	SHURE MOUNTING AND BNC ADAPTER	\$ 34.80	1	\$ 34.80
QLXD14/85	SHURE WIRELESS BODYPACK TRANSMITTER	\$ 1,035.60	1	\$ 1,035.60
QLXD24/SM58	SHURE WIRELESS HANDHELD TRANSMITTER	\$ 1,035.60	1	\$ 1,035.60
WH20TQG	SHURE HEADSET	\$ 82.80	1	\$ 82.80
MX202B/C	SHURE CEILING MICROPHONE	\$ 195.60	4	\$ 782.40
MISC.	MISC. CABLE	\$ 120.00	1	\$ 120.00
CRESTRON EQUIPMENT	CRESTRON EQUIPMENT			
RMCS	CRESTRON PROCESSOR	\$ 660.00	1	\$ 660.00
CEN-SW-POE-5	CRESTRON 5-PORT POE SWITCH	\$ 240.00	1	\$ 240.00
TSW-1070-B-5	CRESTRON 10" TOUCH PANEL	\$ 2,032.80	1	\$ 2,032.80
CEN-IO-COM-102	CRESTRON WIRED ETHERNET W/RS-232	\$ 244.80	2	\$ 489.60
ST-RMK	CRESTRON RACK KIT ST-RMK	\$ 99.60	1	\$ 99.60
RACKS	RACKS			
DWR-16-22PD	MIDDLE ATLANTIC WALL RACK W/PLEXIGLASS DOOR	\$ 848.16	1	\$ 848.16
UD2	MIDDLE ATLANTIC 2RU DRAWER	\$ 128.26	1	\$ 128.26
PD915R	MIDDLE ATLANTIC POWER PANEL	\$ 125.40	2	\$ 250.80
MISC. BLANKS	MISC. BLANKS	\$ 240.00	1	\$ 240.00
SPEAKERS	SPEAKERS			
CONTROL26CT	JBL CEILING SPEAKER	\$ 180.78	4	\$ 723.12
25225B	WEST PENN 2-C SPEAKER CABLE	\$ 0.14	300	\$ 43.20
A/V CABLES	A/V CABLES			
25291B	WEST PENN 2-C W/SHIELD	\$ 0.11	1500	\$ 162.00
2598G8	WEST PENN RG-58 COAX CABLE	\$ 4.80	300	\$ 1,440.00
BTX-AOCHDMPL75	BTX FIBER HDMI PLENUM CABLE 75'	\$ 135.00	1	\$ 135.00
254246A	WEST PENN CAT6A PLENUM CABLE	\$ 0.60	100	\$ 60.00
DAT DATA DROP	DAT DATA DROP	\$ 325.00	1	\$ 325.00
MULTI-MEDIA CABLES	MULTI-MEDIA INFRASTRUCTURE CABLE			
MISC. CABLES	MISC. CABLES	\$ 240.00	1	\$ 240.00
PLATES DETAILS	PLATES DETAILS			
DATINC-WQ615348	LIBERTY DETAIL TYPE-H	\$ 66.00	2	\$ 132.00
DATINC-WQ615349	LIBERTY DETAIL TYPE-L	\$ 78.00	3	\$ 234.00
PLATES/CABLES	PLATES/CABLES LABOR			
LABOR SPEAKERS	LABOR SPEAKERS	\$ 89.60	8	\$ 716.80
LABOR CABLE	LABOR CABLE	\$ 89.60	32	\$ 2,867.20
LABOR PLATES	LABOR PLATES/CEILING MICS	\$ 89.60	8	\$ 716.80
LABOR PROJECT MANAGEMENT	LABOR PROJECT MANAGEMENT	\$ 89.60	2	\$ 179.20
LABOR RACK	LABOR RACK	\$ 89.60	24	\$ 2,150.40
CRESTRON PROGRAMMING	CRESTRON PROGRAMMING	\$ 125.00	4	\$ 500.00
MISC. HARDWARE/RINGS	MISC. HARDWARE/RINGS	\$ 700.00	1	\$ 700.00
SHIPPING	SHIPPING	\$ 900.78	1	\$ 900.78
BOND	BOND	\$ 279.44	1	\$ 279.44
Job Total	Job Total			\$ 27,902.00

TOTAL \$108,203.00

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

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: Novi Meadows Phase 2 Furnishing Package

Quotations were received for Novi Meadows Furnishings – Phase 2 Bond Program by multiple furniture contractors. Each furniture contractor has referenced the cooperative bid contract utilized to determine pricing within their quotes.

The scope of new furnishings for phase 1 is inclusive to the 1st Floor Zone A, B, and C as outlined below:

- Classroom Storage, Teacher Desks, Mobile Lecterns, and Marker Trays for Phase 2 Classrooms
- Science, Arts, & Music Classroom Furnishings
- Sensory Room Furnishings
- Dining Furnishings
- Group Rooms, Conference Rooms, Staff Offices, Staff Lounge, and Storage Room Furnishings.
- Main Office, Staff Offices, Staff Lounge and Storage Rooms
- Miscellaneous Additional Furnishings for Phase 1 Spaces.

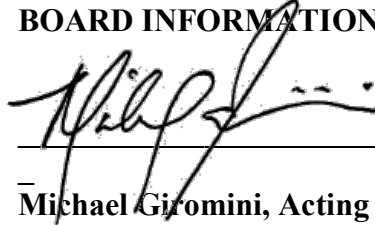
TMP recommends the procurement of the Furnishings Package for Phase 1 as follows:

<u>MANUFACTURER CATEGORY</u>	<u>FURNITURE CONTRACTOR</u>	<u>AMOUNT</u>	<u>CONTRACT</u>
Category A: Allsteel	<i>Interior Environments</i>	\$121,998.11	<i>Omnia</i>
Category B: Fleetwood	<i>Interior Office Source</i>	\$143,012.25	<i>NCPA</i>
Category C: Steelcase +	<i>NBS Commercial Interiors</i>	\$42,151.05	<i>E&I</i>
Category D: Smith System	<i>NBS Commercial Interiors</i>	\$4,988.98	<i>E&I</i>
Category E: KI	<i>Interior Office Source</i>	\$4,801.28	<i>Sourcewell</i>
Category F: Not Used	-	-	-
Category G: Safco	<i>NBS Commercial Interiors</i>	\$9,390.14	<i>Omnia</i>
Category H: VS America	<i>Great Lakes Furniture Supply</i>	\$79,776.00	<i>Omnia</i>
Category I: Not Used	-	-	-
Category J: Hon	<i>Interior Environments</i>	\$5,100.95	<i>Omnia</i>
Category K: Not Used	-	-	-
Category L: Watson	<i>Interior Environments</i>	\$2,603.27	<i>NCPA</i>
Category M: Egan Visual	<i>Interior Environments</i>	\$2,871.27	<i>NCPA</i>
Category N: Norva Nivel	<i>Interior Environments</i>	\$1,880.82	<i>Buy Board</i>
Category O: Not Used	-	-	-
Category P: Gressco	<i>NBS Commercial Interiors</i>	\$5,326.40	<i>Omnia</i>
Category Q: School Specialty	<i>School Specialty Direct</i>	\$47,017.08	<i>REMC</i>
Category R: Media Technologies	<i>Dew-EL</i>	\$3,144.84	<i>NCPA</i>
Category S: Not Used	-	-	-
Category T: Sit On It	<i>Interior Environments</i>	\$45,295.44	<i>Omnia</i>
Category U: Not Used	-	-	-
Category V: Not Used	-	-	-
Category W: Not Used	-	-	-
Category X: WB Manufacturing	<i>Dew-EL</i>	\$123,747.55	<i>PEPPM</i>
Category Y: Core-Lite	<i>Core-Lite Direct</i>	\$2,120.00	-
Category Z: Wenger	<i>Wenger Direct</i>	\$30,509.15	<i>Omnia</i>
Category AA: OFS	<i>Interior Environments</i>	\$12,912.36	<i>Omnia</i>
Category BB: ULINE	<i>NBS Commercial Interiors</i>	\$3,180.00	-
Category CC: Falcon	<i>NBS Commercial Interiors</i>	\$12,868.65	<i>E&I</i>

The total cost of this furniture package, including installation services, is \$704,695.59. Quotations received are valid through the end of April 2024. Purchase orders must be issued by Tuesday, April 30 to guarantee pricing as shown above. Purchase orders are requested no later than Monday, April 15, based on current lead times for each manufacturer.

This is presented for information and discussion and will come back for approval.

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

A handwritten signature in black ink, appearing to read "Michael Giromini", is written over a horizontal line. The signature is stylized and cursive.

Michael Giromini, Acting Superintendent



March 4, 2024

Mr. Benjamin J.A. Mainka
 Superintendent
 Novi Community School District
 25345 Taft Road
 Novi, MI 48374

Re: Furnishings Recommendation
 Novi Meadows Elementary Furnishings – Phase 2

Dear Mr. Mainka,

Following the construction schedule for Novi Meadows, phase 2 furniture is scheduled to be installed August 2024. The complete furnishing package for Novi Meadows was designed last year, prior to the issuance of phase 1. By using this method, dealers provided volume discounting based on the full scope of the project. Quotations for phase 2 have been updated to the most recent pricing and reflect the agreed upon volume discounting established during phase 1.

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.

The only categories that were not available on cooperative bid contracts are Core-Lite (Category Y) & Uline (Category BB). Core-Lite is being used to match district standards for conductor platforms in music classrooms. Uline is providing mobile carts for tray returns at Dining. The total amount for both categories is \$5,300.00.

The scope of new furnishings is inclusive to phase 2 as outlined below:

- Classroom Storage, Teacher Desks, Mobile Lecterns, and Marker Trays for Phase 2 Classrooms
- Science, Arts, & Music Classroom Furnishings
- Sensory Room Furnishings
- Dining Furnishings
- Group Rooms, Conference Rooms, Staff Offices, Staff Lounge and Storage Room Furnishings
- Miscellaneous Additional Furnishings for Phase 1 Spaces

TMP recommends the procurement of the Furnishings Package as follows:

<u>MANUFACTURER CATEGORY</u>	<u>FURNITURE CONTRACTOR</u>	<u>AMOUNT</u>	<u>CONTRACT</u>
Category A: Allsteel	Interior Environments	\$121,998.11	Omnia
Category B: Fleetwood	Interior Office Source	\$143,012.25	NCPA
Category C: Steelcase +	NBS Commercial Interiors	\$42,151.05	E&I
Category D: Smith System	NBS Commercial Interiors	\$4,988.98	E&I
Category E: KI	Interior Office Source	\$4,801.28	Sourcewell
Category F: Not Used	-	-	-

Category G: Safco	NBS Commercial Interiors	\$9,390.14	Omnia
Category H: VS America	Great Lakes Furniture Supply	\$79,776.00	Omnia
Category I: Not Used	-	-	-
Category J: Hon	Interior Environments	\$5,100.95	Omnia
Category K: Not Used	-	-	-
Category L: Watson	Interior Environments	\$2,603.27	NCPA
Category M: Egan Visual	Interior Environments	\$2,871.27	NCPA
Category N: Norva Nivel	Interior Environments	\$1,880.82	Buy Board
Category O: Not Used	-	-	-
Category P: Gressco	NBS Commercial Interiors	\$5,326.40	Omnia
Category Q: School Specialty	School Specialty Direct	\$47,017.08	REMC
Category R: Media Technologies	Dew-EL	\$3,144.84	NCPA
Category S: Not Used	-	-	-
Category T: Sit On It	Interior Environments	\$45,295.44	Omnia
Category U: Not Used	-	-	-
Category V: Not Used	-	-	-
Category W: Not Used	-	-	-
Category X: WB Manufacturing	Dew-EL	\$123,747.55	PEPPM
Category Y: Core-Lite	Core-Lite Direct	\$2,120.00	-
Category Z: Wenger	Wenger Direct	\$30,509.15	Omnia
Category AA: OFS	Interior Environments	\$12,912.36	Omnia
Category BB: ULINE	NBS Commercial Interiors	\$3,180.00	-
Category CC: Falcon	NBS Commercial Interiors	\$12,868.65	E&I

The total cost of this furniture package, including installation services, is \$704,695.59. Quotations received are valid through the end of April 2024. Purchase orders must be issued by Tuesday, April 30 to guarantee pricing as shown above. Purchase orders are requested no later than Monday, April 15, based on current lead times for each manufacturer.

Sincerely,

TMP ARCHITECTURE, INC.



Sarah Watson

SMW/smw

Enclosure



NOVI MEADOWS ELEMENTARY

Furnishing Package

August 1, 2023

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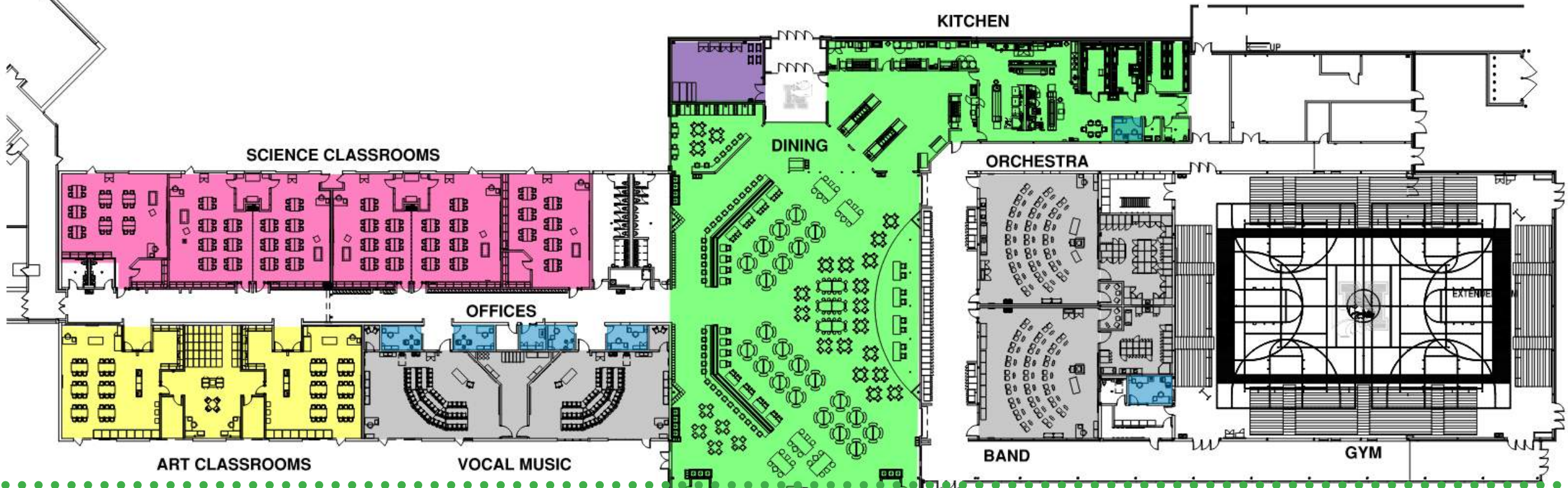
■ Staff Lounge 86 - 87

■ Staff Offices 88 - 91

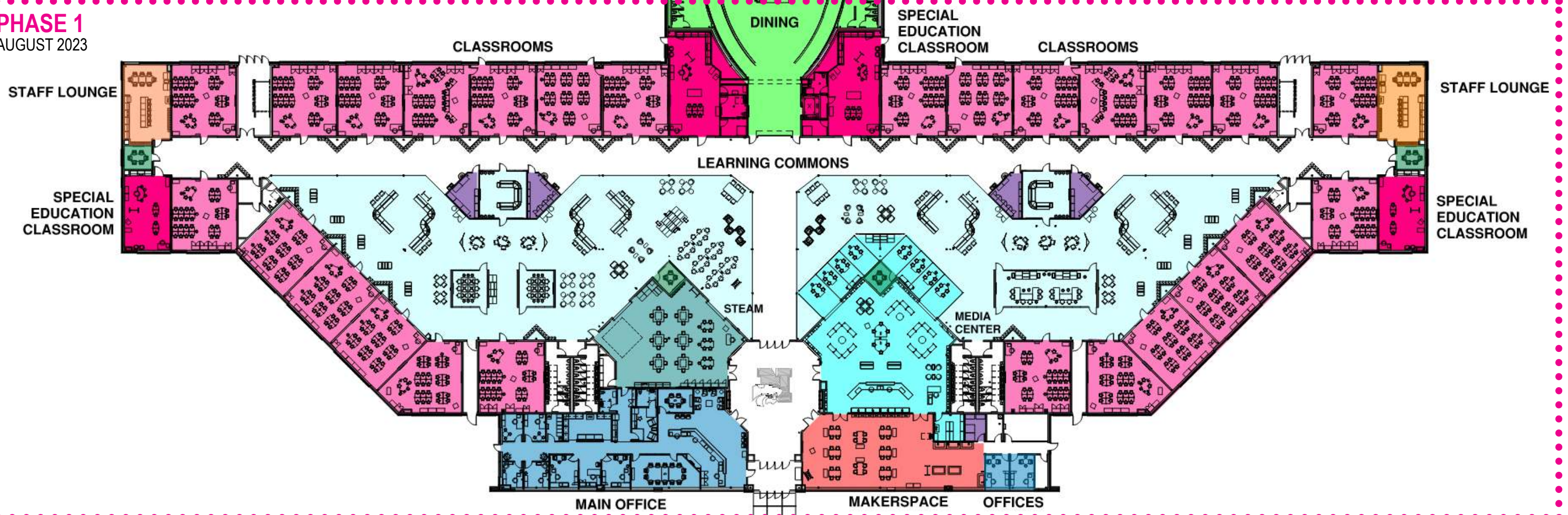
■ Copy Room 92

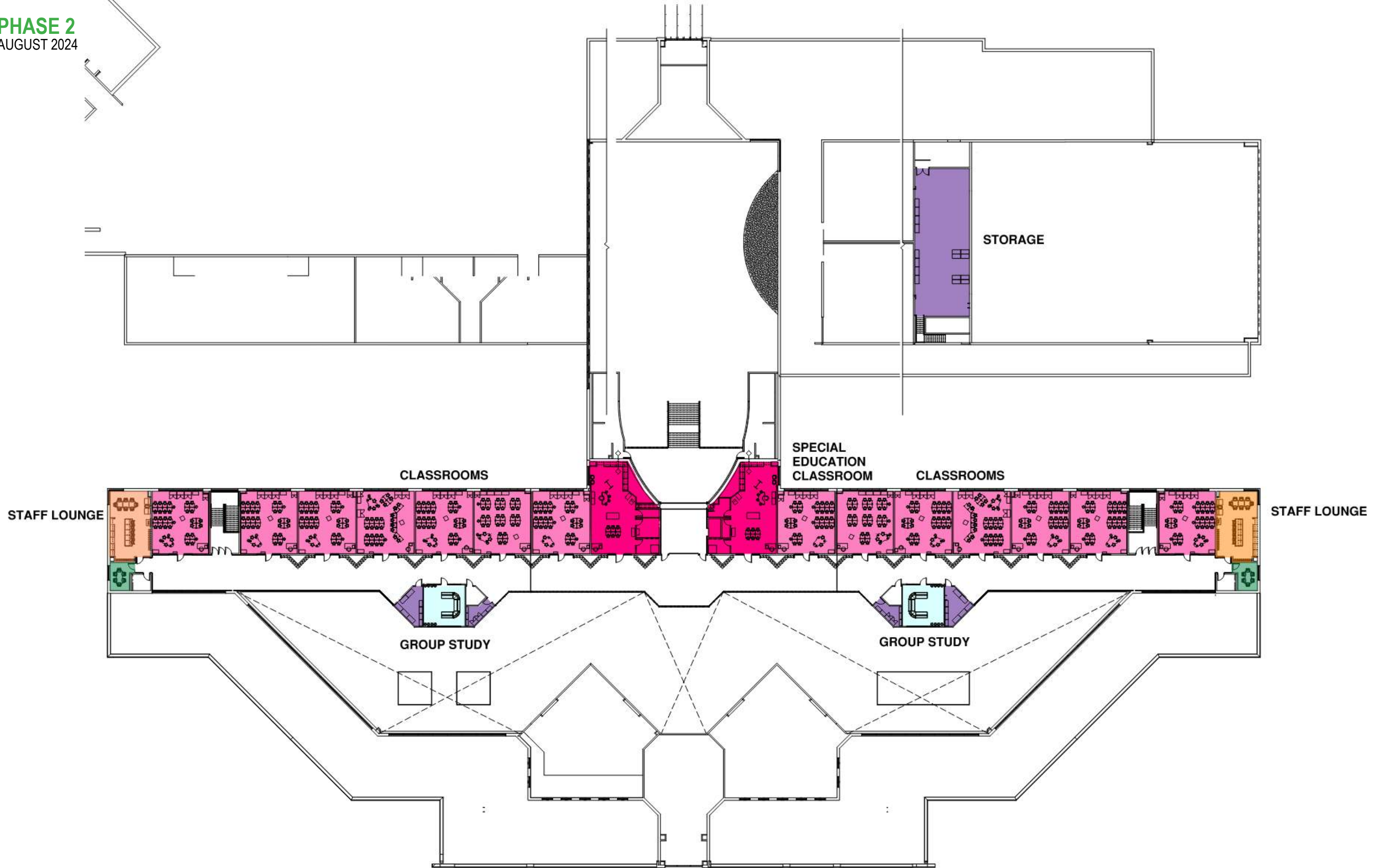
■ Storage 93 - 94

PHASE 2
AUGUST 2024



PHASE 1
AUGUST 2023





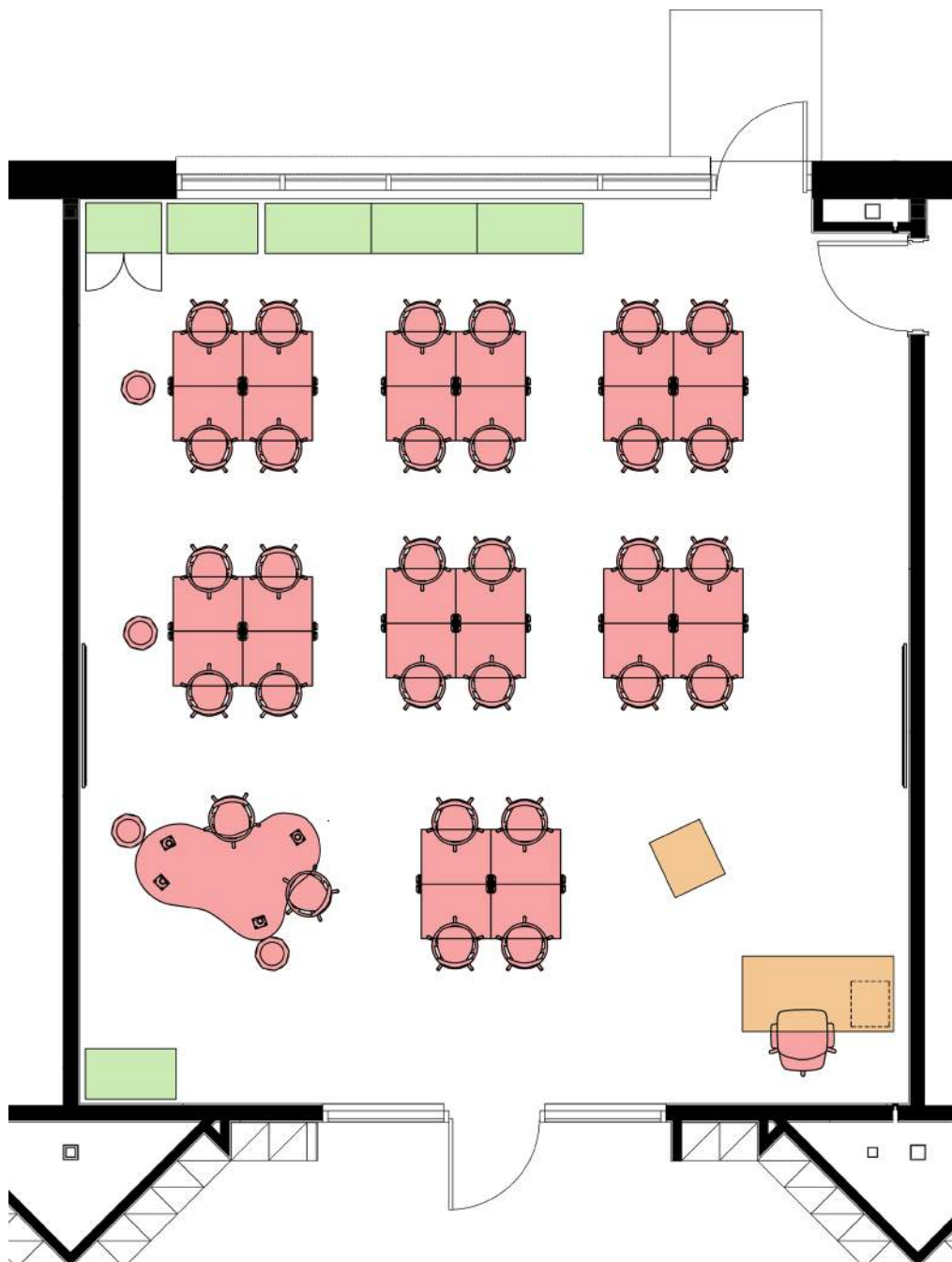
Phase 2

Novi Meadows Furnishing Package

Installs August 2024

Classrooms - 5th & 6th Grade

Phase 2 - 15 Classrooms



29"H Straight Storage
Fleetwood - Designer 2.0*



29"H Straight Storage with Doors
Fleetwood - Designer 2.0*



29"H Tray Storage
Fleetwood - Designer 2.0*



29"H Cubby Storage
Fleetwood - Designer 2.0*

*Refer to next page for classroom mobile storage selections



65"H Storage
Fleetwood - Designer 2.0
Qty: 1



Mobile Lectern
Ergotron - Custom Learnfit
Qty: 1



Teacher Table
Allsteel - Structure, 30" x 60", with glides
with grommet & wire management
Qty: 1



Teacher Storage
Allsteel - Mobile Pedestal File
Qty: 1



Marker Tray
Safco - Onyx Mesh Organizer
Qty: 1

Existing Furniture

Classrooms - Mobile Storage Selections

5th Grade Mobile Storage Selections 20 Classrooms Total



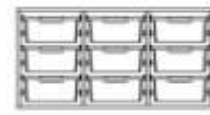
29"H Straight Storage
Fleetwood - Designer 2.0
No Doors
Qty: 3



29"H Straight Storage with Doors
Fleetwood - Designer 2.0
Qty: 1



29"H Tray Storage
Fleetwood - Designer 2.0
with Doors, Tray Style B
Qty: 1



B = (9) - 6"

6th Grade ELA Mobile Storage Selections 5 Classrooms Total



29"H Straight Storage
Fleetwood - Designer 2.0
No Doors
Qty: 3



29"H Straight Storage with Doors
Fleetwood - Designer 2.0
Qty: 2

6th Grade Social Studies Mobile Storage Selections 5 Classrooms Total



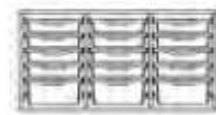
29"H Straight Storage
Fleetwood - Designer 2.0
No Doors
Qty: 2



29"H Straight Storage with Doors
Fleetwood - Designer 2.0
Qty: 2



29"H Tray Storage
Fleetwood - Designer 2.0
No Doors, Tray Style D
Qty: 1



**D = (12) - 3"
(3) - 6"**

6th Grade Math Mobile Storage Selections 5 Classrooms Total

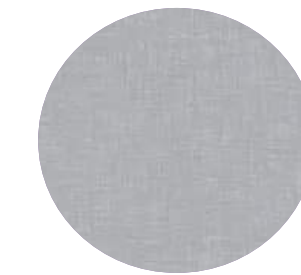
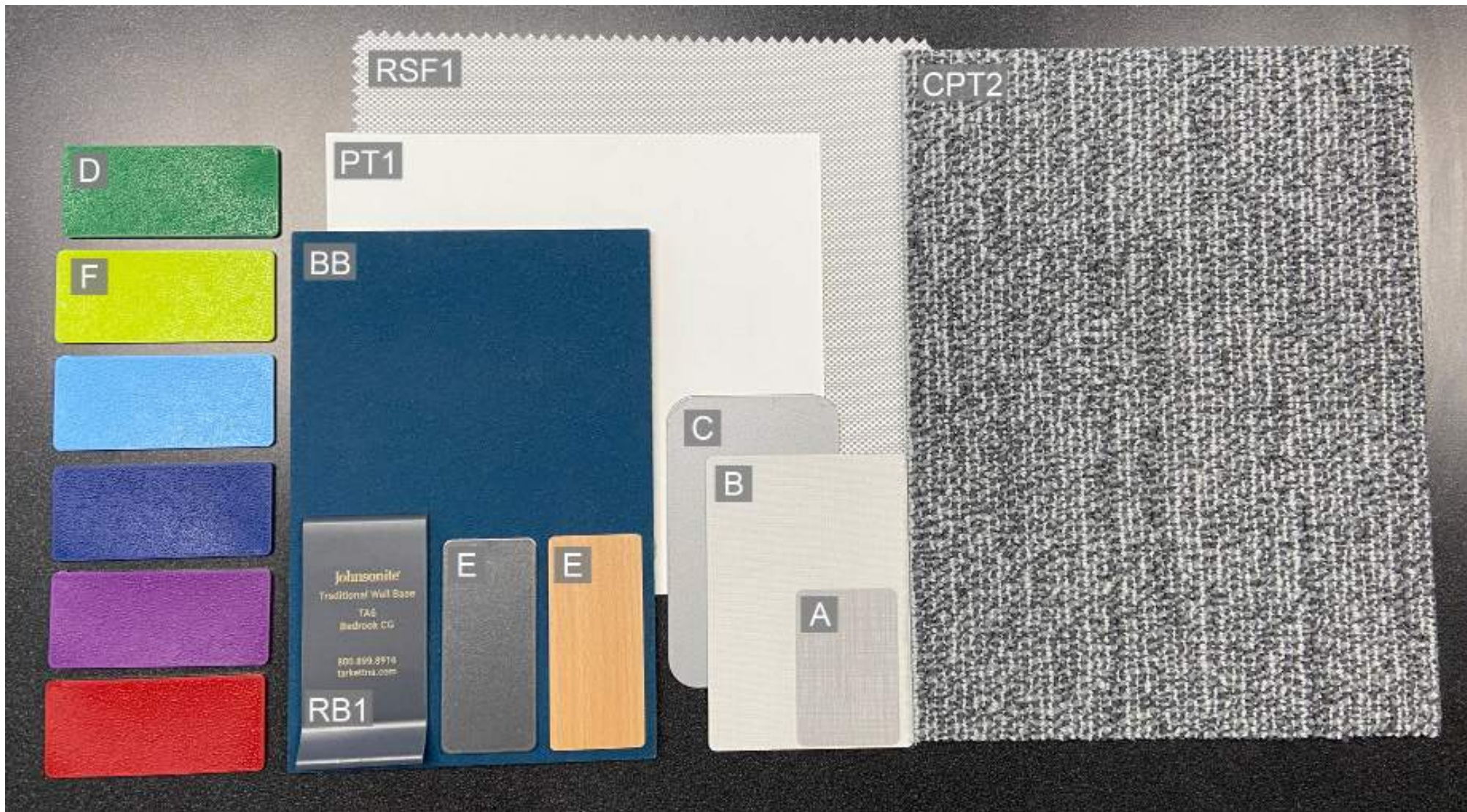


29"H Straight Storage with Doors
Fleetwood - Designer 2.0
Qty: 3

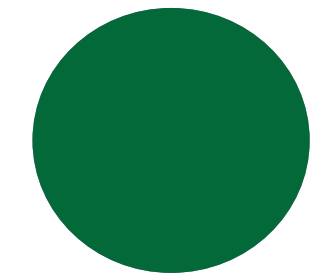


29"H Cubby Storage
Fleetwood - Designer 2.0
Qty: 2

Classrooms - Finishes



A Classroom Storage
Wilsonart - Mushroom



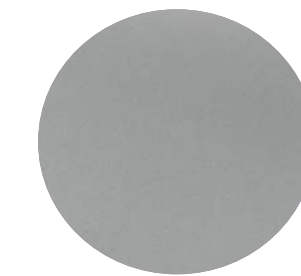
D Existing Student Chairs
VS America - Green



B Teacher Table
Allsteel - Silver Mesh & Silver



E Existing Student Desk
VS America - Natural Beech & Anthracite



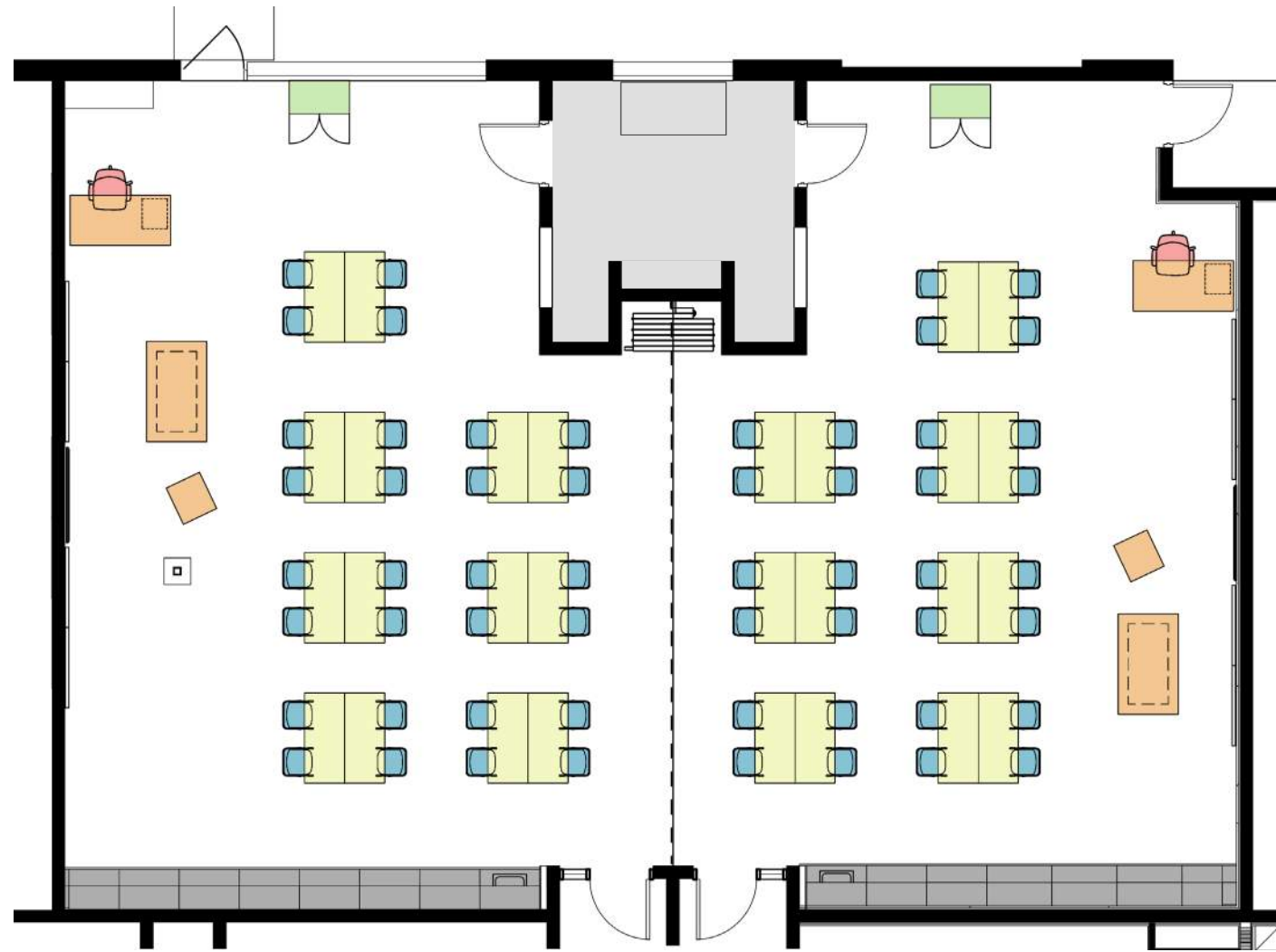
C Teacher Storage
Allsteel - Silver



F Existing Student Stools
VS America - Multiple Colors

Classrooms - Science

6 Science Classrooms Total



Teacher Table
Allsteel - Structure, 30" x 60", with glides with grommet & wire management
Qty: 1



Teacher Storage
Allsteel - Mobile Pedestal File
Qty: 1



Marker Tray
Safco - Onyx Mesh Organizer
Qty: 1



Student Table
Wisconsin Bench - Toro Table with Phenolic Top, 24" x 54" with square adjustable height legs, casters
Qty: 14



Student Stool
VS - Lupo Skid Stool with Back
Qty: 28




Mobile Lectern
Ergotron - Custom Learnfit
Qty: 1



29\"/>

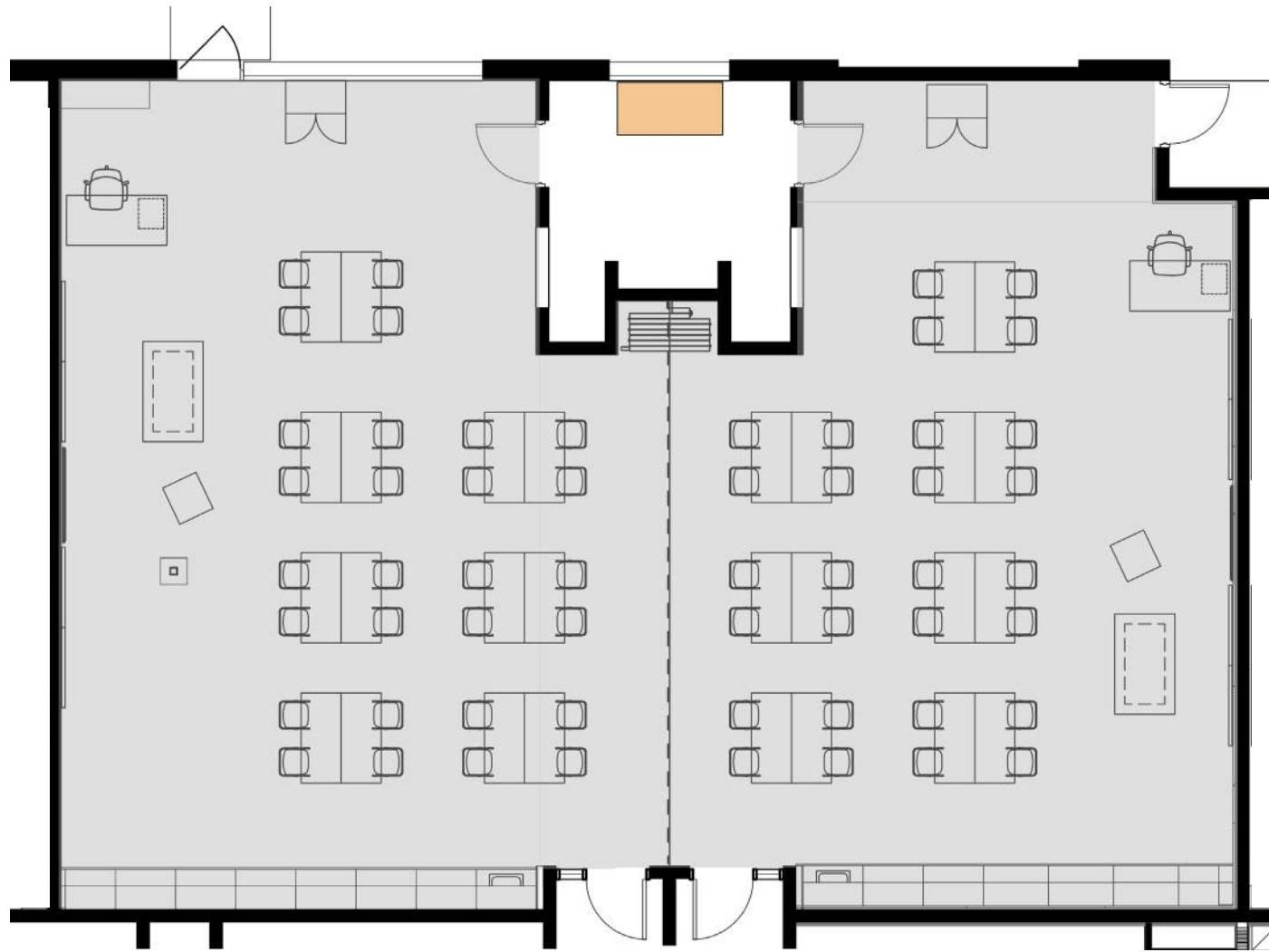


Demo Table
Fleetwood - 36" x 60" x 36"H, Phenolic Top, Casters, No Doors
Qty: 1

 Existing Furniture

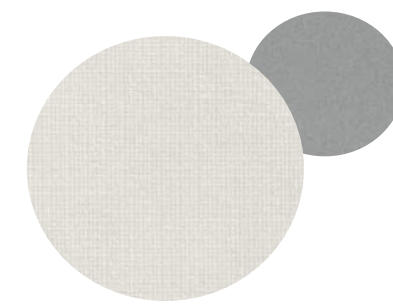
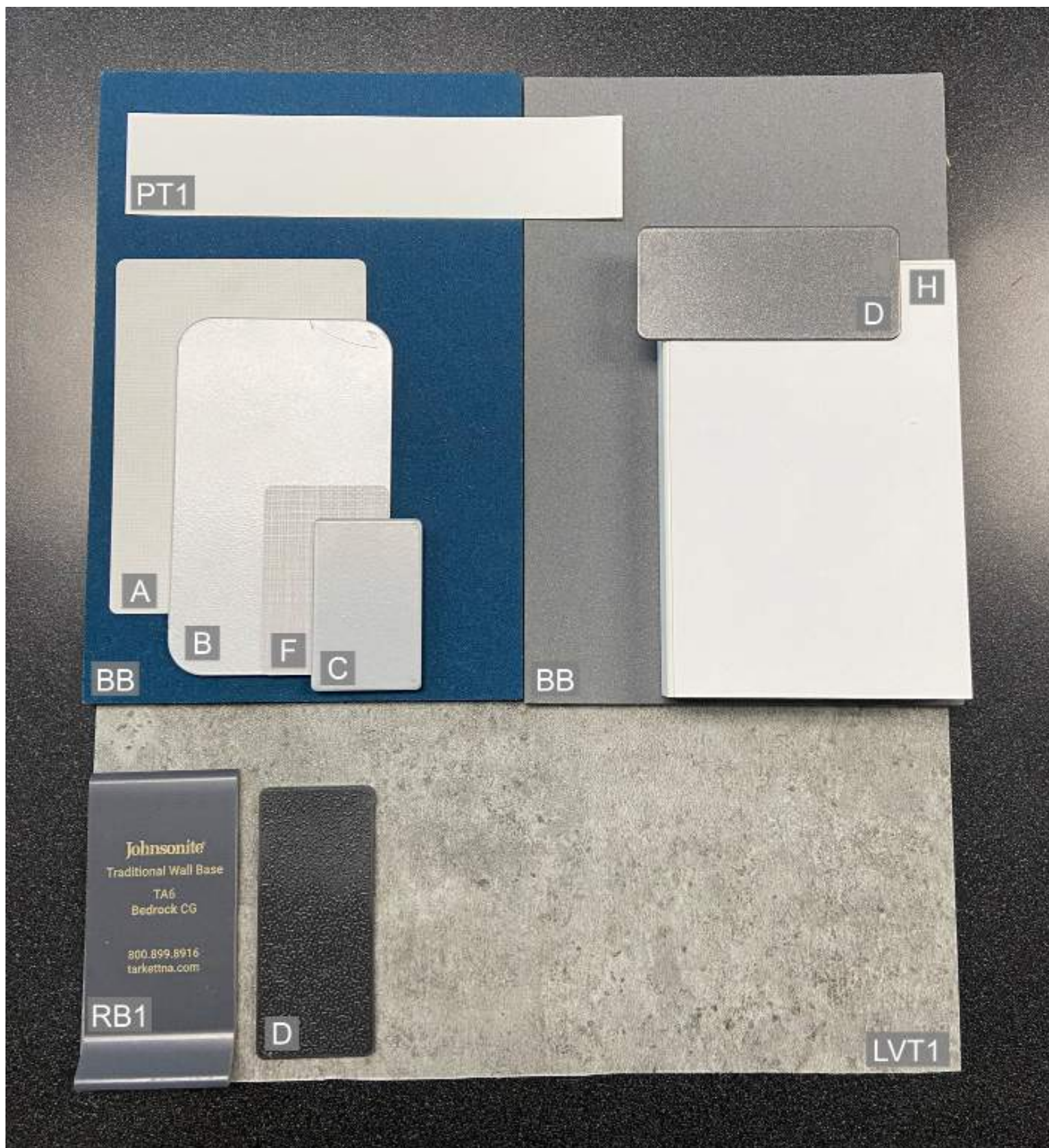
Science - Existing Prep Rooms

2 Existing Science Prep Rooms Total

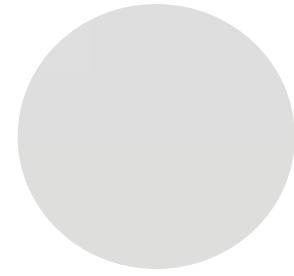


Flip & Nest Tables
VS - Flip Table RU, 63" x 31", Fixed Height Leg
Qty: 1

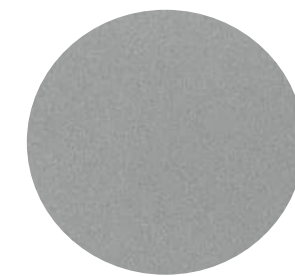
Science Classrooms - Finishes



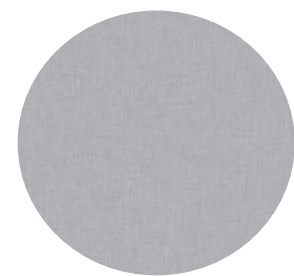
A Teachers Table
Allsteel - Silver Mesh
Allsteel - Silver



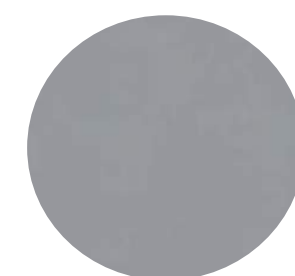
E Mobile Lectern
Ergotron - Silver Brushed



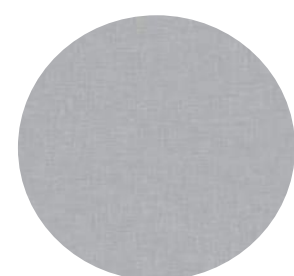
B Teacher Storage
Allsteel - Silver



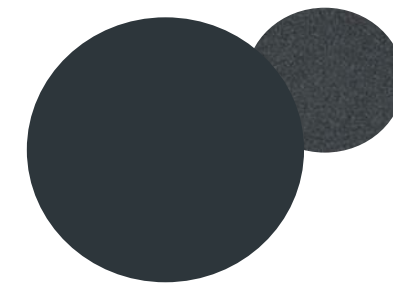
F 29\"/>



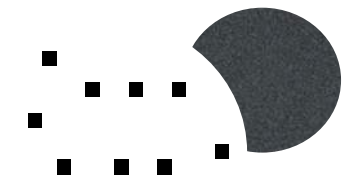
C Student Table
Wisconsin Bench - Smooth Silver



G Demo Table
Wilsonart - Mushroom



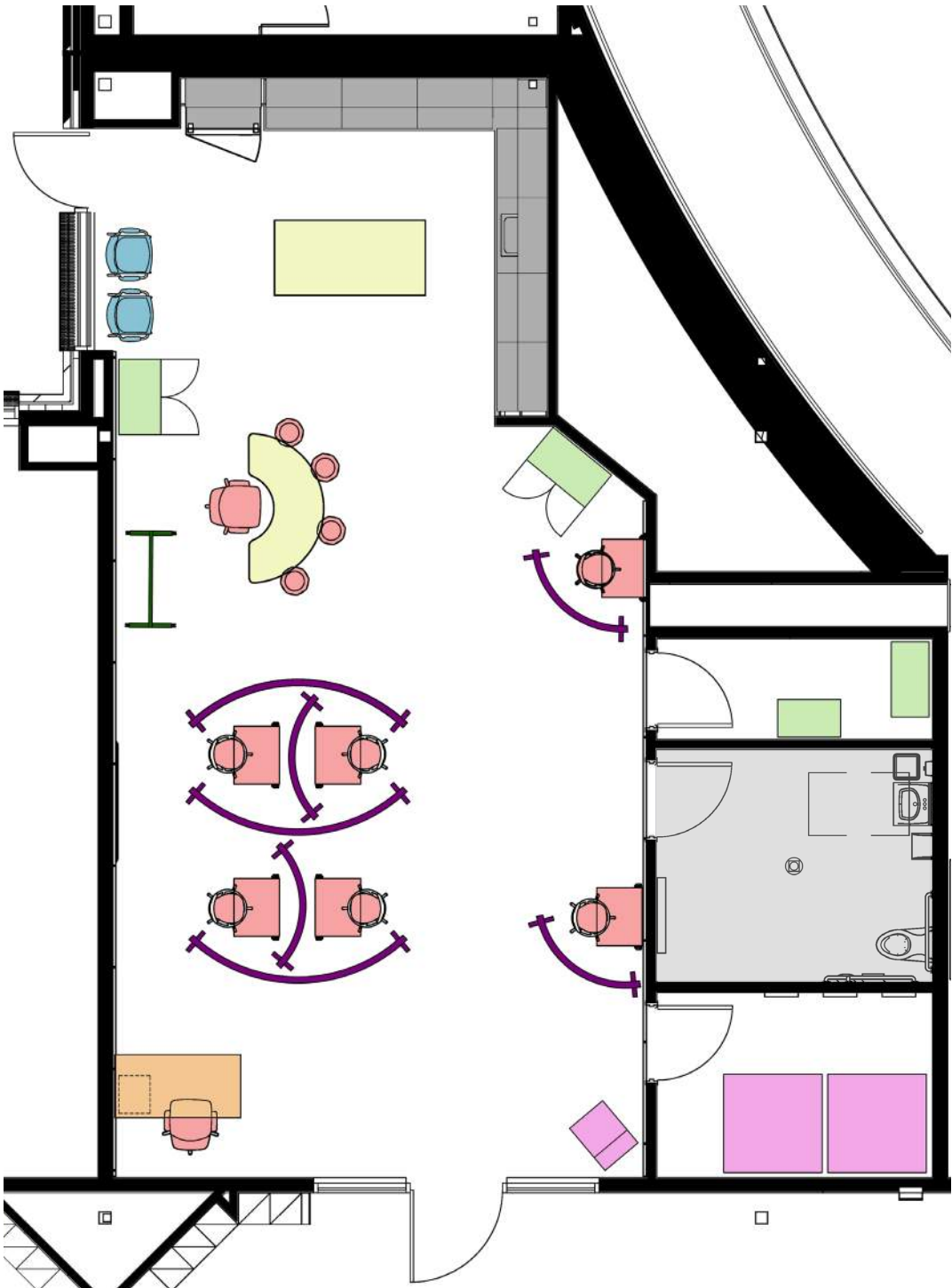
D Student Stool
VS America - Black Grey
VS America - Anthracite



H Flip & Nest Table
LIGNOpal Writable & Anthracite

Classrooms - Special Education A

Phase 2 - 2 Classrooms



Existing Furniture



Teacher Table
Allsteel - Structure, 30" x 60", with glides with grommet & wire management
Qty: 1



Teacher Storage
Allsteel - Mobile Pedestal File
Qty: 1



29"H Straight Storage with Doors
Fleetwood - Designer 2.0
Qty: 2



Student Group Table
Smith System - Interchange Half Moon Table with adjustable legs - set at 29"H, glides
Qty: 1



Student Group Table
KI - Workup Height Adjustable, 36" x 70.5"
Qty: 1



Student Chair
KI - Strive, Four Leg, Loop Arm, Casters
Qty: 2



Student Rocker
Smith System - Soft Rocker
Qty: 1



Marker Tray
Safco - Onyx Mesh Organizer
Qty: 1



Mobile Markerboard + Tackboard
Egan - V-Series, 4 Point Base, 54"H
Qty: 1



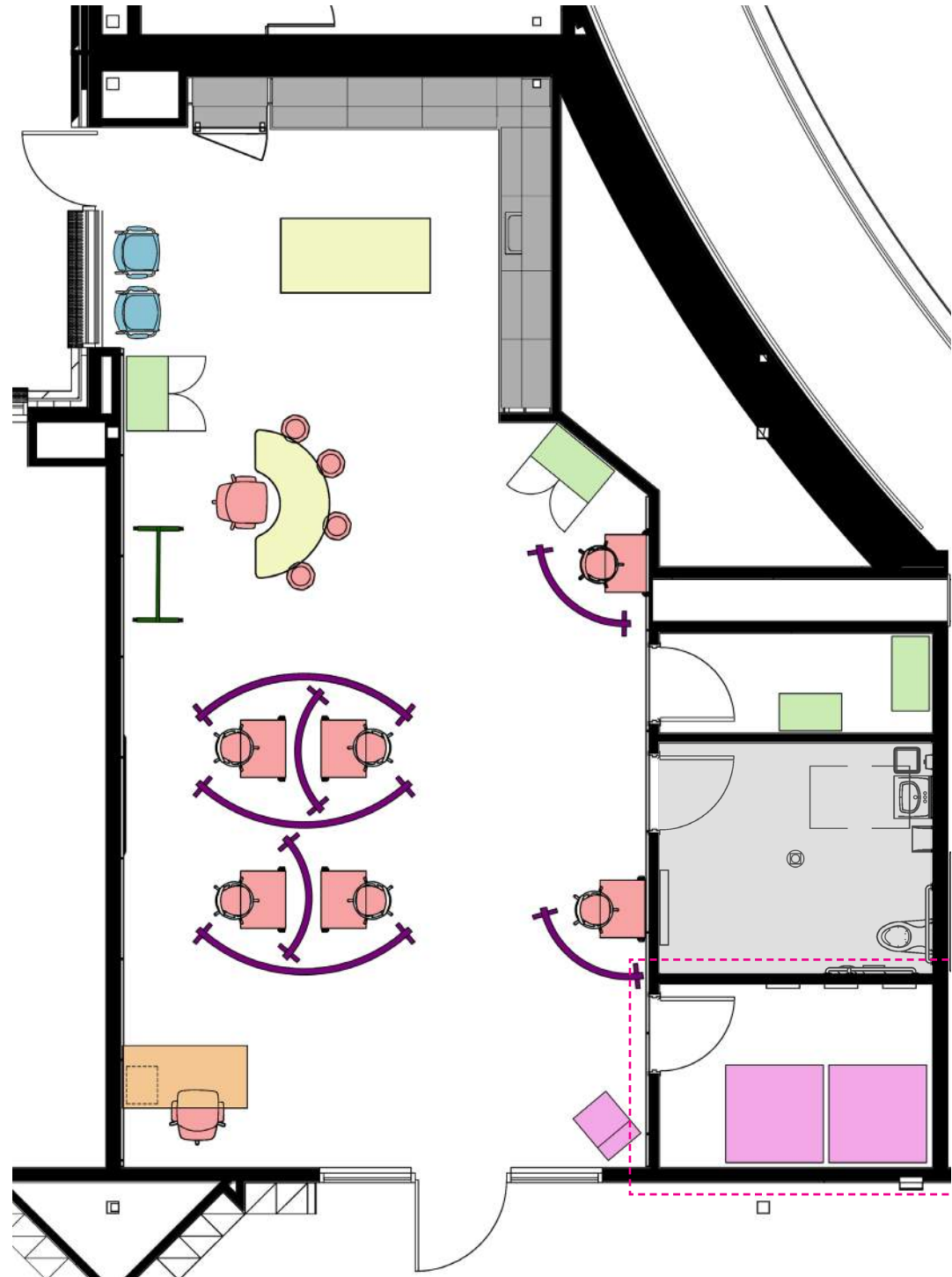
Freestanding Partition
School Specialty - Angeles Sound Sponge Quiet Divider - 72"W x 48"H
Qty: 4



Freestanding Partition
School Specialty - Angeles Sound Sponge Quiet Divider - 120"W x 48"H
Qty: 3

Sensory Room - Special Education A

Phase 2 - 2 Classrooms

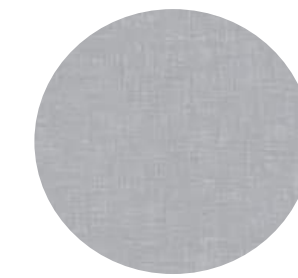


Bean Bag
Norva Nivel - Crashpod Cushion, 47" x 47"
Qty: 2

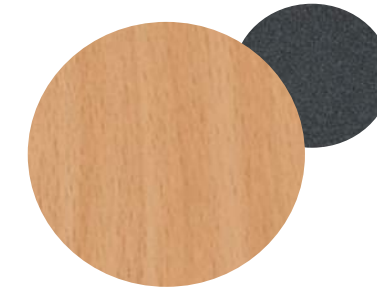


Sensory Wall Panels
Gressco - Sensory Wall Activity Panel, 17"H x 16"W x 2" Thick
Qty: 3
WAITING ON FINAL PANEL SELECTIONS

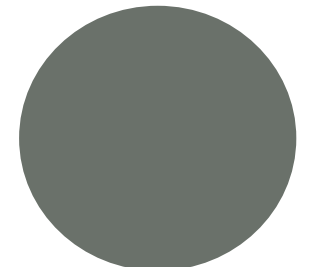
Special Education Classrooms - Finishes



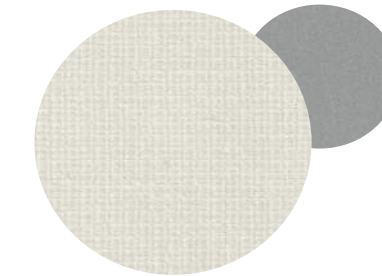
A Classroom Storage
Wilsonart - Mushroom



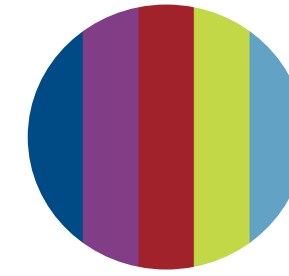
E Existing Student Desk
VS America - Natural Beech & Anthracite



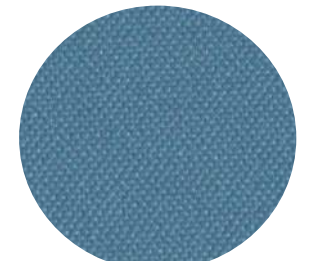
I Student Chair
KI - Blue Grey



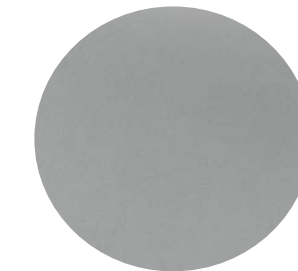
B Teacher Table
AllSteel - Silver Mesh & Silver



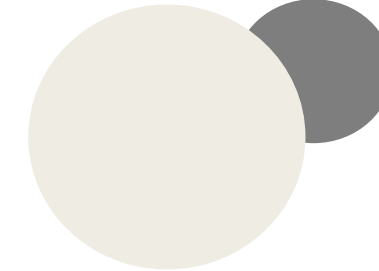
F Existing Student Stools
VS America - Multiple Colors



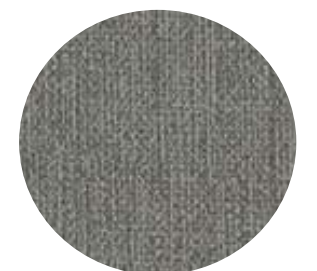
J Bean Bag
Spradling - Silvertex, Lagoon



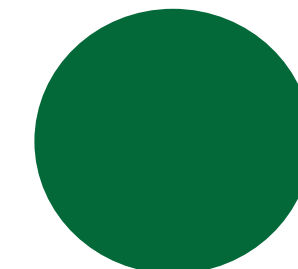
C Teacher Storage
AllSteel - Silver



G Student Group Table - Half Moon
Smith System - Whiteboard,
North Sea Edge, & Platinum



K Student Rocker
Designtex - Alphabet, Fog



D Existing Student Chairs
VS America - Green



H Student Group Table - Height Adjust
KI - Crisp Linen & Starlight Silver



L Freestanding Partitions
School Specialty - Slate Blue

Art Classroom

2 Art Classrooms Total



Existing Furniture



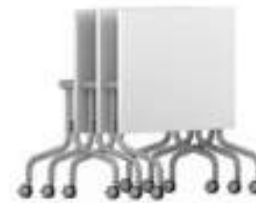
Teacher Table
Allsteel - Structure, 30" x 60", with glides with grommet & wire management
Qty: 1



Teacher Storage
Allsteel - Mobile Pedestal File
Qty: 1



Mobile Project Cart - 37"H
Fleetwood - Designer 2.0, 42"W x 20"D
Qty: 1



Demo Tables - Flip & Nest
VS - Flip Table RU, 63" x 31", Fixed Height Leg
Qty: 2



Student Table
Wisconsin Bench - Toro Table with Phenolic Top, 42" x 72" with square adjustable height legs, casters
Qty: 6

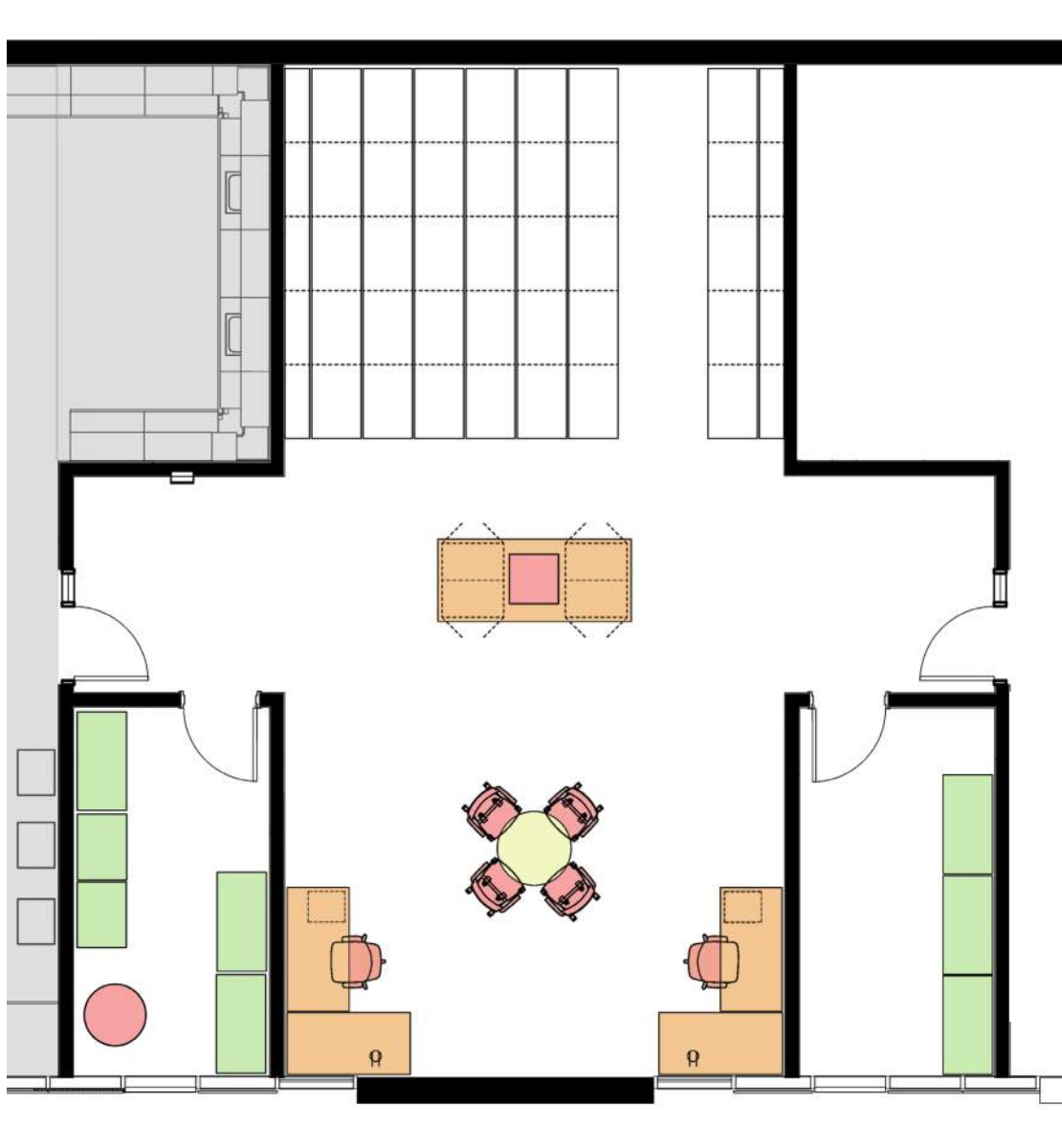


Student Stool
VS - Lupo Skid without back
Qty: 36



Marker Tray
Safco - Onyx Mesh Organizer

Art Workroom



Teacher Table
Allsteel - Structure, 30" x 60", with glides with grommet & wire management
Qty: 4



Workstation Storage
Allsteel - Pedestal File
Qty: 2



Round Table
Allsteel - Structure, X-Base with Casters, 36" Diameter
Qty: 1



Storage Island
Laminate Top with 39"H Storage Cabinets below
Qty: 4 Storage Cabinets + 1 Common Top

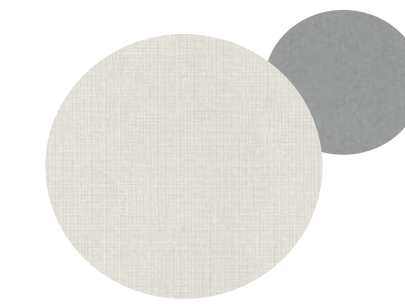


Steel Storage Shelving
Safco - Boltless Steel Storage with Particleboard Shelves
48" x 24" x 72"H
Qty: 3

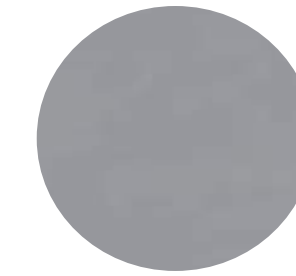


Kiln Room Shelving
Safco - Industrial Wire Shelving with 10 Shelves per Unit
48" x 24" x 72"H
Qty: 3

Art Classroom & Workroom Finishes



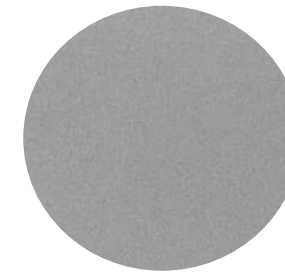
A Teacher Table
Allsteel - Silver Mesh
Allsteel - Silver



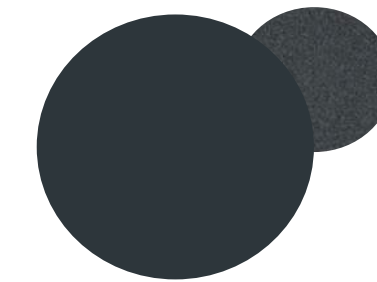
E Student Tables
Wisconsin Bench - Silver



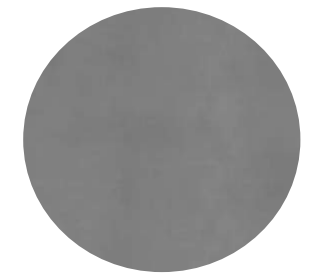
I Steel Storage Shelving
Safco - Black



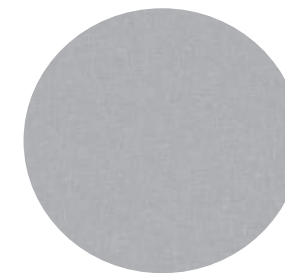
B Teacher Storage
Allsteel - Silver



F Student Stool
VS America - Black Gray &
Anthracite



J Kiln Room Shelving
Safco - Metallic Gray



C Mobile Project Cart
Wilsonart - Mushroom



G Round Table
Wilsonart - Frosty White
Allsteel - Silver



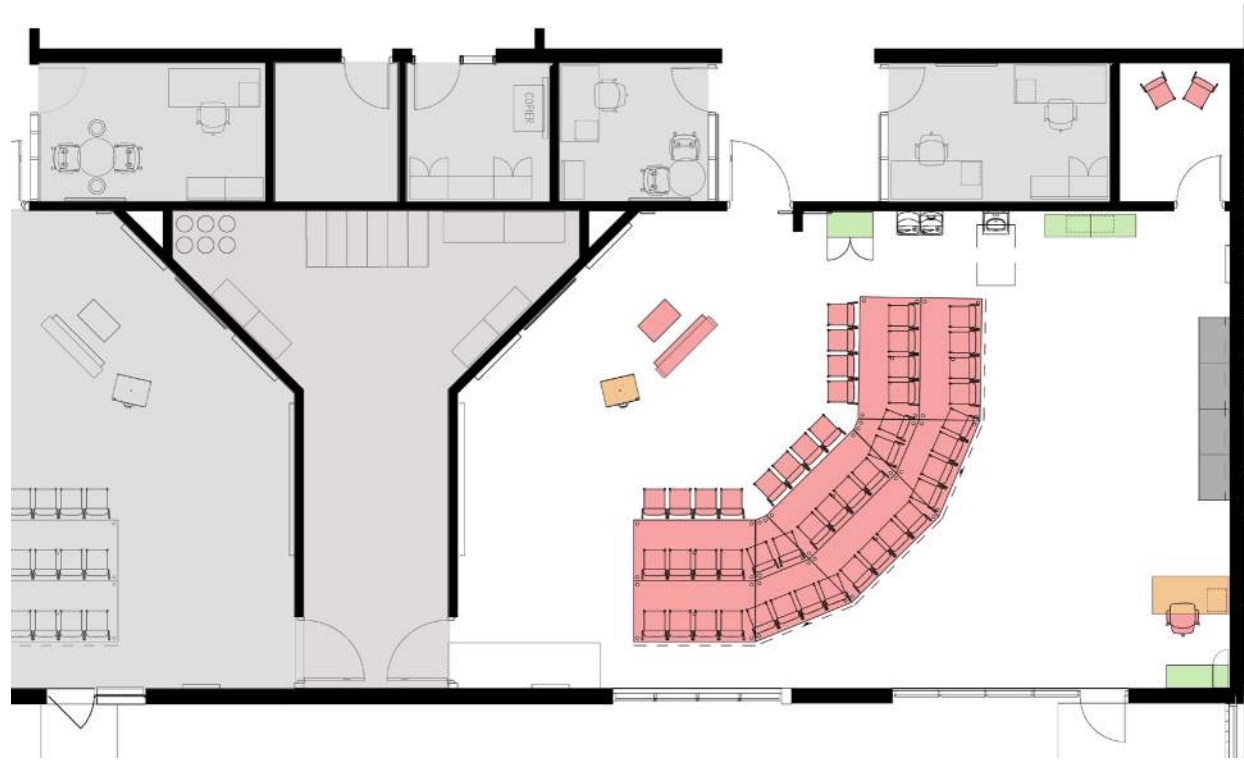
D Demo Tables-Flip&Nest
VS America - LIGNOpal &
Anthracite



H Storage Island
Allsteel - Natural Maple

Vocal Music

2 Vocal Music Classrooms Total



Teacher Table
Allsteel - Structure, 30" x 60", with glides with grommet & wire management
Qty: 1



Teacher Storage
Allsteel - Mobile Pedestal File
Qty: 1



Teacher Storage
Allsteel - Lateral File, 30"W
Qty: 1



Digital Piano Worksurface
Wenger - Piano Work Desk
Qty: 1



Conductor's Lectern
Wenger - Flex Stand HPL
Qty: 1



Personal Storage
Allsteel - Align Locker, 12"W x 18"D x 65"H
Qty: 1



Mirror
Gressco - 78"H x 29"W
Qty: 1



Marker Tray
Safco - Onyx Mesh Organizer
Qty: 1



Seated Risers - 4' Deep
Wenger - StageTek
Only being provided at 1 classroom



29"H Straight Storage
Fleetwood - Designer 2.0
Qty: 2



29"H Straight Storage with Doors
Fleetwood - Designer 2.0
Qty: 1



Student Mailbox
Safco - EZ Stor, 36 Compartments
Qty: 1

Existing Furniture

Vocal Music Storage



Steel Storage Shelving
Safco - Boltless Steel Storage with Particleboard Shelves
48" x 24" x 72"H
Qty: 2




Steel Storage Shelving
Safco - Boltless Steel Storage with Particleboard Shelves
36" x 18" x 72"H
Qty: 4

Band & Orchestra

2 Music Classrooms Total



 Existing Furniture

Marker Tray
Saftco - Onyx Mesh Organizer
Qty: 1



Teacher Table
Allsteel - Structure, 30" x 60", with glides with grommet & wire management
Qty: 1



Teacher Storage
Allsteel - Mobile Pedestal File
Qty: 1



Teacher Storage
Allsteel - Lateral File
Qty: 2



Conductor's Lectern
Wenger - Flex Stand HPL
Qty: 1



Conductor's Stand
Featherblock - 12" x 42" x 42" with railing
Qty: 1



Percussion Cart - BAND CLASSROOM ONLY
Wenger - Deluxe Percussion Workstation
48"W x 24-1/2"D x 35-3/4"H
Qty: 1



Personal Storage
Allsteel - Align Locker, 12"W x 18"D x 65"H
Qty: 1



29"H Straight Storage with Doors
Fleetwood - Designer 2.0
Qty: 1



Student Mailbox
Saftco - EZ Stor, 36 Compartments
Qty: 1



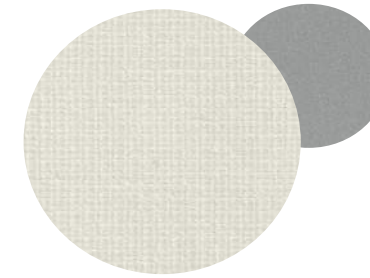
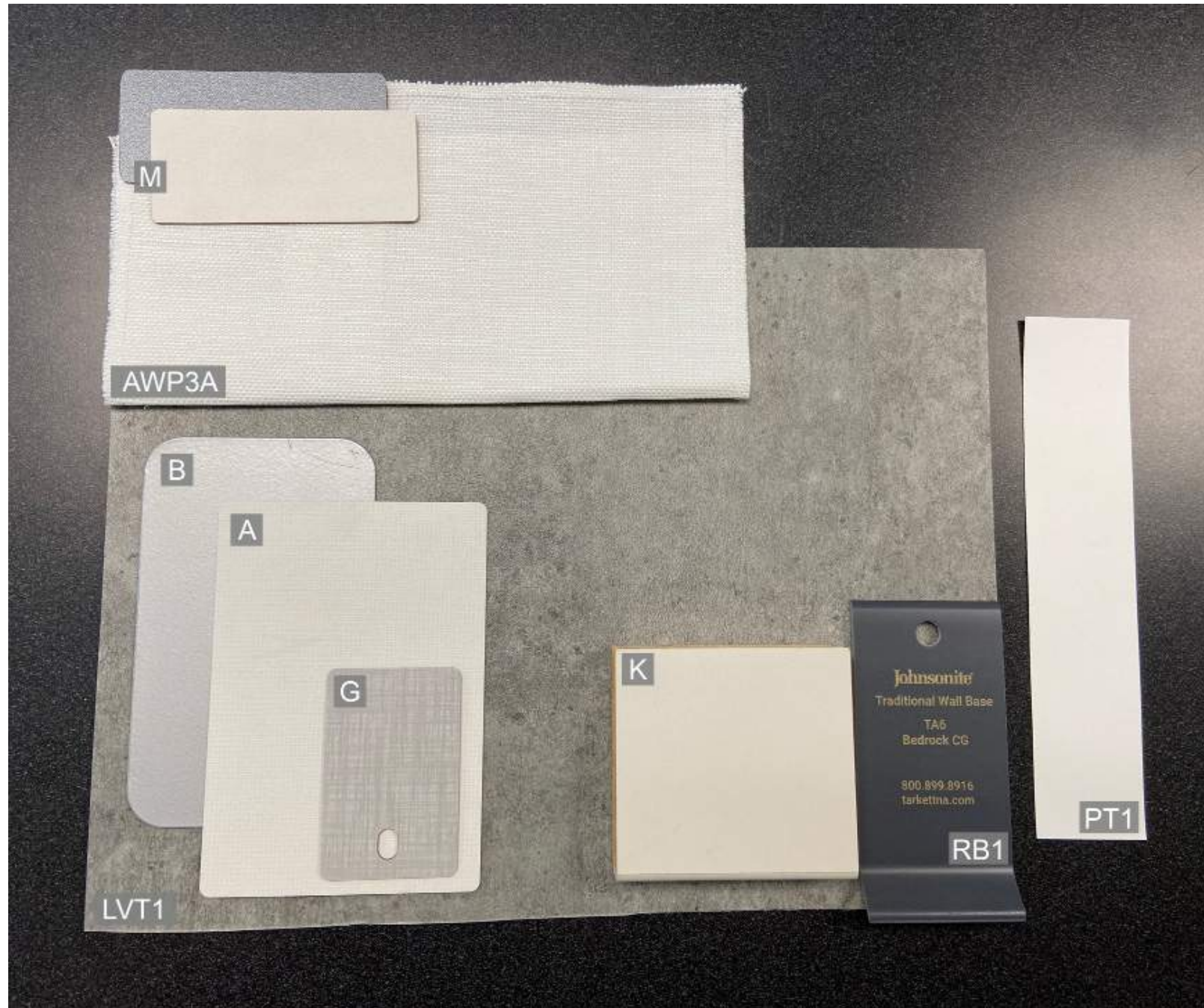
29"H Tray Storage with Doors
Fleetwood - Designer 2.0
Qty: 1



Mobile Storage
VS - Shift+ Transfer, Single Sided, 42"H
Qty: 2

Quantities represent 1 room

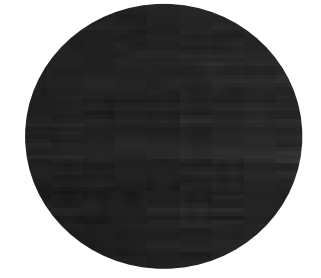
Music Classroom Finishes



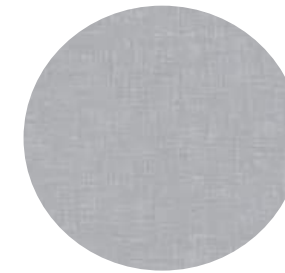
A Teacher Table
Allsteel - Silver Mesh & Silver



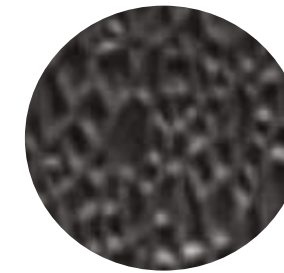
M Mobile Storage
VS America - Grey White & Anthracite



I Steel Storage Shelving
Saftco - Steel, Black



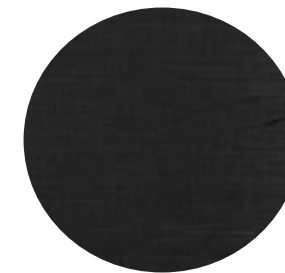
B Metal Storage
Allsteel - Silver



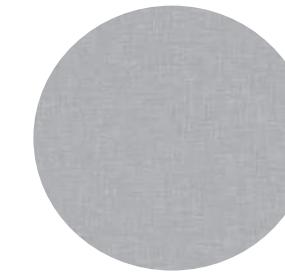
F Seated Risers
Wenger - Black Cracked Ice



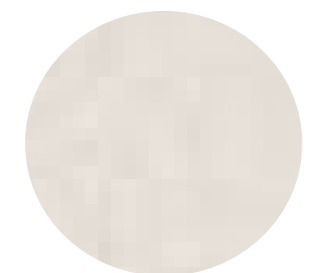
J Conductor's Stand
FeatherBlock - Black



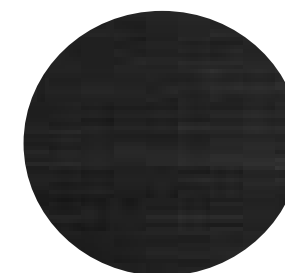
C Digital Piano Workstation
Wenger - Black



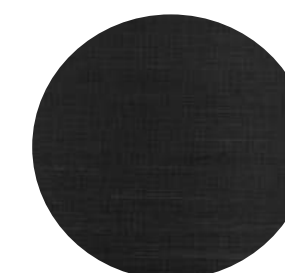
G Straight Storage
Wilsonart - Mushroom



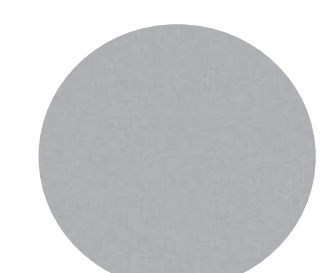
K Percussion Cart
Wenger - Oyster



D Conductors Lectern
Wenger - Black

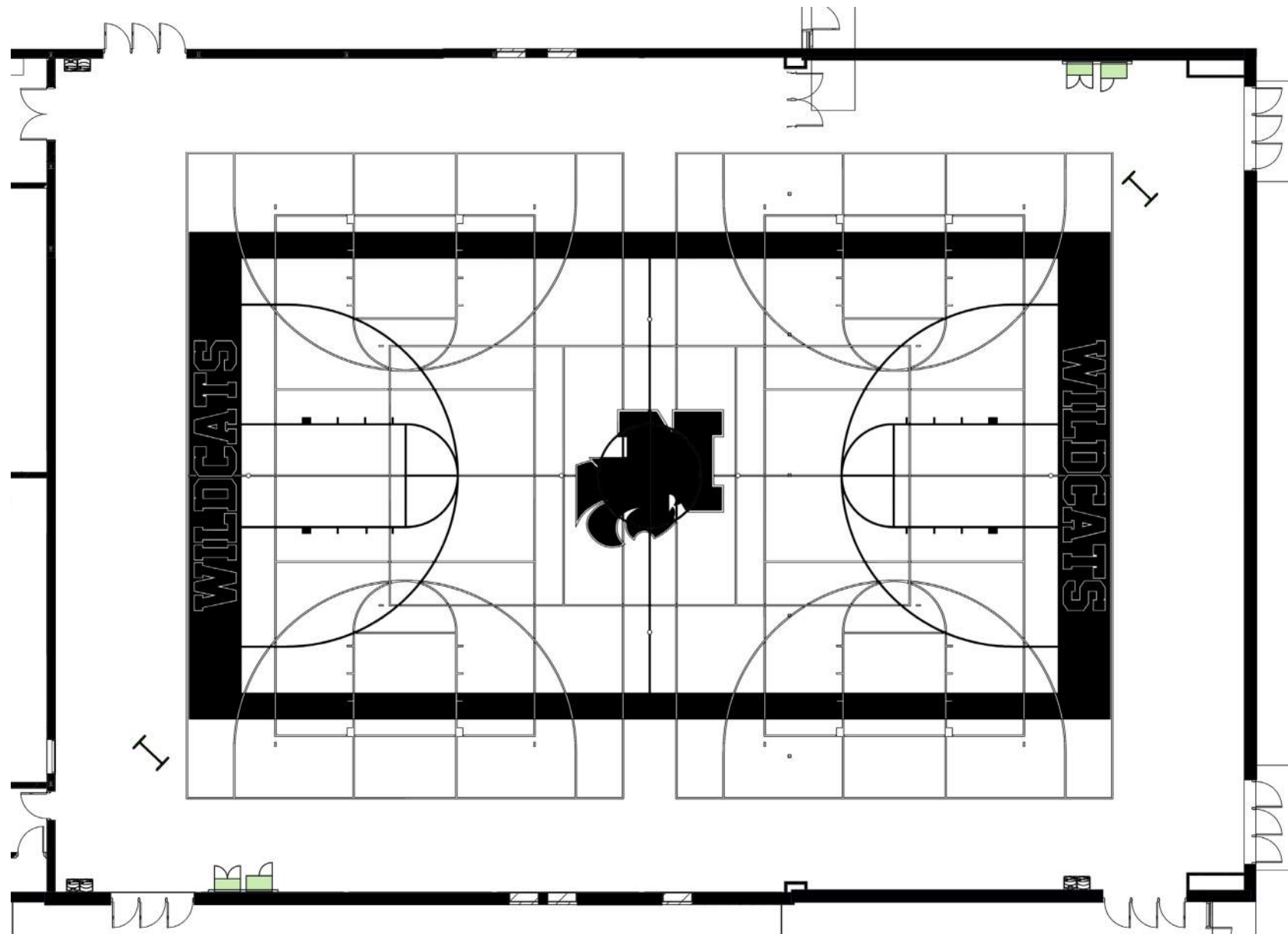


H Student Mailbox
Saftco - Steel, Black



L 29"H Tray Storage with Doors
Wilsonart - Mushroom

Gym



Mobile Whiteboard
Watson - Etch, 36"W x 60"H
Qty: 2

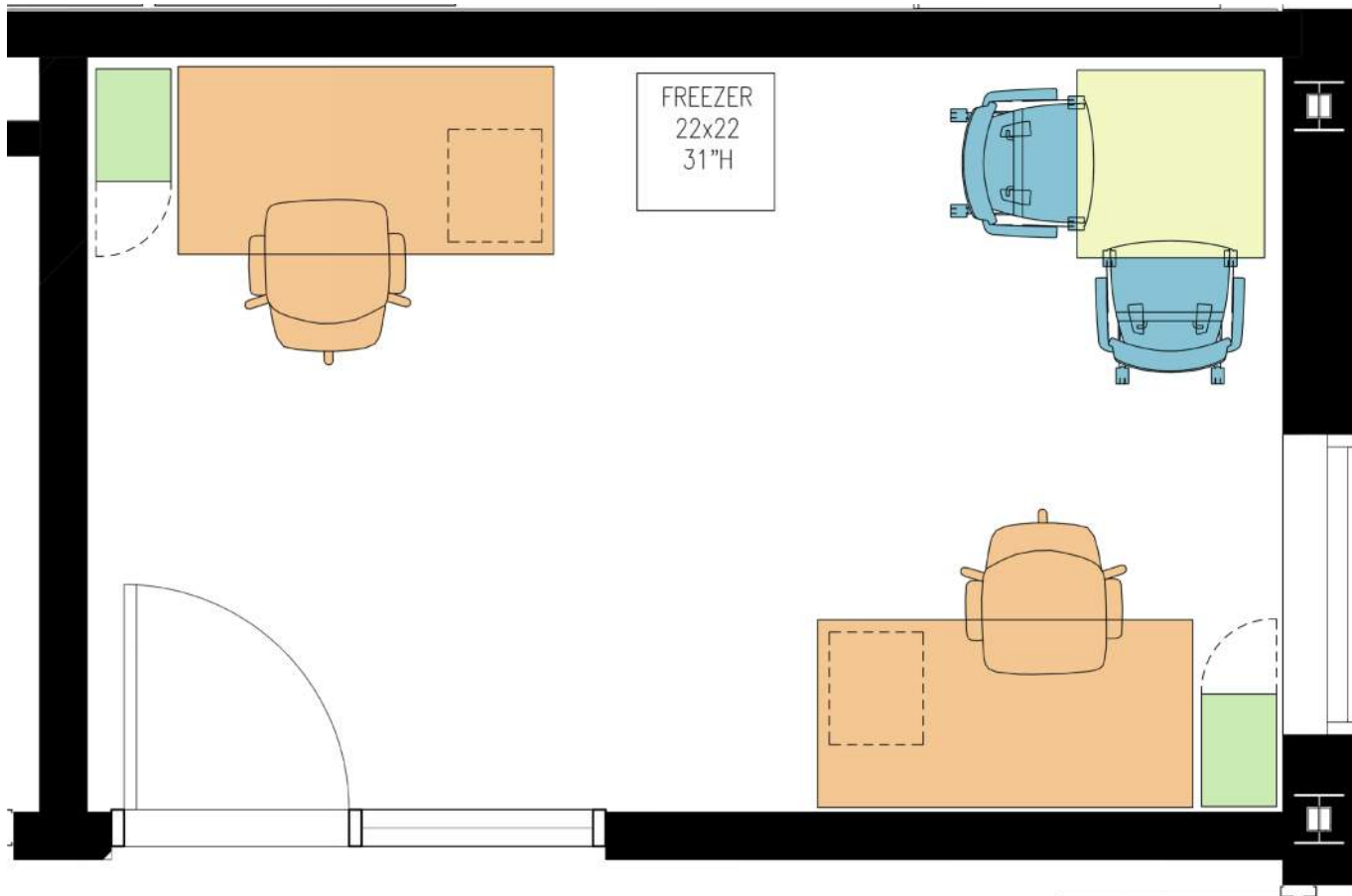


Mobile Project Cart- 40"H
Fleetwood - Presentation Cart with Power
36" x 22"
Qty: 2



Metal Storage Cabinet - 39"H
Allsteel - Essentials Storage, 36"W
Qty: 2

Gym Office



Teacher Table
Allsteel - Structure, 30" x 60", with glides with grommet & wire management
Qty: 2



Teacher Storage
Allsteel - Mobile Pedestal File
Qty: 2



Guest Chair
Sit-On-It - Movi
Qty: 2



Task Chair
Hon - Ignition 2.0
Qty: 2

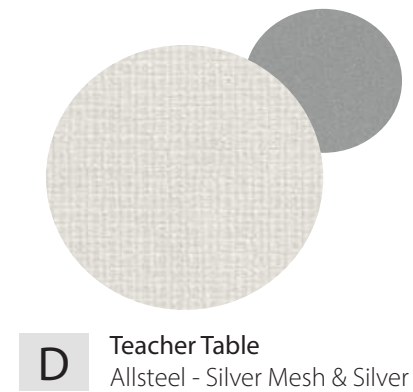
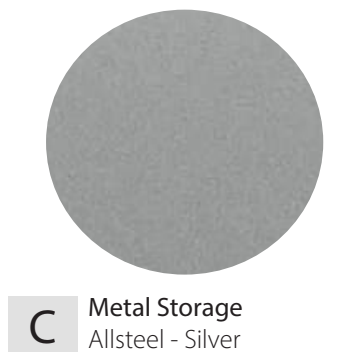
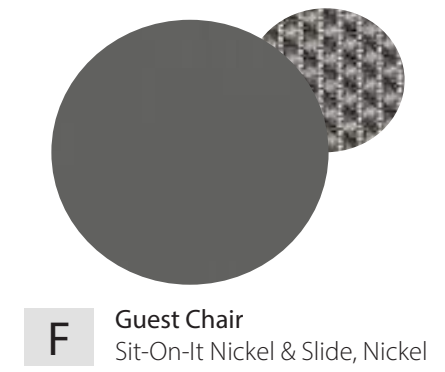
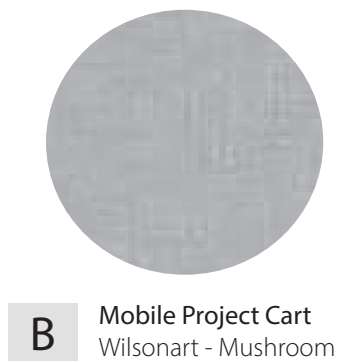
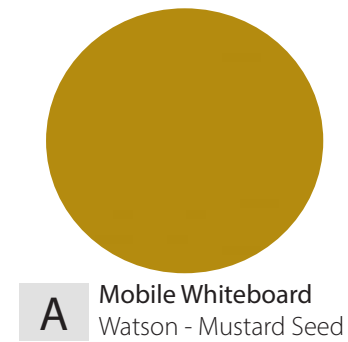
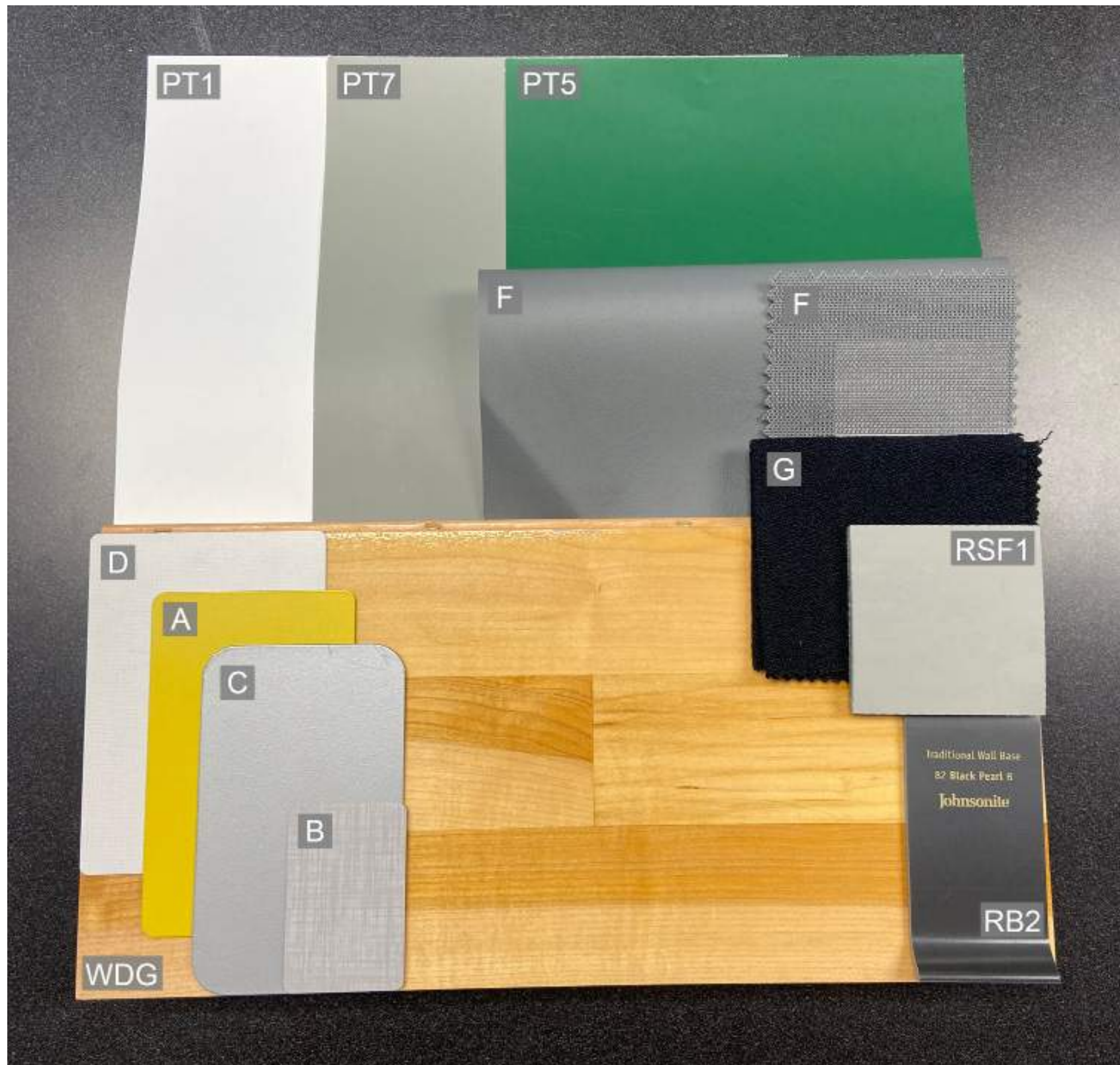


Square Table
Allsteel - Structure, X-Base with Casters, 30" x 30"
Qty: 1



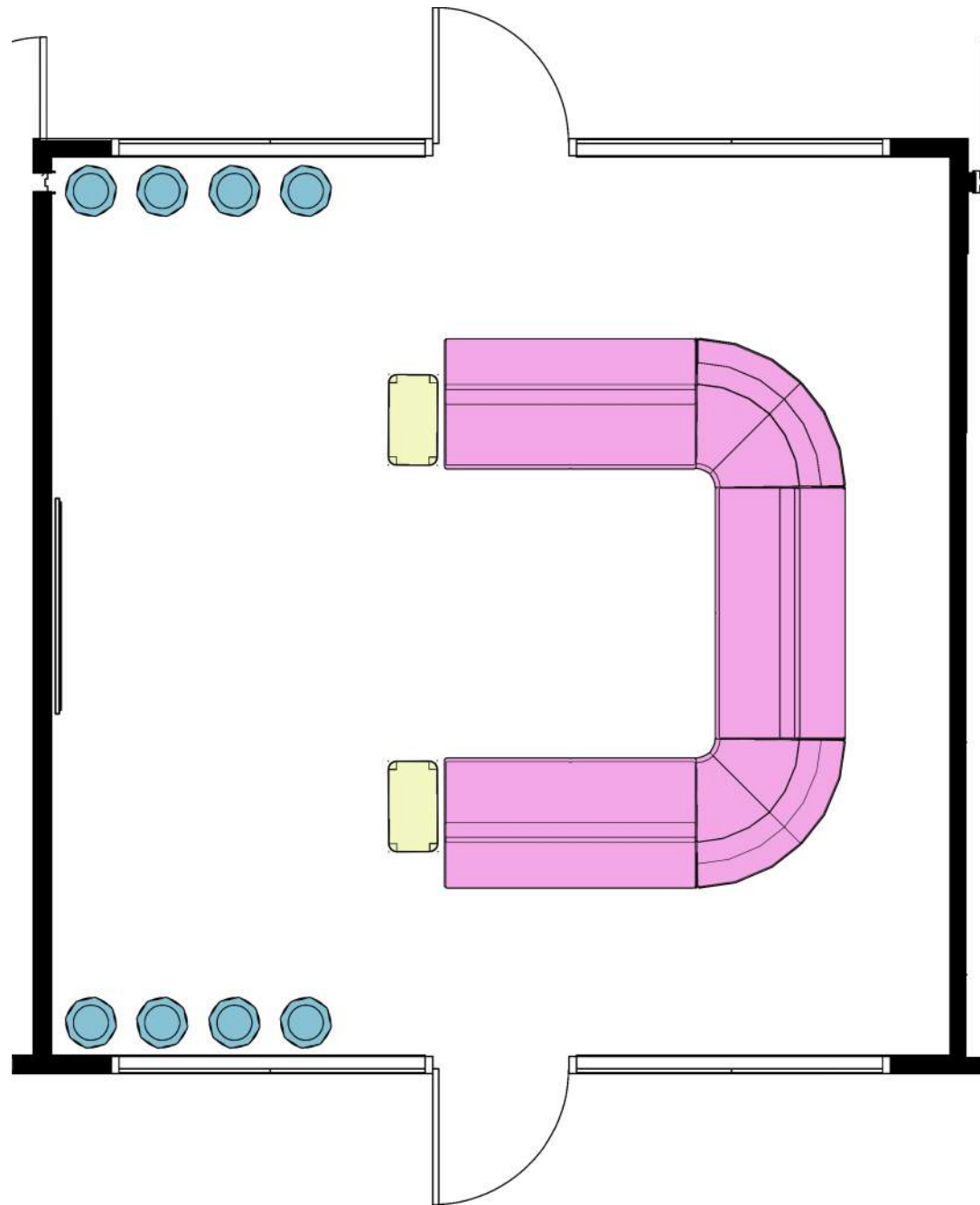
Personal Storage
Allsteel - Align Locker, 12"W x 18"D x 65"H
Qty: 2

Gym & Gym Office Finishes



Large Group Study B

Phase 2 - 2 Large Group Study B Rooms



Modular Lounge
Steelcase - Campfire, Big Lounge & Corner Lounge
Qty: 3 Big Lounge & 2 Corner Lounge

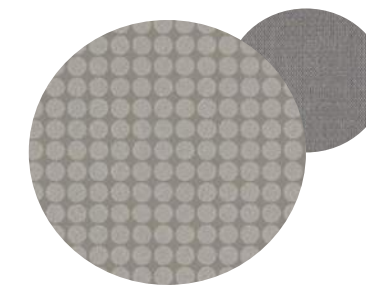


Laptop Table
Coaleese - Lagunitas Personal Table
Qty: 2

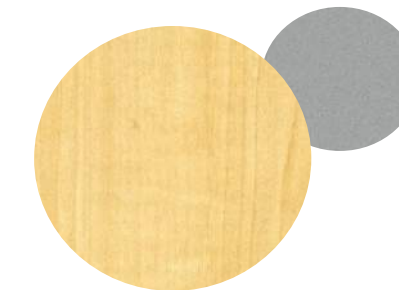


Student Wobble Stool
VS - Hokki Stool
Qty: 8

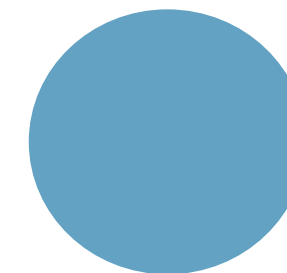
Group Study Finishes



A **Modular Lounge**
DesignTex - Big Dot, Fog
Stinson - Fuse, Slate



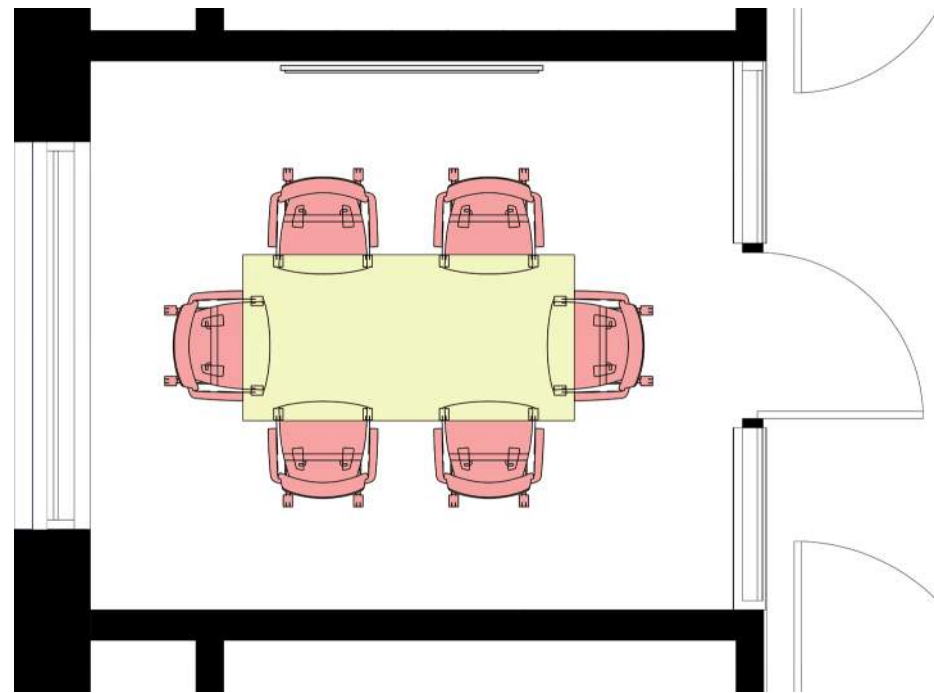
B **Laptop Table**
Steelcase - Clear Maple &
Platinum Matte



C **Student Wobble Stool**
VS America - Light Blue

Conference Spaces

Phase 2 - 2 Medium Conference Rooms

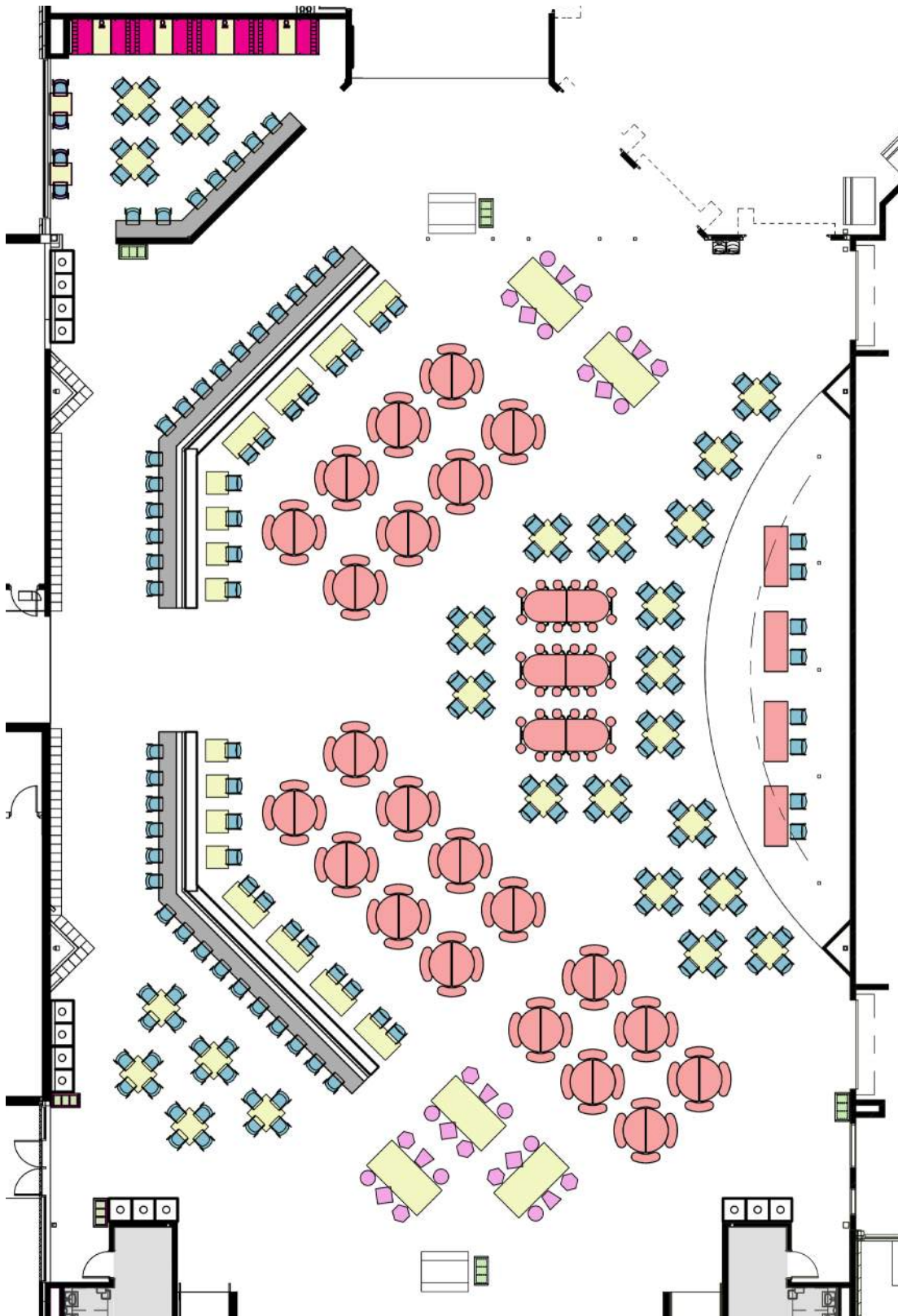


Medium Conference Room



Square Table - Seated Height
Allsteel - Structure, X-Base with Casters, 36" x 72" x 29"H
Qty: 1

Dining



Total Seat Count: 457

Existing Furniture



Breakout Dining Booth
24" x 48" Table, Seated Height
Qty: 4



Stacking Chair
Sit-On-It - Sprout
Qty: 136



Square Table - Seated Height
Allsteel - Structure, X-Base with Glides, 29"H
30" x 30", Qty: 8
36" x 36", Qty: 20
30" x 60", Qty: 8



Stool - 30"H
Sit-On-It - Lumin Stool
Qty: 63



Square Table - Bar Height
Allsteel - Structure, X-Base with Glides, 42"H
36" x 36", Qty: 5
30" x 30", Qty: 2



Dining Ottomans - 17.75"H
OFS - Boost Ottoman, Circle, Square, Hex, Trapezoid
Qty: 30

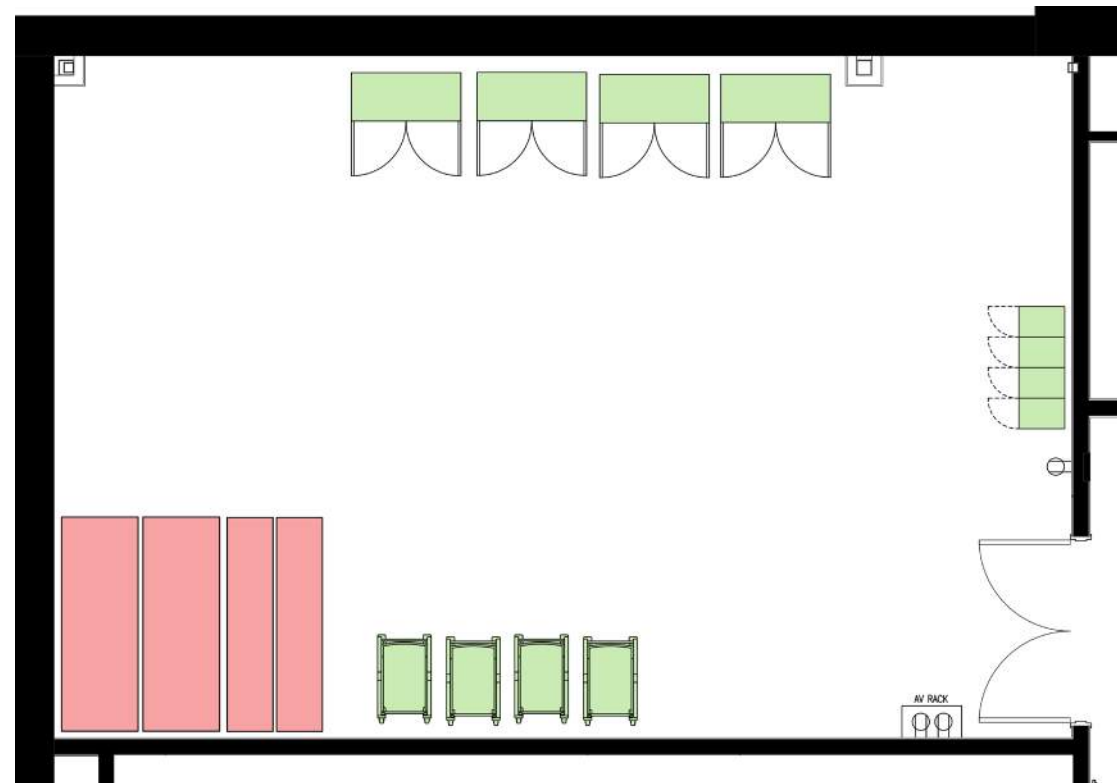


Family Style Table
Steelcase - Campfire Big Table
48" x 96" x 28"H
Qty: 5



Tray Cart
Uline - Rubbermaid Service Cart
34" x 19" x 38"H
with silverware bin attachment
Qty: 6

Dining Storage



Mobile Storage - Indoor Recess
VS - Shift+ Transfer, Single Sided, 42"H, with Doors
Qty: 4

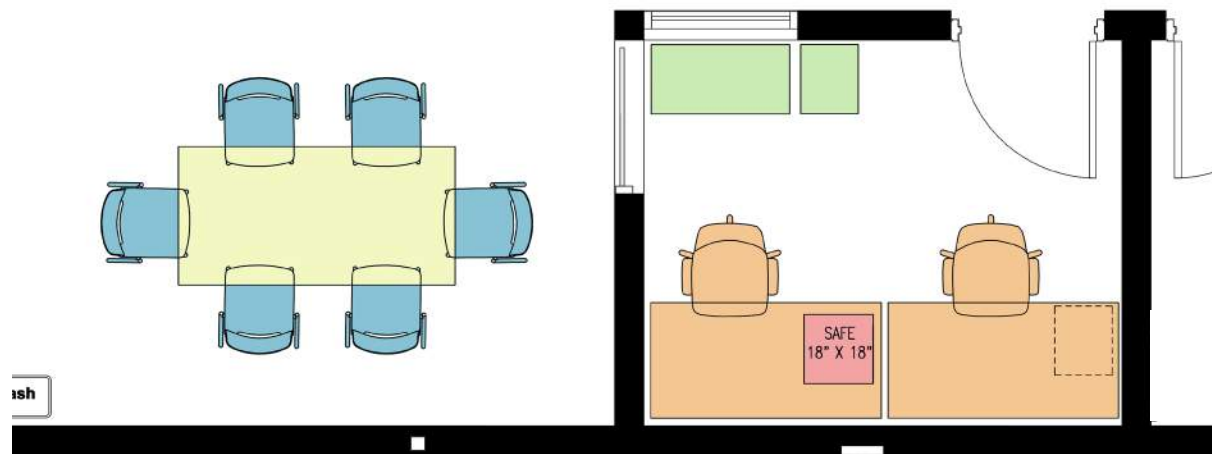
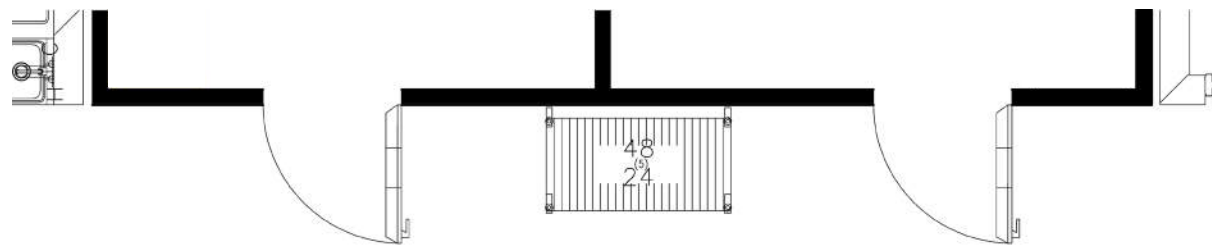


Stacking Chair Cart
Sit-On-It - Sprout Cart, Stacks 40 Chairs Per Cart
Qty: 4



Lunch Staff Personal Storage
Allsteel - Align Quad Metal Lockers, 65"H,
with Standard Lock & Arch Pull
Qty: 2 (8 lockers total)

Kitchen



Sit-Stand Desk
Allsteel - Altitude, 30" x 72"
Qty: 2



Staff Storage
Allsteel - Mobile Pedestal File
Qty: 2



Task Chair
Hon - Ignition 2.0
Qty: 2



File Storage
Allsteel - Lateral File, 2 Drawers High
Qty: 1

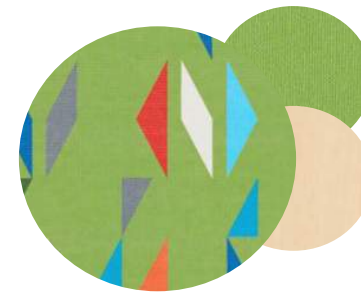


Square Table - Seated Height
Allsteel - Structure, X-Base with Glides, 36" x 72" x 29"H
Qty: 1

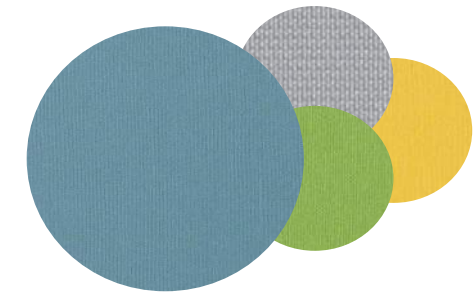


Guest Chair
Sit-On-It - Movi with Glides
Qty: 6

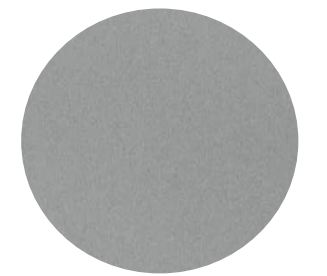
Dining Finishes



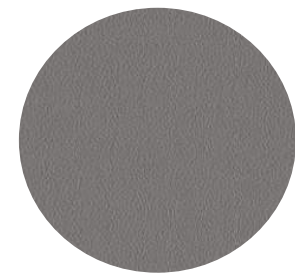
A Breakout Dining Booth
ArcCom - Fragment, Chromium Green
Stinson - Tessuto 2.0, Vivid
Formica - Natural Maple



E Dining Ottomans
Stinson - Tessuto 2.0, Capri
DesignTex - Iota, Nimbus
Stinson - Tessuto 2.0, Citron
Stinson - Tessuto 2.0, Vivid



I Lunch Staff Personal Storage
Allsteel - Silver



B Stacking Chair
Sit-On-It, Slate



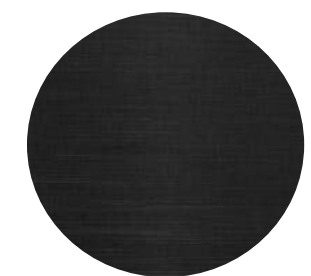
F Family Style Table
Steelcase- Clear Maple



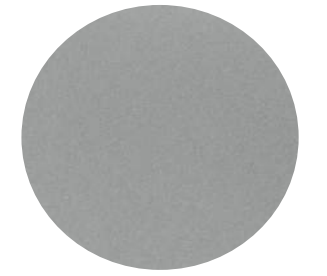
J Sit-Stand Desk
Allsteel - Natural Maple & Silver



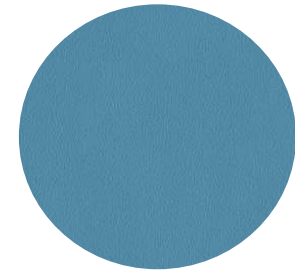
C Square Table
Allsteel - Natural Maple & Silver



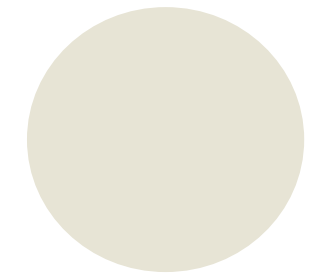
G Tray Cart
Uline - Black



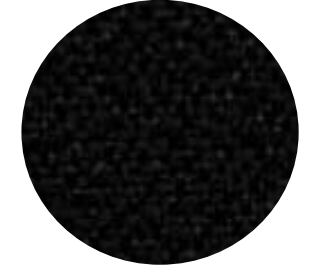
K Staff Storage
Allsteel - Silver



D Stool
Sit-On-It, Lagoon



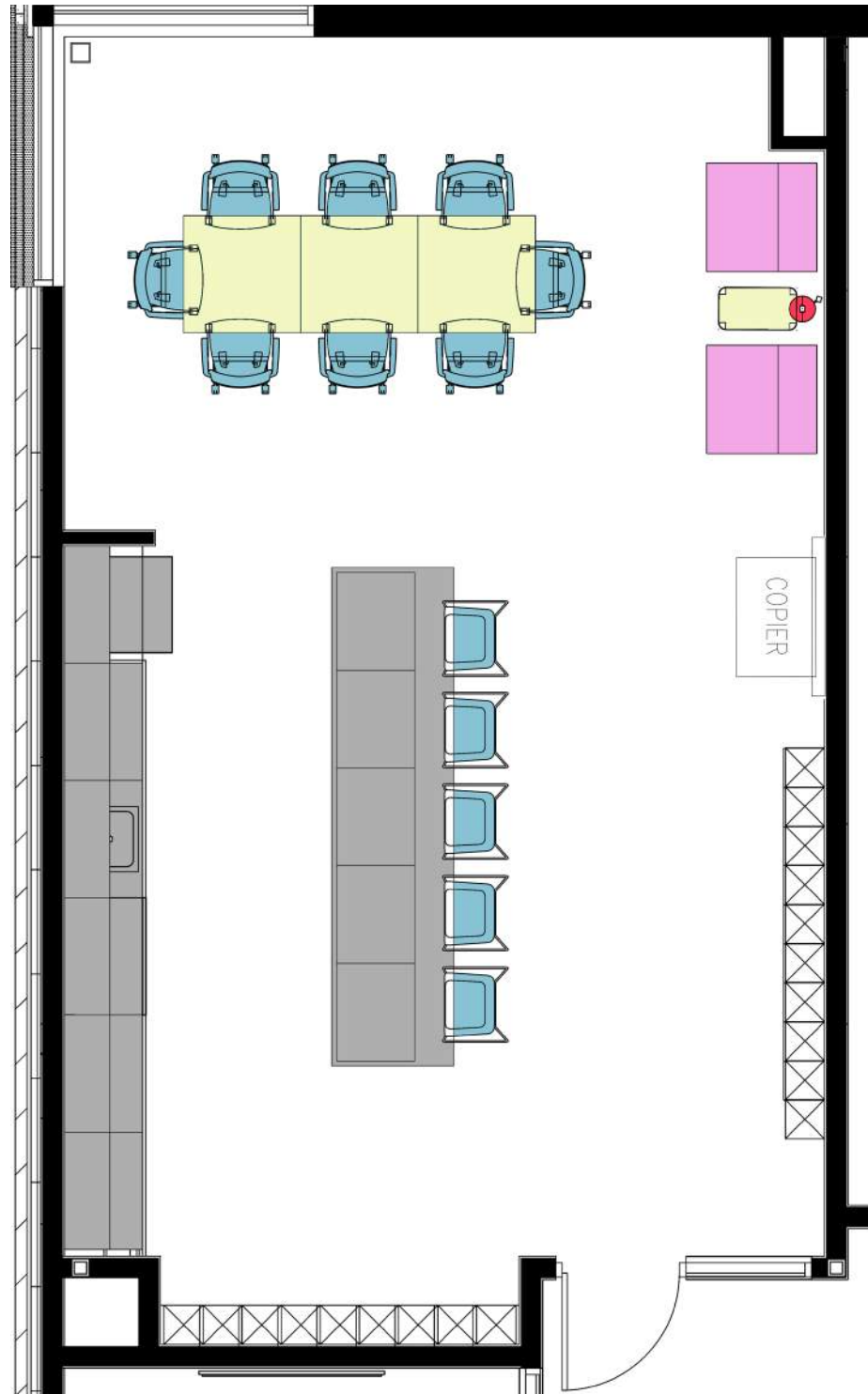
H Mobile Storage-Indoor Recess
VS America, Grey White



L Task Chair
HON - Centurion, Black

Staff Lounge

Phase 2 - 2 Staff Lounges



Counter Stool
Steelcase - Scoop Stool, 33"H / 29" Seat Height
Qty: 5



Square Table - Seated Height
Allsteel - Structure, X-Base with Casters, 36" x 36"
Qty: 3



Guest Chair
Sit-On-It - Movi with Casters
Qty: 8



Power Hub
Steelcase - Thread, 30"H
Qty: 1

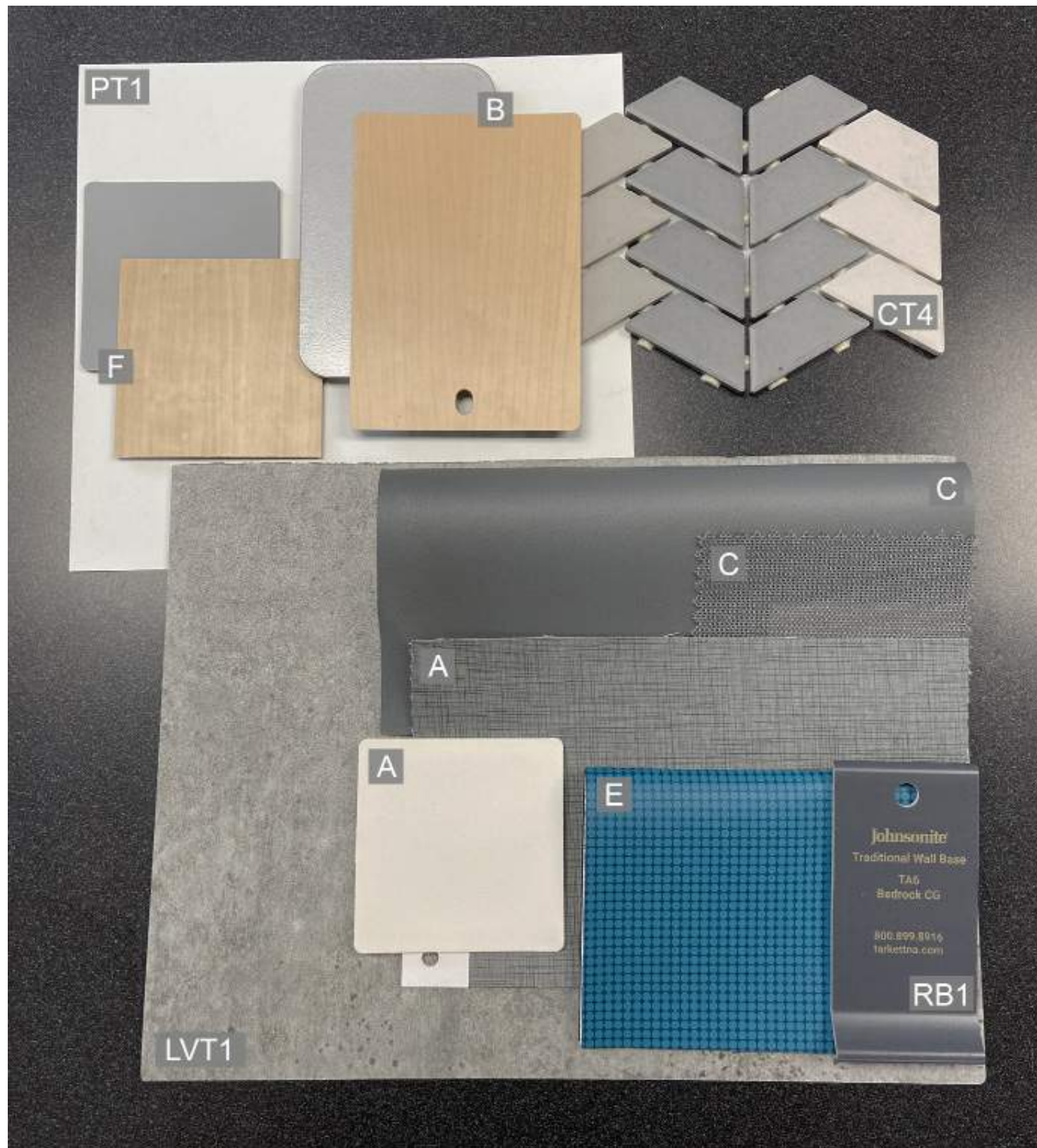


Laptop Table
Coaleese - Lagunitas Personal Table
Qty: 1

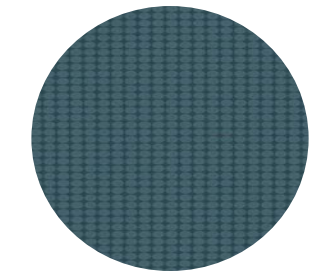


Lounge Chair
Steelcase - Campfire Half Lounge
Qty: 2

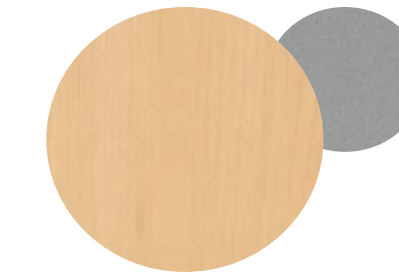
Staff Lounge Finishes



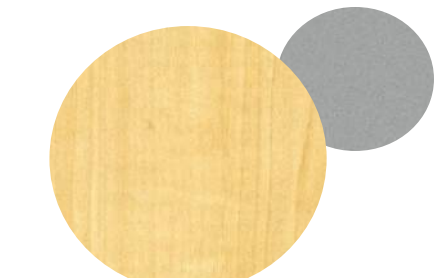
A Counter Stool
Stinson - Etch, Pier
Steelcase - White



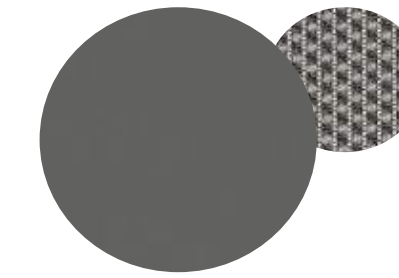
E Lounge Chair
DesignTex - Big Dot, Azure



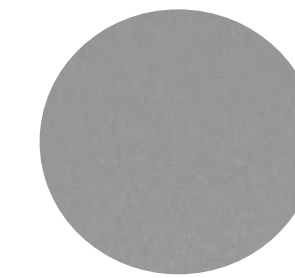
B Square Table
Allsteel - Natural Maple
Allsteel - Silver



F Laptop Table
Steelcase - Clear Maple &
Platinum Matte



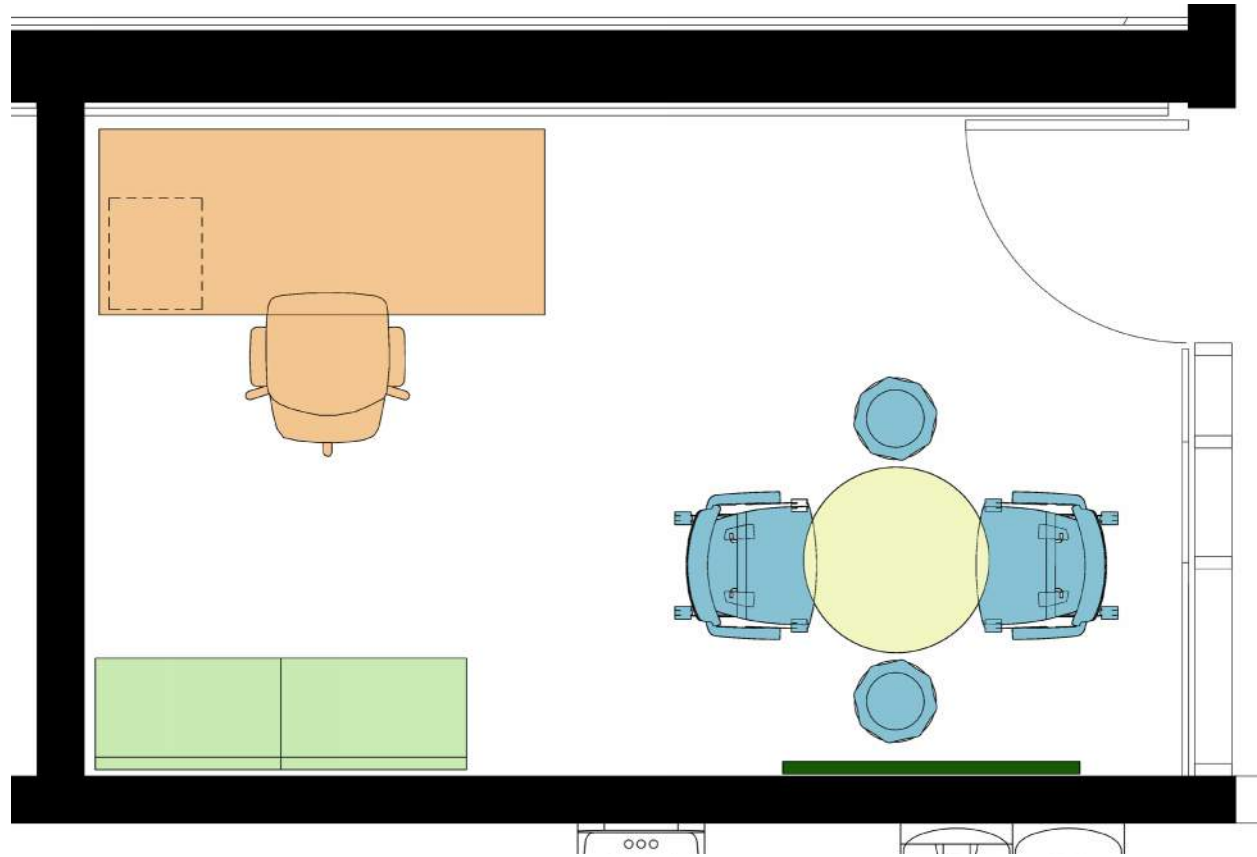
C Guest Chair
Sit-On-It - Slide, Nickel
Sit-On-It - Nickel



D Power Hub
Steelcase - Platinum Metallic

Speech Offices

2 Speech Offices Total



Sit-Stand Desk
Allsteel - Altitude, 30" x 72"
Qty: 1



Pencil Drawers + File Storage
Allsteel - Mobile Pedestal File
Qty: 1



Task Chair
Hon - Ignition 2.0
Qty: 1



Round Table
Allsteel - Structure, X-Base with Casters, 30" Diameter
Qty: 1



Metal Bookcase - 39"H
Allsteel - Essentials, 30"W
Qty: 1



File Storage
Allsteel - Lateral File, 3 Drawers High, 30"W
Qty: 1



Coat Hook
Safco - Wall Mounted
Qty: 1



Guest Chair
Sit-On-It - Movi with Casters
Qty: 1



Tackboard
Allsteel - Tackboard, 60"W x 18"H
Qty: 1

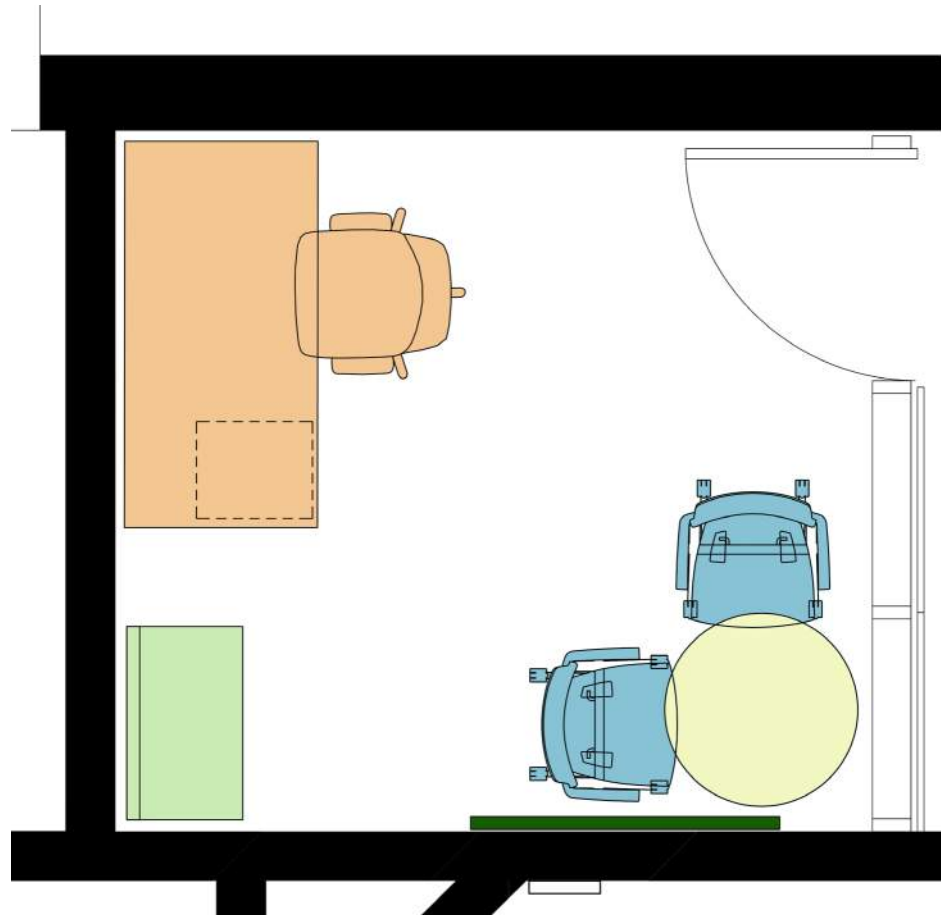


Student Wobble Stool
VS - Hokki Stool
Qty: 2



Power Hub
Desktop Mounted Power Unit with 2 USB & 2 Power
Qty: 1

Coaching Office



Sit-Stand Desk
Allsteel - Altitude, 30" x 72"
Qty: 1



Pencil Drawers + File Storage
Allsteel - Mobile Pedestal File
Qty: 1



Metal Bookcase - 39"H
Allsteel - Essentials, 30"W
Qty: 1



Task Chair
Hon - Ignition 2.0
Qty: 1



Round Table
Allsteel - Structure, X-Base with Casters, 30" Diameter
Qty: 1



Guest Chair
Sit-On-It - Movi with Casters
Qty: 2



Tackboard
Allsteel - Tackboard, 30"W x 18"H
Qty: 1

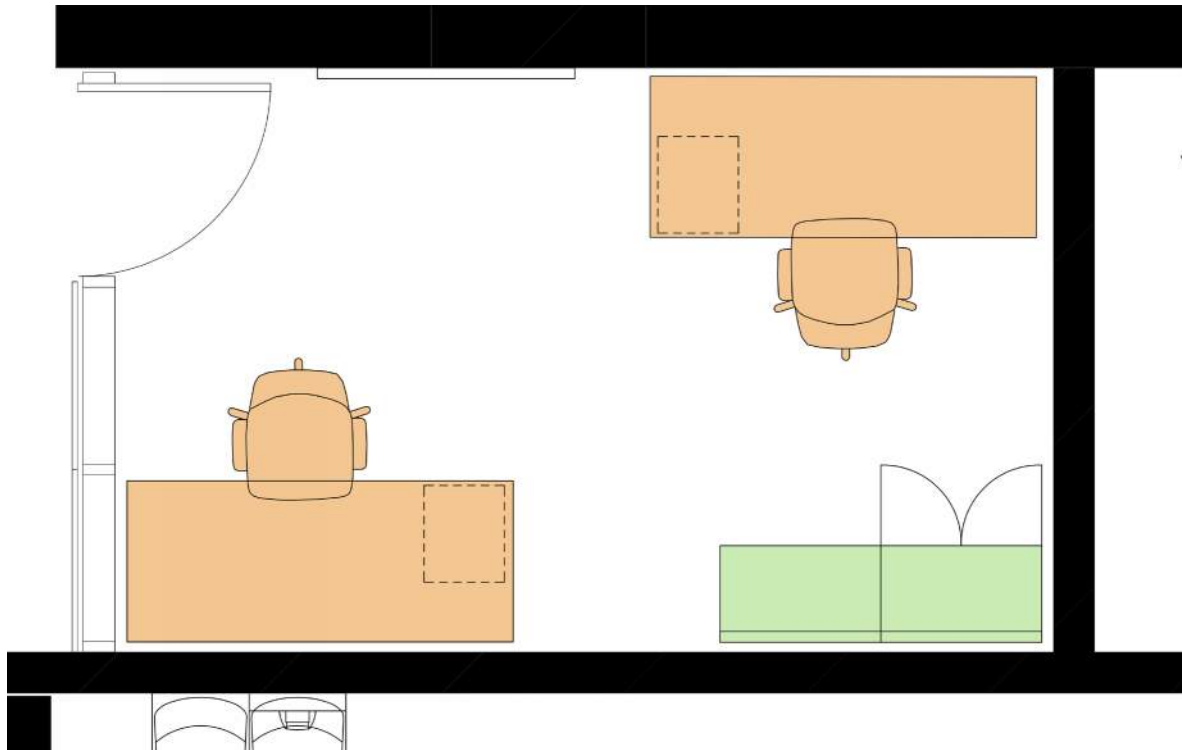


Power Hub
Desktop Mounted Power Unit with 2 USB & 2 Power
Qty: 1



Coat Hook
Saeco - Wall Mounted
Qty: 1

Shared Office



Sit-Stand Desk
Allsteel - Altitude, 30" x 72"
Qty: 2



Pencil Drawers + File Storage
Allsteel - Mobile Pedestal File
Qty: 2



Task Chair
Hon - Ignition 2.0
Qty: 2



Tackboard
Allsteel - Tackboard, 30"W x 18"H
Qty: 1



Metal Storage Cabinet - 39"H
Allsteel - Essentials Storage, 30"W
Qty: 1



File Storage
Allsteel - Lateral File, 3 Drawers High, 30"W
Qty: 1

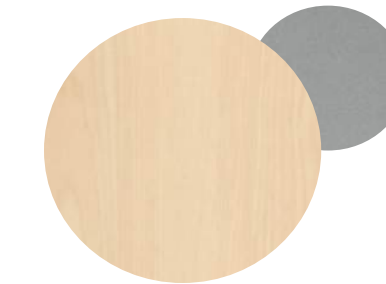


Power Hub
Desktop Mounted Power Unit with 2 USB & 2 Power
Qty: 1



Coat Hook
Safco - Wall Mounted
Qty: 1

Office Finishes (Typical)



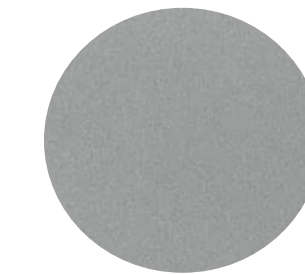
A Sit-Stand Desk
Allsteel - Natural Maple
Allsteel - Silver PR6



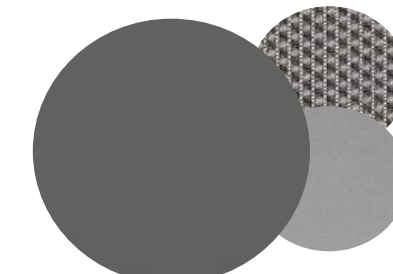
E Fixed Height Worksurface
Allsteel - Natural Maple



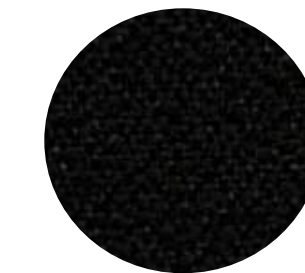
I PowerHub
Allsteel - Snow



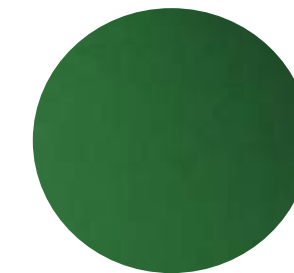
B Metal Storage
Allsteel - Silver



F Guest Chair
Sit-On-It - Slide, Nickel
Sit-On-It - Nickel
Sit-On-It - Silver



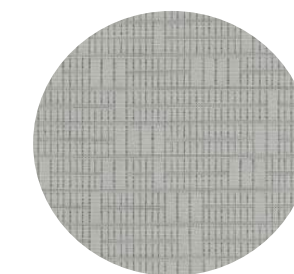
C Task Chair
HON - Centurion, Black



G Wobble Stool
VS America - Green

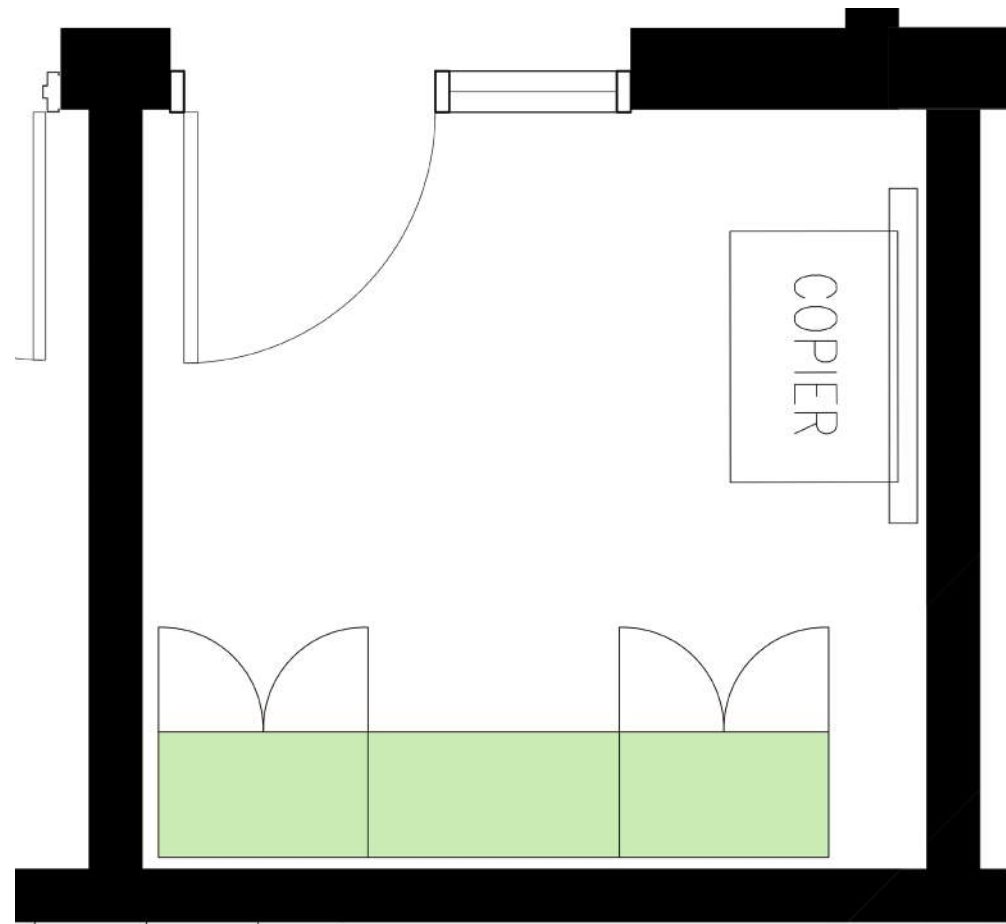


D Square Table
Wilsonart - Frosty White
Allsteel - Silver PR6



H Tackboard
Allsteel - Circuit, Moon

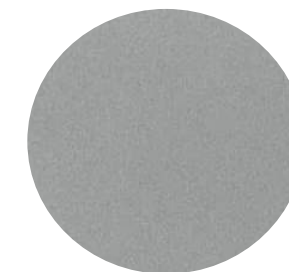
Copy Room - Corridor D



Metal Bookcase - 39"H
Allsteel - Essentials, 36"W x 18"D
Qty: 1



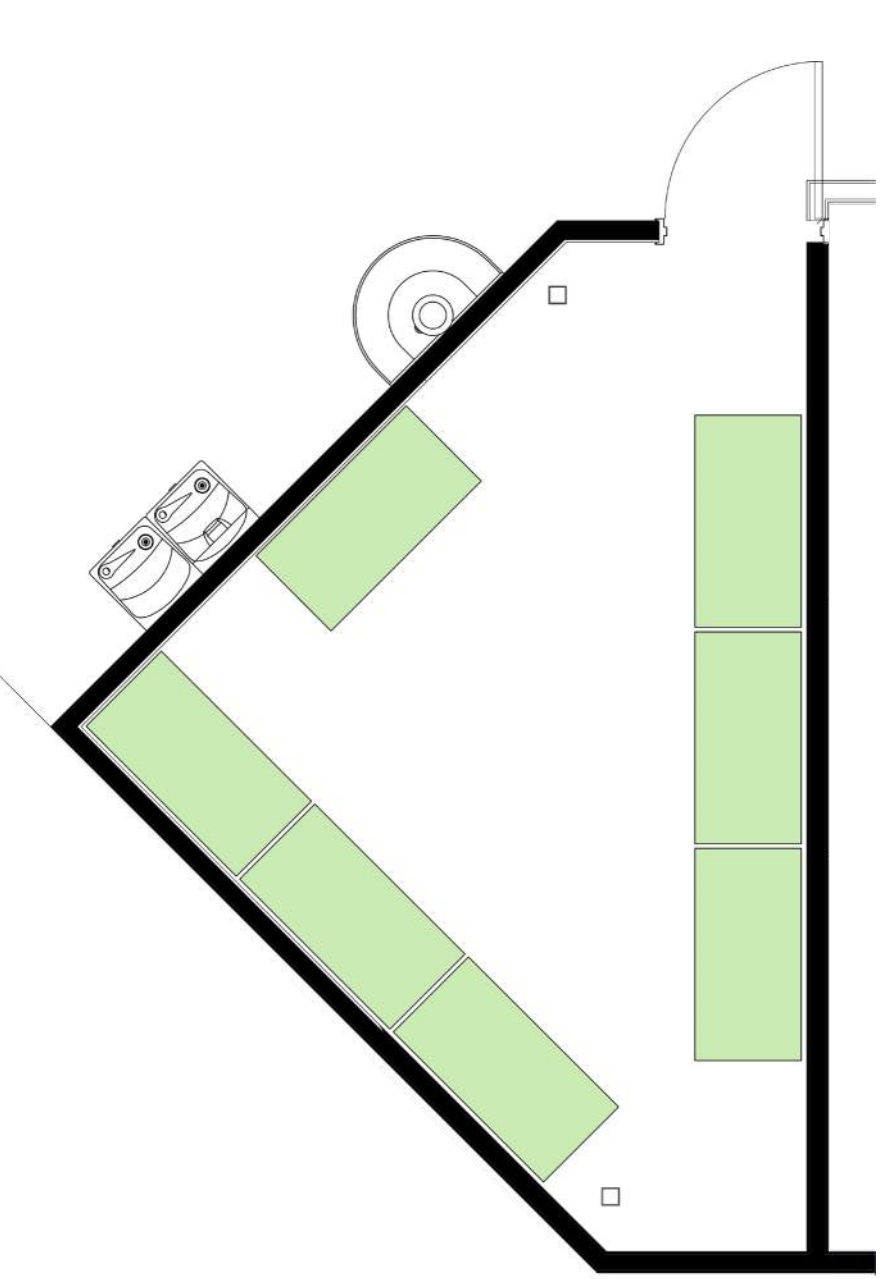
Metal Storage Cabinet - 39"H
Allsteel - Essentials Storage, 36"W
Qty: 2



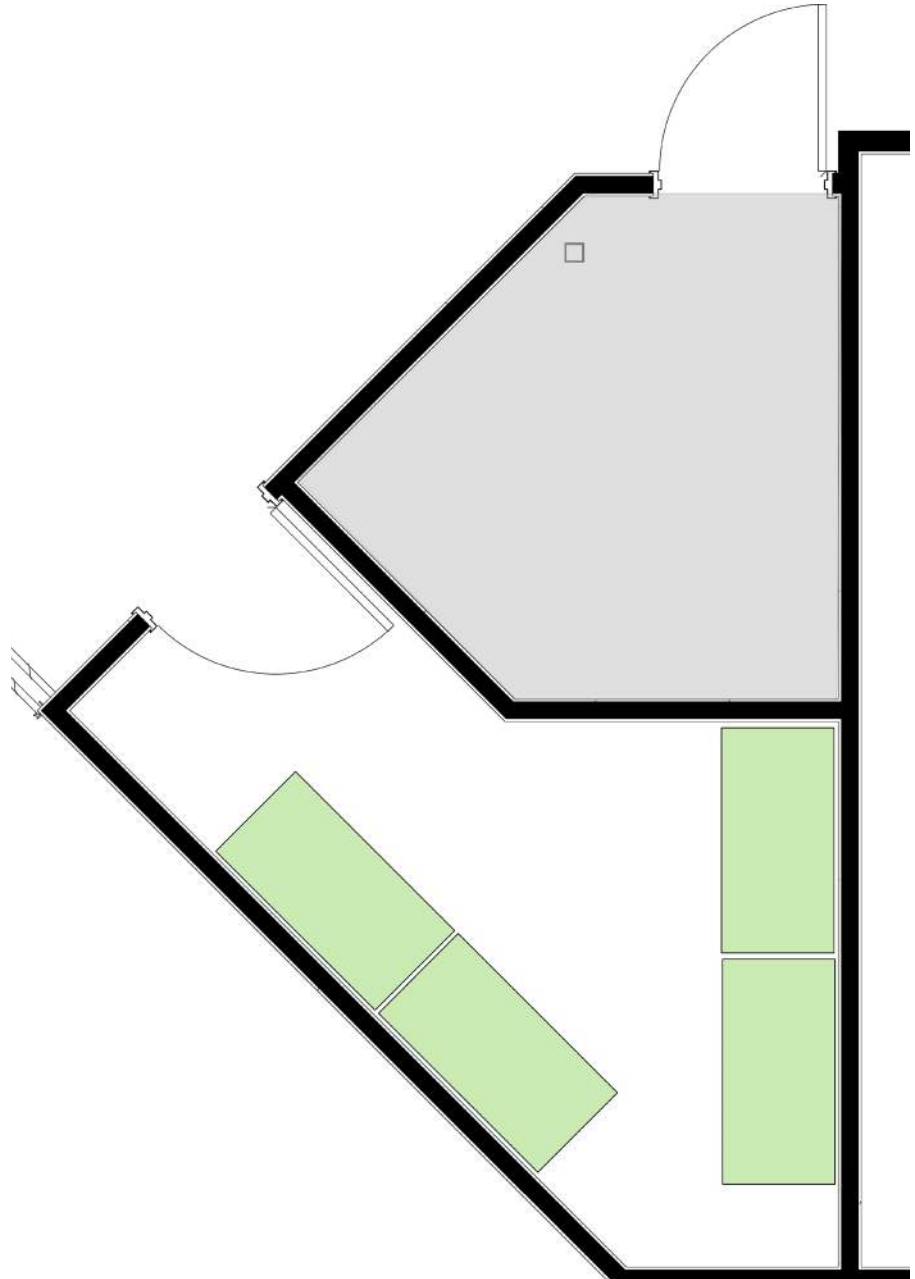
Metal Storage
Allsteel - Silver

Teacher Storage Rooms

Phase 2 - 2 Teacher Storage Room A & 2 Teacher Storage Room B Total



Typical Storage Room A



Typical Storage Room B

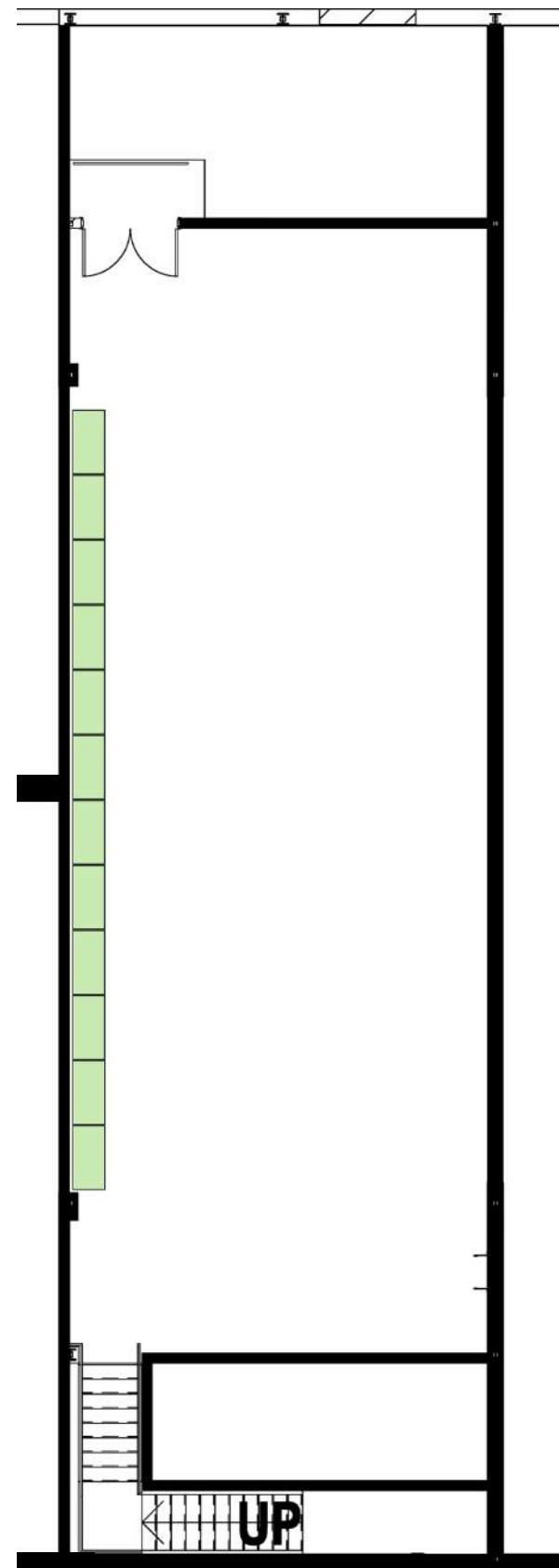


Storage Metal Shelving
 Safco - Industrial Shelving, 48" x 24" x 85"H
 Qty: 7 @ Typical Storage Room A
 Qty: 4 @ Typical Storage Room B

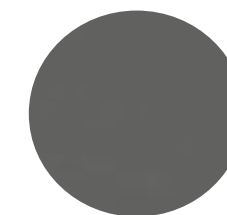


Steel: Grey

Mezzanine Storage



Storage Metal Shelving
Safco - 48" x 24" x 85"H
Qty: 12



Steel: Grey

Thank you!

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

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

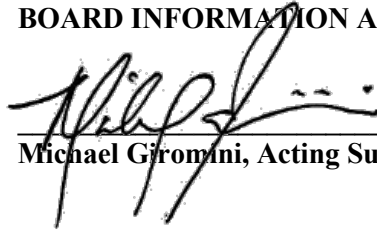
TOPIC: Novi Meadows STEM (Robot) Discussion

The Technology Department and Stephen Ernster, Novi Meadows Robotics Teacher, are requesting the purchase of six (6) Universal Robots (UR3e) for the use in his 5th Grade Robotics class. After a brief trial with the robots, it was determined that they would better fit the need of the student in this class.

We are recommending that the contract be awarded to Advanced Technology Consultants in the total amount of \$183,580.00.

This comes to the Board tonight for information and discussion. It will come back before the Board for approval at the April 18, 2024 Board meeting.

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



Michael Giromini, Acting Superintendent



Instructional Technology Center
25425 Taft Road, Novi, Michigan 48374
(248) 449-1260 • Fax (248) 449-1269

February 27, 2024

Michael Giromini
Assistant Superintendent of Teaching and Learning
Novi Community School District
Educational Services Building
25345 Taft Road
Novi, MI 48374

Project Name: Novi Meadows Universal Robots Purchasing

Dear Mr. Giromini,

The Technology Department, along with Stephen Ernster, Novi Meadows 5th Grade Robotics Teacher, would like to recommend the purchase of six (6) Universal Robots (UR3e) from Advanced Technology Consultants.

After a brief trial of these robots in the early fall of 2023, Stephen Ernster found that these robots would better meet the needs for his class and the students at Novi Meadows. The existing eDo Comau Robots would be repurposed throughout the district at lower-frequency use to extend their usable life. .

The eDo Comau Robots purchased in 2019 have been showing signs of degradation due to extended usage and cannot consistently perform the instructional tasks for students on a daily basis. The Universal Robots (UR3e) are able to handle more joint stress and function for longer periods in addition to offering students a robust programming experience.

The Technology Department recommends awarding the purchase to Advanced Technology Consultants as they are the only authorized educational channel partner representing Universal Robots in Michigan.

6 Universal Robots (UR3e): \$183,580.00

A quote and description of the UR3e robot from Advanced Technology Consultants are attached for your review.

The source of funds for the Universal Robots (UR3e) will be from the 2019 Technology Bond - Construction-Related Technology .

Sincerely,

Jason Smith, Director of Technology, Novi Community School District
Lisa Whiteside, Senior Technology Coordinator, Novi Community School District

ATC UR3e Novi Meadows 1-12-2024.pdf



UNIVERSAL ROBOTS

The future
is collaborative





Meet the world's no. 1 in collaborative robots

Universal Robots is not just a name. When we say universal we mean it. The UR arms can be implemented in virtually any industry, in any process and by any employee. Around the world, more than 10,000 operating UR robots are testimony to just that – and to the clear objective we've had from the very beginning: To make collaborative robot technology accessible to companies of all sizes.*

Robots are our life. So whether you are looking for a robotic solution for the sake of precision, speed, optimization or ergonomics, we can help you. And probably at a price that will take you by surprise; our robotic arms have an average payback time of just 195 days, which makes them the most favorable on the market, within reach of most companies. But that is far from the only reason why Universal Robots is the world's no. 1 in collaborative robots:

With our TÜV-certified robots by your side, you are in the safest of hands. The UR robots can work collaboratively right alongside employees due to built-in force-sensing causing the robots to automatically stop operating when they encounter obstacles in their route. The robot can be programmed to operate in reduced mode when a person enters the work zone. When we say collaborative we don't, however, just apply the term to safety. We use it in a much wider sense; while safety is imperative, we believe that being collaborative is as much about being user-friendly, easily re-deployable and accessible. In our opinion the future is collaborative – and we are here to bring it to you

"The UR5 does in 4 hours what it would take manual labor 2-3 days to accomplish. This progress has made it possible for us to compete with overseas manufacturers and bring back manufacturing jobs to the US."

Geoff Escalette
CEO, RSS Manufacturing

Five fast benefits for your business

FAST SET-UP

Even untrained operators are in for a surprise the first time they are to set up a UR robot arm. Unpacking the robot, mounting it and programming the first simple task typically takes less than an hour. As experienced by our customers, the average time to carry out a complete set-up is just half a day.

FLEXIBLE DEPLOYMENT

Production set-ups today often need to be flexible and agile in order to meet changing demands and stay competitive. And Universal Robots won't be the one to limit you; on the contrary, our light-weight UR robot arms are easily moved and re-deployed to new processes, enabling you to automate virtually any manual task, including those with small batches or fast change-overs.

EASY PROGRAMMING

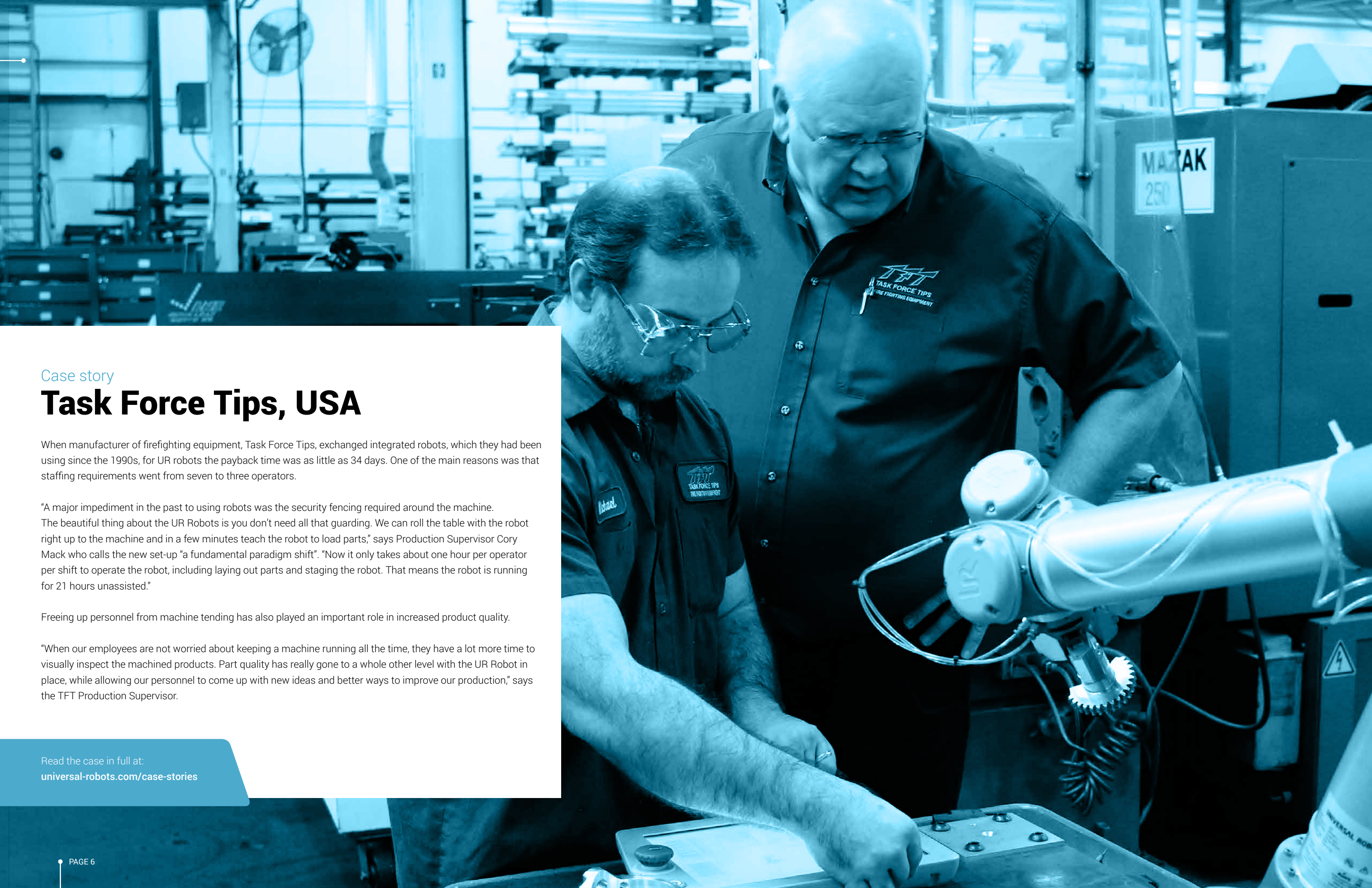
The days of hiring expensive external consulting every time a robot has to be programmed are over. The new reality is this: Operators with no programming experience can quickly program the UR robot arms thanks to patented, intuitive 3D visualization. All he or she needs to do is move the robot arm to the desired waypoints or touch the arrow keys on the easy-to-use touchscreen tablet.

FASTEST PAYBACK IN THE INDUSTRY

If you have always considered automation out of reach, it's time to reconsider. The collaborative UR robot arms come with an average payback time of 195 days. That's the fastest in the industry – quite simply because UR robot arms are void of all the added costs traditionally associated with automation such as external programming resources and shielded work cells.

COLLABORATIVE AND SAFE

Universal Robots has been the frontrunner of collaborative robotics since the term was coined so rest assured that you are in the safest of hands when you choose our robots. More than 80% of the UR robot arms in operation worldwide works right next to humans – with no safety guards to shield them. And cobots are more than happy to do the jobs that human operators find repetitive and dull.



Case story

Task Force Tips, USA

When manufacturer of firefighting equipment, Task Force Tips, exchanged integrated robots, which they had been using since the 1990s, for UR robots the payback time was as little as 34 days. One of the main reasons was that staffing requirements went from seven to three operators.

“A major impediment in the past to using robots was the security fencing required around the machine. The beautiful thing about the UR Robots is you don’t need all that guarding. We can roll the table with the robot right up to the machine and in a few minutes teach the robot to load parts,” says Production Supervisor Cory Mack who calls the new set-up “a fundamental paradigm shift”. “Now it only takes about one hour per operator per shift to operate the robot, including laying out parts and staging the robot. That means the robot is running for 21 hours unassisted.”

Freeing up personnel from machine tending has also played an important role in increased product quality.

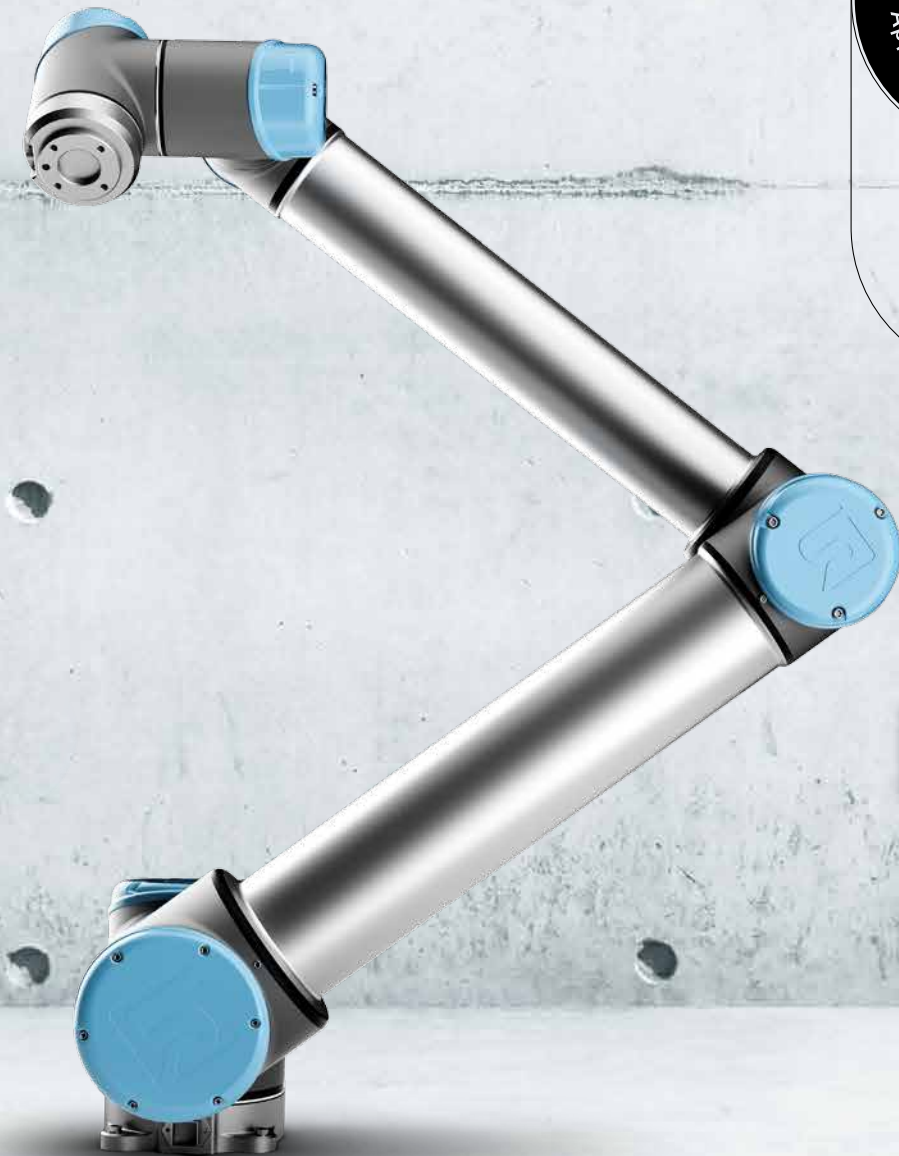
“When our employees are not worried about keeping a machine running all the time, they have a lot more time to visually inspect the machined products. Part quality has really gone to a whole other level with the UR Robot in place, while allowing our personnel to come up with new ideas and better ways to improve our production,” says the TFT Production Supervisor.

Read the case in full at:
universal-robots.com/case-stories

Meet the market's most collaborative family

Take flexibility, then add intelligence, endurance and outstanding precision and you have a UR robot arm.

The UR family has three members: The UR3, the UR5 and the UR10 – each named after their payload capacity in kilograms and each with outstanding collaborative abilities that will make them a favorite on the production line.



CLEANROOM CLASS 5

THE UR3

The smallest member of the UR family, the UR3 table-top robot is the perfect choice for light assembly tasks and jobs that call for absolute precision. With 360-degree rotation on all wrist joints and infinite rotation on the end joint, the UR3 is the most flexible, versatile and collaborative robot on the market today.

UR3 IN SHORT

- Automates tasks up to 3 kg (6.6 lbs)
- Reach radius of up to 500 mm (19.7 in)

THE UR5

The slightly bigger UR5 is ideal for automating low-weight processing tasks like picking, placing and testing. The medium-sized robot arm is easy to program, fast to set up and, just like the other collaborative members of the UR family, offers one of the fastest payback times in the industry.

UR5 IN SHORT

- Automates tasks up to 5 kg (11 lbs)
- Reach radius of up to 850 mm (33.5 in)

THE UR10

While the largest robot arm in the UR family and the one with the most muscle power, the UR10 does not compromise on precision. The collaborative robot arm will automate heavier-weight process tasks with payload requirements of up to 10 kg.

UR10 IN SHORT

- Automates tasks up to 10 kg (22 lbs)
- Reach radius of up to 1300 mm (51.2 in)

Thanks to the reach radius of 1300 mm the UR10 robot arm is especially suitable for e.g. packaging, palletizing, assembly and pick and place where the distance between the different operating areas is longer.

Automate virtually anything

When we say the UR robot arms can automate virtually anything we mean virtually anything; from assembly to painting, from screw driving to labeling, from packing to polishing, from injection molding to welding and whatever other processing task you can think of. And thanks to the flexibility of the UR family, the robot arms are even economically viable for small-batch and mixed-product assembly.



PACKAGING AND PALLETIZING

Make sure that your deliveries are always correctly counted and packaged to the strictest standards by letting the UR robot arm do the job for you.



SCREW DRIVING

Let a UR robot arm repeat the same movement over and over with exactly the same precision and speed to improve the quality and consistency of your products.



INJECTION MOLDING

The UR robot arm can be used across all areas of plastic and polymer production and can tend presses with never-failing accuracy and consistency.



POLISHING

The UR robot arm sands and polishes even curved and uneven surfaces with adjustable force for a consistent result.



MACHINE TENDING

The UR robot arm can be used to run most machine tending applications autonomously and is quickly adaptable to new products on the production line.



PICK AND PLACE

A UR robot arm can run most pick and place tasks autonomously and in doing so is able to reduce cycle times and material waste.



LAB ANALYSIS

Relieve workers from repetitive work with a UR robot arm to increase objectiveness in your analysis and testing processes.



GLUING, DISPENSING AND WELDING

The UR robot arm can add efficiency to your gluing, dispensing and welding processes, e.g. by constantly dosing and injecting exactly the same quantity of material or by always performing each weld to the highest accuracy.



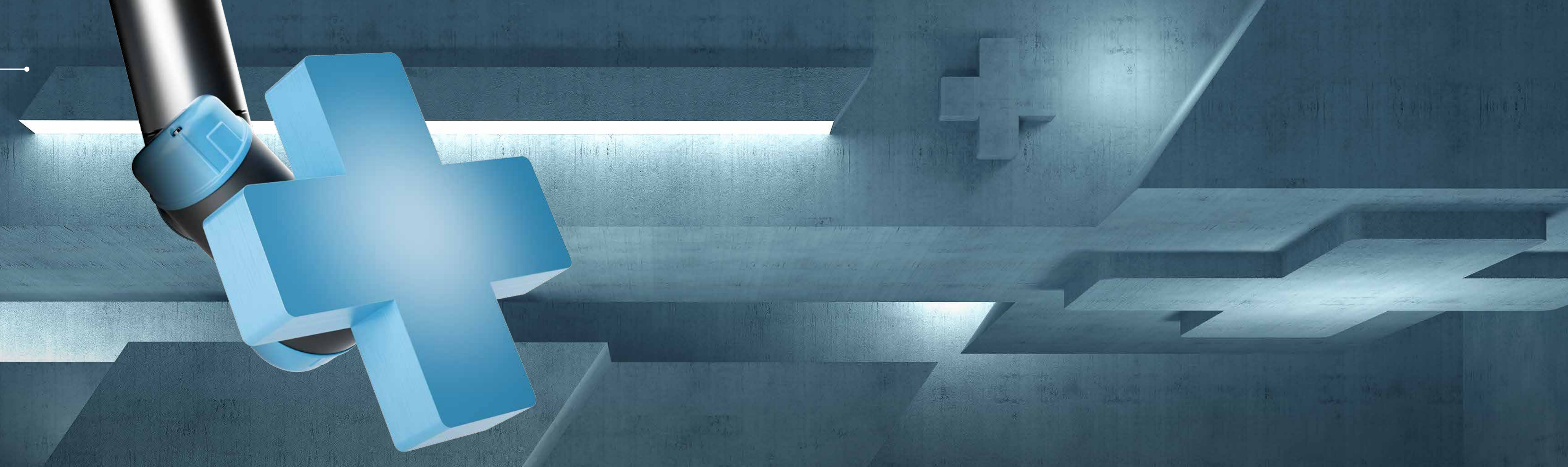
ASSEMBLY

The UR robot arm effortlessly handles assembly of plastics, woods, metals and a range of other materials while improving speed and quality in the process.



QUALITY INSPECTION

A UR robot arm with an inspection camera will identify and pinpoint defective or faulty parts before they are packaged or shipped to maintain high product quality.



Universal Robots +

– a new shortcut to perfection

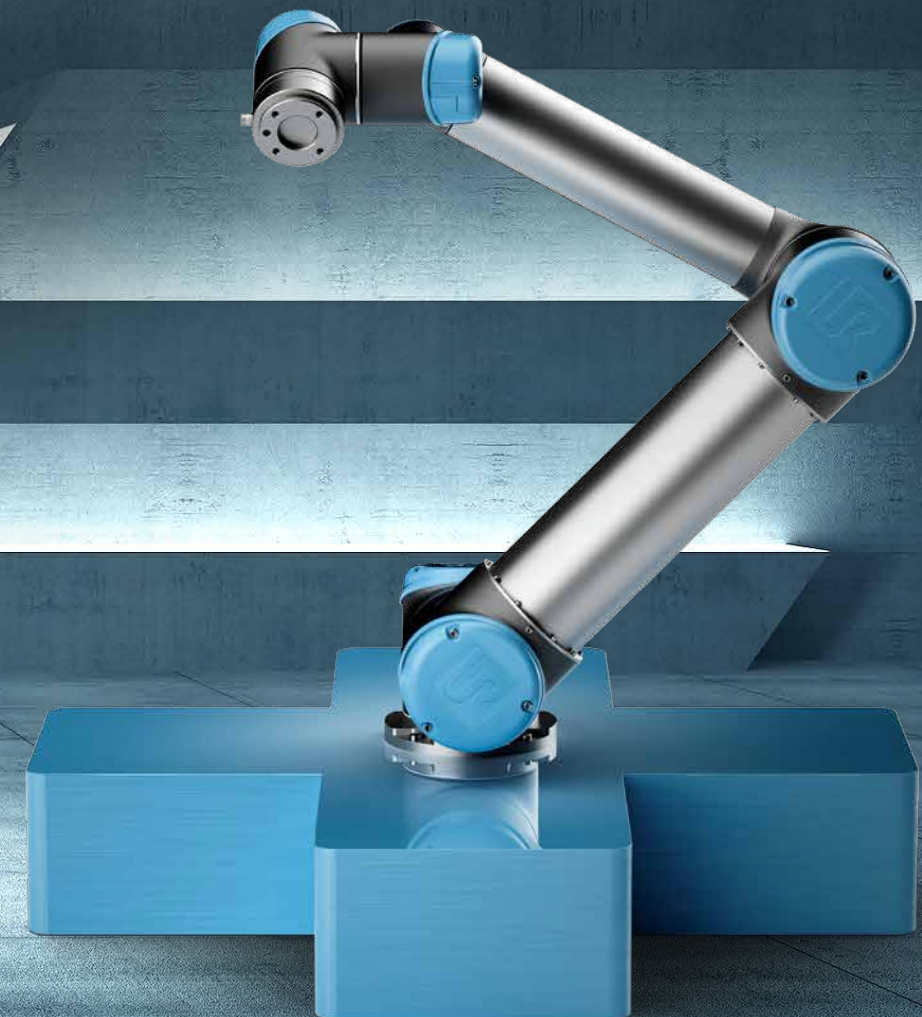
On its own a UR arm is just that. An arm. But outfitted right it will work wonders for your business. To make it as easy as possible for your distributor to single out the best end-effectors and accessories and customize the perfect robotic solution for you, we have launched Universal Robots+.

Universal Robots+ is a showroom with Universal Robots-certified end-effectors, software and accessories from some of the world's best developers – designed specifically to work flawlessly with the UR arms. One of the many plusses of the showroom is that it allows the distributors and end-users to find everything they need in one place. Another is that it provides direct support from the people who have developed the caps to the people who build the final robotic solution.

Let yourself be inspired by the multiple plug & play capabilities showcased at universal-robots.com/plus

The preliminary work behind the URcaps concept received funding from the European Community's Seventh Framework Programme (FP7/2007-2013) under grant agreements n° 609206 and n° 608604. The Factory in a Day (FiaD) and Lean Intelligent Assembly Automation (LIAA) projects respectively.

Visit Universal Robots+ at:
universal-robots.com/plus



Programming a UR robot arm is pure child's play

When you choose Universal Robots, intuitive programming is all part of the deal. One of the most tangible benefits is that you can easily re-program the UR robot arms yourself and make use of automation wherever and whenever it best suits you.

The UR robots are designed to mimic the range of motion of a human arm and incidentally all it takes to program and reprogram the robotic arms is a human arm. It doesn't get any easier – and perhaps most importantly it eliminates the need for expensive third-party programmers every time you want to assign the robot arm to a different task.

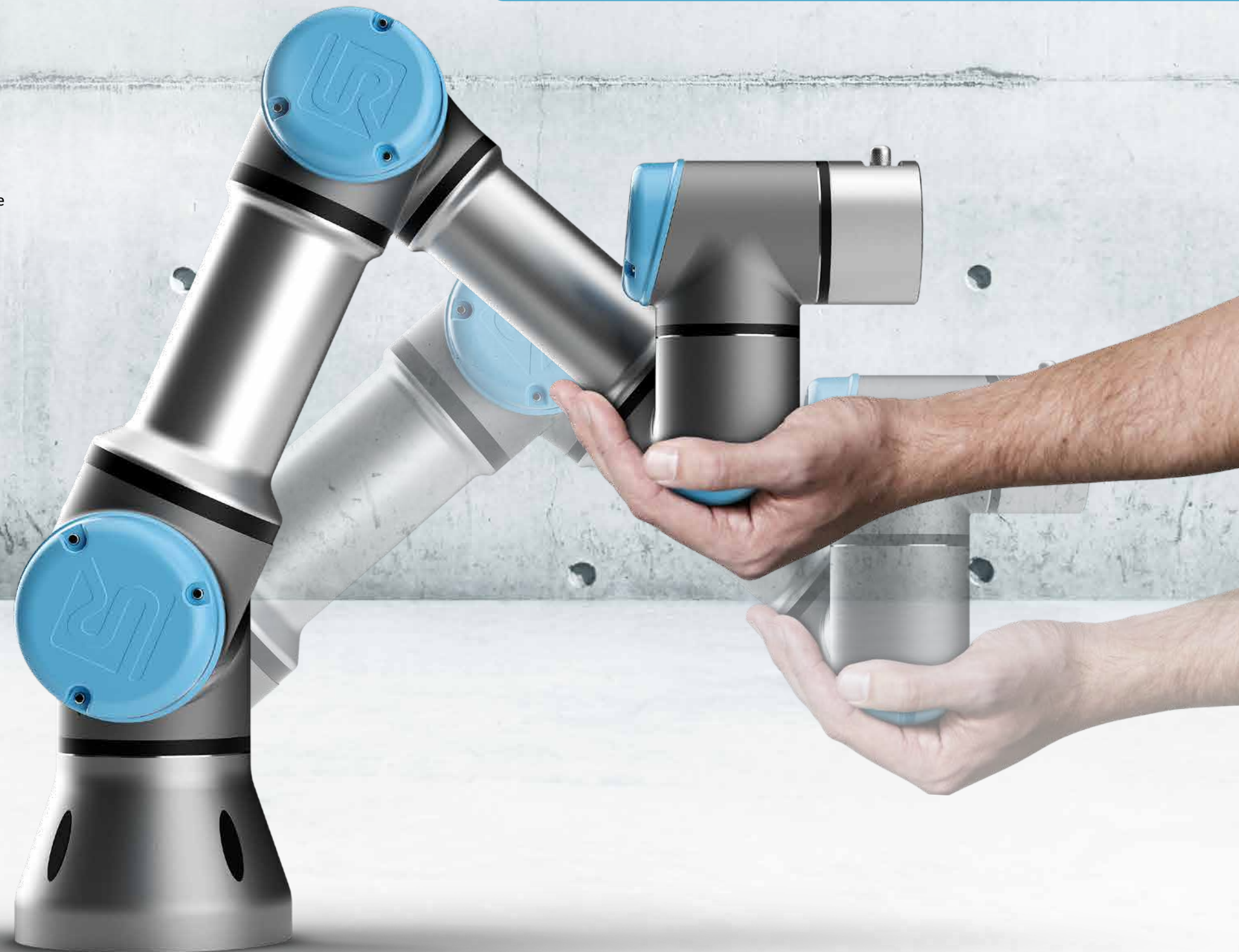
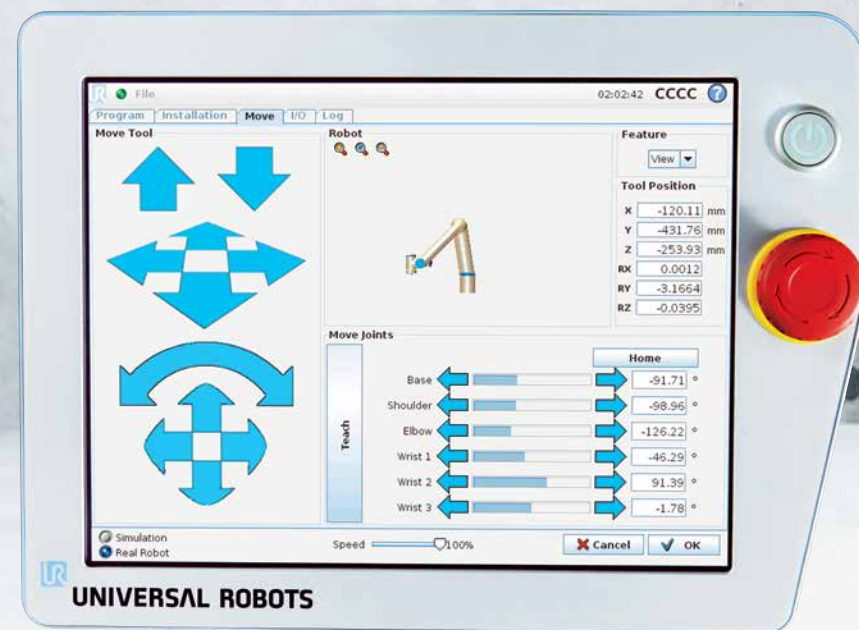
The intuitive software allows even the most inexperienced user to quickly grasp the basics of programming and set waypoints by simply moving the robot into position. And if you have recurring tasks, programs can be stored in the UR robot arm and re-used. It's pure child's play.

ONLINE TRAINING AT YOUR CONVENIENCE

Universal Robots Academy is our new online training program. Through engaging hands-on experiences, simulations and interactive robot animations you will quickly acquire the skills to program and operate a UR robot without any further assistance.

Access the Universal Robots Academy whenever and wherever you want to – it is open 24/7 and completely free of charge. Begin your online training on universal-robots.com/academy

Universal Robots
Academy



Case story

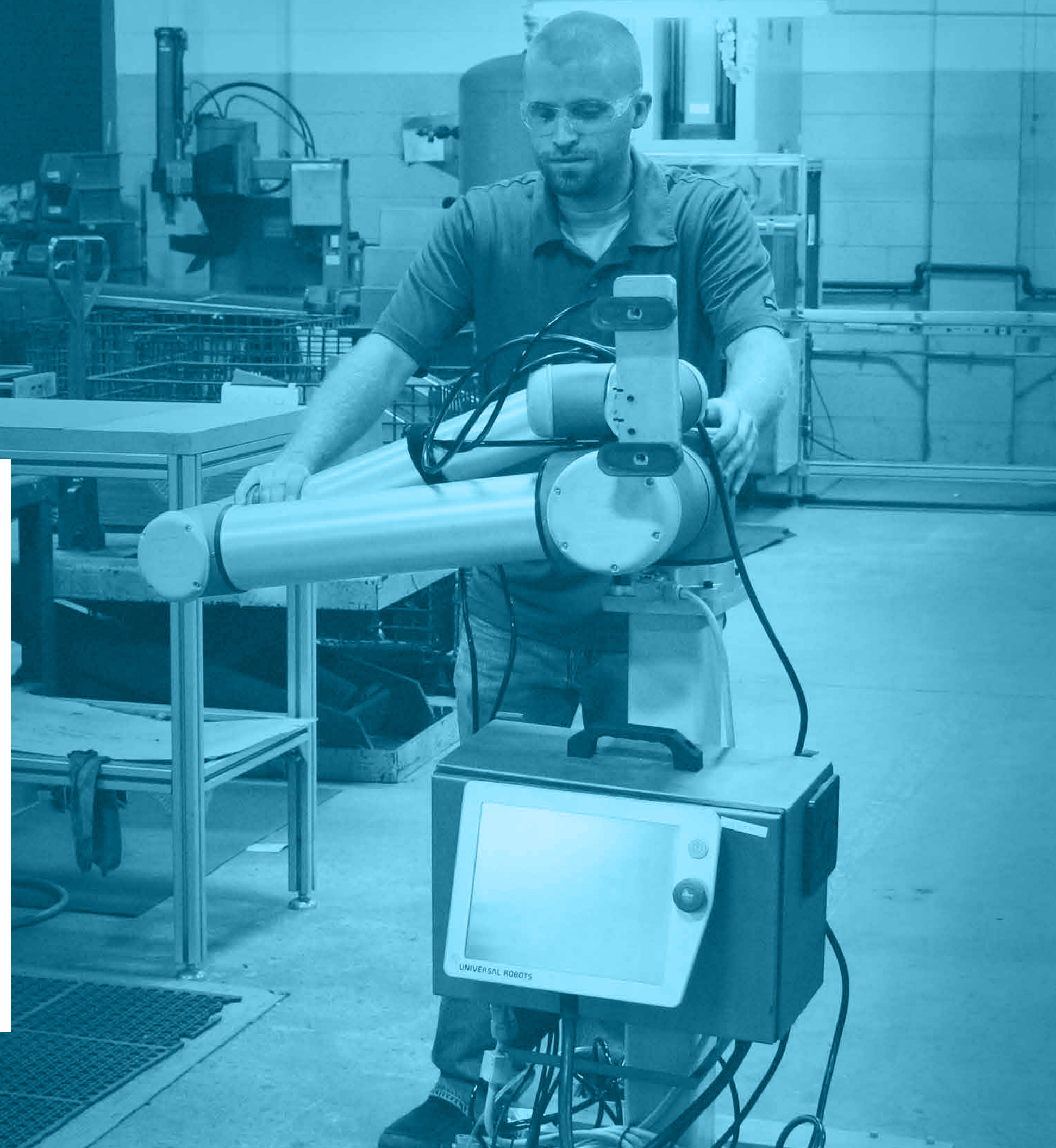
Scott Fetzer Electrical Group, USA

At Scott Fetzer Electrical Group in Tennessee, USA, collaborative robots have optimized production by 20%, taking over monotonous and potentially hazardous tasks from employees now relocated to more rewarding jobs. The key to that entailed a creative approach to applying robot technology: Putting the robots on wheels.

“One of our biggest challenges is that we’re a high mix-low volume producer. Most of our lines don’t run all the time, so trying to find a way to put robots on the line in the traditional sense was a very big challenge,” says Matthew Bush, Director of Operations at Scott Fetzer Electronic Group. “The UR robot was the only robot we thought could do the job. It’s got the speed and precision of a standard industrial robot with the ability to move around and work next to humans.”

A mobile fleet of UR robots is now deployed flexibly throughout the sheet metal department, integrating them in the entire production cycle from cutting the initial blank on the blanking press to forming, folding and final assembly of the electrical components.

Read the case in full at:
universal-robots.com/case-stories



Technical details

UR3

UR5

UR10

CONTROL BOX

Performance

Repeatability	±0.1 mm / ±0.0039 in (4 mils)	±0.1 mm / ±0.0039 in (4 mils)	±0.1 mm / ±0.0039 in (4 mils)
Ambient temperature range	0-50°*	0-50°	0-50°
Power consumption	Min 90W, Typical 125W, Max 250W	Min 90W, Typical 150W, Max 325W	Min 90W, Typical 250W, Max 500W
Collaboration operation	15 advanced adjustable safety functions. TüV NORD Approved Safety Function Tested in accordance with: EN ISO 13849:2008 PL d	15 advanced adjustable safety functions. TüV NORD Approved Safety Function Tested in accordance with: EN ISO 13849:2008 PL d	15 advanced adjustable safety functions. TüV NORD Approved Safety Function Tested in accordance with: EN ISO 13849:2008 PL d

Specification

Payload	3 kg / 6.6 lbs	5 kg / 11 lbs	10 kg / 22 lbs
Reach	500 mm / 19.7 in	850 mm / 33.5 in	1300 mm / 51.2 in
Degrees of freedom	6 rotating joints	6 rotating joints	6 rotating joints
Programming	Polyscope graphical user interface on 12 inch touchscreen with mounting	Polyscope graphical user interface on 12 inch touchscreen with mounting	Polyscope graphical user interface on 12 inch touchscreen with mounting

Movement

Axis movement robot arm	Working range	Maximum speed	Working range	Maximum speed	Working range	Maximum speed
Base	± 360°	± 180°/Sec.	± 360°	± 180°/Sec.	± 360°	± 120°/Sec.
Shoulder	± 360°	± 180°/Sec.	± 360°	± 180°/Sec.	± 360°	± 120°/Sec.
Elbow	± 360°	± 180°/Sec.	± 360°	± 180°/Sec.	± 360°	± 180°/Sec.
Wrist 1	± 360°	± 360°/Sec.	± 360°	± 180°/Sec.	± 360°	± 180°/Sec.
Wrist 2	± 360°	± 360°/Sec.	± 360°	± 180°/Sec.	± 360°	± 180°/Sec.
Wrist 3	Infinite	± 360°/Sec.	± 360°	± 180°/Sec.	± 360°	± 180°/Sec.
Typical tool		1 m/Sec. / 39.4 in/Sec.		1 m/Sec. / 39.4 in/Sec.		1 m/Sec. / 39.4 in/Sec.

Features

IP classification	IP64	IP54	IP54
ISO Class Cleanroom	5	5	5
Noise	70dB(A)	72dB(A)	72dB(A)
Robot mounting	Any	Any	Any
I/O ports	Digital in 2 Digital out 2 Analog in 2 Analog out 0	Digital in 2 Digital out 2 Analog in 2 Analog out 0	Digital in 2 Digital out 2 Analog in 2 Analog out 0
I/O power supply in tool	12 V/24 V 600 mA in tool	12 V/24 V 600 mA in tool	12 V/24 V 600 mA in tool

Physical

Footprint	Ø 128mm	Ø 149mm	Ø 190mm
Materials	Aluminium, PP plastics	Aluminium, PP plastics	Aluminium, PP plastics
Tool connector type	M8	M8	M8
Cable length robot arm	6 m / 236 in	6 m / 236 in	6 m / 236 in
Weight with cable	11 kg / 24.3 lbs	18,4 kg / 40.6 lbs	28,9 kg / 63.7 lbs

Features

IP classification	IP20
ISO Class Cleanroom	6
I/O ports	Digital in 16 Digital out 16 Analog in 2 Analog out 2
I/O power supply	24V 2A
Communication	TCP/IP 100Mbit, Modbus TCP, Profinet, EthernetIP
Power source	100-240 VAC, 50-60 Hz
Ambient temperature range	0-50°

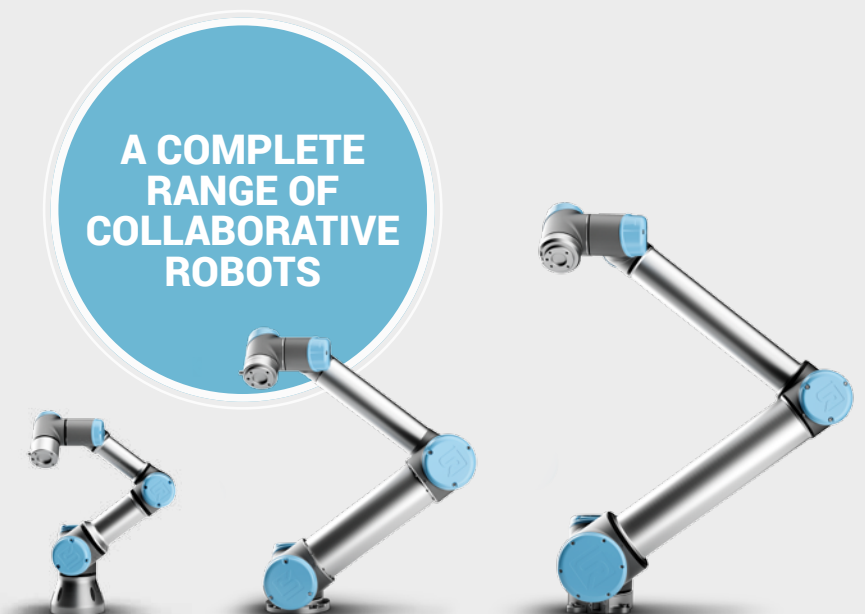
Physical

Control box size (WxHxD)	475 mm x 423 mm x 268 mm / 18.7 x 16.7 x 10.6 in
Weight	UR3, UR5 15 kg / 33.1 lbs UR10 17 kg / 37.5 lbs
Materials	Steel

TEACH PENDANT

Features

IP classification	IP20
Physical	
Materials	Aluminium, PP
Weight	1,5 kg / 3.3 lbs
Cable length	4,5 m / 177 in



* The robot can work in a temperature range of 0-50°C. At high continuous joint speed, ambient temperature is reduced.

Contact your local distributor

All UR robot arms are sold worldwide through authorized distribution partners who have the knowhow to customize the automation solution that perfectly suits the requirements in your production.

Find the distribution partner closest to you at universal-robots.com/distributors. Simply locate your continent and you will get a list of distributors in your corner of the world.

Local distributor:

Great Lakes Office:

Universal Robots USA, Inc.
5430 Data Court, Suite 300
Ann Arbor, Michigan 48108
United States
Phone: +1 734 249 6016

East Coast Office:

Universal Robots USA, Inc.
100 Quentin Roosevelt Blvd, Suite 206
Garden City, New York 11530
United States
Phone: +1 844-462-6268

West Coast Office:

Universal Robots USA, Inc.
101 Pacifica, Suite 350
Irvine, California 92618
United States
Phone: +1 949 236 6082

South Central US – LATAM Office:

Universal Robots USA, Inc.
Tower 909 Building, 909 Lake Carolyn Parkway, Suite 1850
Irving, Texas 75039
United States
Phone: +1 469 284 8520

www.universal-robots.com
sales@universal-robots.com



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

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

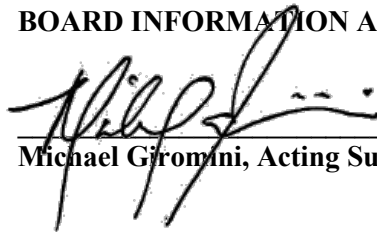
TOPIC: Novi Meadows Extreme Network Switch and UPS Battery Purchase

The Technology Department is requesting the purchase of six (6) Extreme Network Switches and three (3) UPS Battery backups. These will be placed into three (3) new network closets that will be created in the new meadows addition. They are necessary for the connectivity in the new additions for District devices.

We are recommending that the contract be awarded to Delta Network Services in the total amount of \$35,246.07.

This comes to the Board tonight for information and discussion. It will come back before the Board for approval at the April 18, 2024 Board meeting.

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



Michael Giromini, Acting Superintendent



Instructional Technology Center
25425 Taft Road, Novi, Michigan 48374
(248) 449-1260 • Fax (248) 449-1269

March 5, 2024

Michael Giromini
Assistant Superintendent of Teaching and Learning
Novi Community School District
Educational Services Building
25345 Taft Road
Novi, MI 48374

Project Name: Novi Meadows Switch and UPS purchase

Dear Mr. Giromini,

The Technology Department needs to purchase six (6) Extreme Network switches and three (3) UPS battery backups for the new three (3) network closets that will be created in the new Meadows addition. These new network closets (IDFs) will provide network connectivity to the new addition for devices such as staff laptops, security cameras, WiFi access points, and many other devices.

The cost of this project will be **\$35,246.07**. We were able to utilize the state bidding website REMC for pricing. The vendor that will be awarded this purchase is Delta Network Service. Delta Networking Services is our primary provider of networking solutions and recently did the Novi Community School District switch replacement. District bond funds will be used to purchase the items.

Sincerely,

Jason Smith, Director of Technology, Novi Community School District
Lisa Whiteside, Senior Technology Coordinator, Novi Community School District

Quote:

 Delta E#89636_Novi_Novi Meadows.pdf



Quote

Date
2/19/2024

Estimate #
89636

420 Enterprise Court
Bloomfield Township, MI 48302
www.delta-ns.com
Accounts Receivable: 248-409-0067

Bill To

Novi Community School District
25345 Taft Road
Novi MI 48374
United States

Expires 3/20/2024	Project	Terms Net 30	Exp. Close 2/19/2024	Quoted by: Jennifer Ekins	#
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Item	Quantity	Serial/Lot Numbers	Description	Rate	Amount
			REMC Pricing Applies		
EXTR-5420F-48P-4XE-S	6		ExtremeSwitching 5420F 48 10/100/1000BASE-T FDX/HDX PoE+ 2 stacking/SFP-DD 4 10G unpopulated SFP+ MACsec capable internal fixed PSU fans 1 unpopulated modular PSU slots. Includes 1 year XIQ Pilot cloud subscription.	4,022.68	24,136.08
EXTR-10099	6		Power Cord, 15A, USA, NEMA 5-15, IEC320-C15	14.44	86.64
DELTA-10304	6		Delta Extreme 10304 Compatible 10GBase-CU SFP+ to SFP+ Direct Attach Cable (Active Twinax, 1m)	33.00	198.00
DELTA-10302	12		Extreme 10302 Compatible 10GBASE-LR SFP+ 1310nm 10km Transceiver DOM Module	200.00	2,400.00
FIBER-OS2-LCSC-3M	12		OS2 - Single Mode - 1G/10G, 9/125um, LC/SC, Duplex, Yellow, 3M Fiber Patch Cable	21.00	252.00
CYBR-PR1500RTXL2UCN-S	3		CyberPower 1500w/1500vA sinewave, line interactive UPS. Rack/tower mount, LCD screen, battery extensible, with integrated network management card. NEMA 5-15	1,204.45	3,613.35
Installation	1		Engineering Services for network installation	4,200.00	4,200.00
Freight	1		Freight	360.00	360.00

Total \$35,246.07

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

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

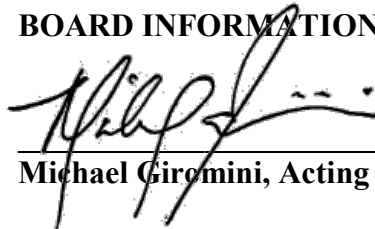
TOPIC: AP Calculus Textbook Proposal

Catherine Brach and Garret Zuk, AP Math teachers at Novi High School, would like to propose the purchase of a new textbook for AP Calculus for the 2024-2025 school year. The current textbook is 19 years old and was purchased in 2005. It no longer aligns with the existing standards. Ms. Brach and Mr. Zuk would like to introduce *Calculus for the AP Course, 4th Edition* textbook, by Sullivan and Miranda.

This book was published by the College Board and is well-aligned with the college Boards' AP Calculus AB/BC CED. It provides a clear list of objectives that are covered and maps them to specific examples and exercises. The cost of the hardcover book is \$138.15 and the quantity will be based on enrollment.

The textbook is available to view at the Educational Service Building.

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



Michael Giromini, Acting Superintendent

AP Calculus AB Textbook Proposal
2024-2025 School Year
Calculus for the AP Course (4th Edition)
Sullivan, Miranda (BFW Publishers)

Submitted by Catherine Brach & Garret Zuk
AP/IB Mathematics Teachers
Novi High School

catherine.brach@novik12.org / garret.zuk@novik12.org

- I. Proposal: (What? A text book, a course/ change to a course, novel, software... Provide a general description)
- II. Rationale, background information, and supporting data: (Why?)
- III. How proposed change will establish or enhance the Michigan Framework implementation in Novi Community Schools: (What? In specific)
 - A. Developing subject area scope and sequence - Michigan Frameworks Strands, content standards and benchmarks
 - B. Clarifying support structures for scope and sequence and support materials for these
 - C. Applying Teaching and Learning Standards
 - D. Integrating of other areas:
 - E. Establishing common assessments or performance assessments - Assessment Standards
 - F. Establishing or altering reporting systems - report cards or progress reports
 - G. Supporting textbook, workbook, or novel selection
 - H. Supporting electronic resource(s) for course
 - I. Supporting differentiated resource(s) for course
 - J. Revising scope and sequence
 - K. Evaluating a previously implemented program
 - L. Other:
- IV. Staff development needs for supportive implementation of proposed change:
- V. Evaluation procedure and time line for review and revision:
- VI. Cost analysis:
 - A. Start up cost
 - B. Annual maintenance costs

VII. Textbook Evaluation

A. Teacher

B. Student

I. Proposal: (What? A text book, a course/ change to a course, novel, software... Provide a general description)

The following is a proposal for a new textbook for AP Calculus AB for the 2024-2025 school year.

II. Rationale, background information, and supporting data: (Why?)

A new textbook is required for several reasons:

- Our current textbook was published in 2005 and it has become problematic to acquire additional copies when they become lost. We are no longer able to provide one-to-one texts for students and have had to move to a classroom set.
- The College Boards Course Exam Description (CED) was edited for AP Calculus AB most recently in 2020 and the textbook published in 2005 no longer aligns well with the existing standards. The book we are proposing is the latest 2024 edition and takes those changes into consideration within the text.
- The existing textbook has no digital resources readily available. Newly released publications include digital ebook access and a library of test and quiz questions available for both students and teachers.

III. How proposed change will establish or enhance the Michigan Framework implementation in Novi Community Schools: (What? In specific)

AP Calculus does not align with the Common Core, but is designed to align with standards for AP Calculus AB published by the College Board.

A. Developing subject area scope and sequence - Michigan Frameworks Strands, content standards and benchmarks

The textbook is well-aligned with the College Boards AP Calculus AB/BC CED. From the perspective of course content, there is a one-to-one correspondence between the 8 units of the CED covered in the course and the units of the textbook. In addition, each chapter outlines the specific learning objectives fulfilled and identifies where in the textbook they are taught.

In addition the College Board outlines 4 Mathematical Practices (implementing mathematical processes, connecting representations, justification, and communication/notation) that are specifically addressed in each unit of study.

B. Clarifying support structures for scope and sequence and support materials for these

Textbook provides a clear list of objectives covered and maps them to specific examples and exercises for practice.

- The student edition includes built-in practice for AP exam-style questions within each section and at the end of each chapter, including cumulative practice questions focused on multiple chapters. The textbook also includes a full practice exam.
- Teachers guide also includes direct references to assignments and resources in College Board's AP Classroom and annotated support throughout each lesson.
- The online platform SaplingPlus includes the interactive ebook, a library of 2000+ questions, and prebuilt assignments to provide students with feedback on their work.

C. Applying Teaching and Learning Standards

Teacher resources include professional development videos, daily bell-ringers, skill builder resources for struggling students, linked Desmos activities, pre-prepared assessments,

solutions manual, and specific links to AP Classroom resources, pacing guides and suggested assignments linked specifically to each individual College Board learning targets.

D. Integrating of other areas:

1. Technology Standards –

Includes questions that specifically address the technology required for use by the College Board and tested on the AP exam with sample questions and guided directions in the text.

Includes alignment of standards to assignable practice in curriculum materials from the textbook author and with College Board’s AP Classroom.

2. Career and Employability Standards -

Applications based questions applying content to real world situations at the end of every sections -- some sections include project based learning.

E. Establishing common assessments or performance assessments - Assessment Standards

The support materials align to current assessments which are already aligned to College Board CED. Included assessments with curriculum materials also align to College Board standards.

F. Establishing or altering reporting systems - report cards or progress reports

N/A

G. Supporting textbook, workbook, or novel selection

Already purchased supporting materials (DeltaMath.com Plus and Jean Adams Flamingo Math curriculum) are closely aligned with College Board standards and will also be aligned with the new textbook selected.

H. Supporting electronic resource(s) for course

ACHIEVE is a comprehensive set of interconnected teaching and learning assessment tools that incorporate the most effective elements from Macmillan Learning’s market-leading solutions in a single, easy-to-use platform. ([Website Link](#)). ACHIEVE is not currently up and running and will be released in February of 2024 with the latest version of the textbook. The current system is called [Sapling Plus](#) which is very user-friendly and intuitive and aligned with the current CED.

I. Supporting differentiated resource(s) for course

N/A

J. Revising scope and sequence

This textbook would align with the 2020 College Board’s revised CED for AP Calculus whereas the current textbook (copyright 2005) does not.

K. Evaluating a previously implemented program

N/A

L. Other:
N/A

IV. Staff development needs for supportive implementation of proposed change:
None.

V. Evaluation procedure and time line for review and revision:
3 different textbooks were reviewed prior to making the final decision. Key factors in selection were alignment with current College Board standards and functionality and ease of use of online resources.

VI. Cost analysis:

A. Start up cost

Cost per textbook is \$138.15 per textbook

Online course subscription is \$82.89 per person per year

Currently we have 7 sections of AP Calculus AB, 188 students. This number fluctuates year over year. We would request at least 200 copies.

B. Annual maintenance costs

The digital subscription would be a yearly fee.

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

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

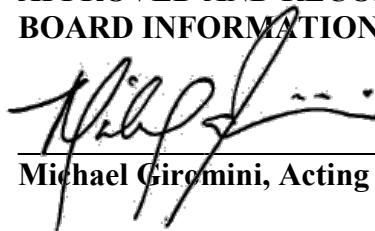
TOPIC: AP Calculus Textbook Proposal

Catherine Brach and Garret Zuk, AP Math teachers at Novi High School, would like to propose the purchase of a new textbook for AP Calculus for the 2024-2025 school year. The current textbook is 19 years old and was purchased in 2005. It no longer aligns with the existing standards. Ms. Brach and Mr. Zuk would like to introduce *Calculus for the AP Course, 4th Edition* textbook, by Sullivan and Miranda.

This book was published by the College Board and is well-aligned with the college Boards' AP Calculus AB/BC CED. It provides a clear list of objectives that are covered and maps them to specific examples and exercises. The cost of the hardcover book is \$138.15 and the quantity will be based on enrollment.

The textbook is available to view at the Educational Service Building.

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



Michael Giromini, Acting Superintendent

Textbook Evaluation Instrument

Directions: Please complete all parts of this document and return to Monique Beels at ESB. If your text will serve more than one school year, a separate document must be completed for each school year.

PLEASE NOTE: This form is to be used only AFTER a Change Proposal Form has been submitted.

Teacher Reviewer(s) Name(s). (Include content area, literacy specialists and special education teachers): **Garret Zuk and Katie Brach**

Student Reviewer(s) Name(s). (Include representative students):

School(s): Novi High School

Part 1: General Information for Text Being Evaluated

Title: CALCULUS for the AP Course 4th edition	Copyright date: 2024
Author(s): Sullivan & Miranda	Cost (student edition): \$138.15 hardcover, \$150.15 6 yr e-book
Publisher(s): BFW Publishers	Subject/Grade level: AP Calculus AB Multiple Year Course? Yes No

This text is recommended for:

_____ **AP Calculus AB** _____ (name of course)

This text will serve as:

 X the course's primary text used by all teachers who teach the course

_____ a secondary text for the course; a resource

Notes/Comments:

Directions:

This checklist is designed to help you evaluate the appropriateness and readability of the text(s) you are evaluating for adoption. Your goal is to analyze the text(s) for various components. Please rank the statements below using the following rating system:

3 = Excellent 2 = Acceptable 1 = Poor NA = Not Applicable NF = Not Found

Part 2: Organization/Format

Overall Structure Organizational Features	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
Information is accurate & current	X					
Textbook provides a useful table of contents, glossary & index	X					
Layout is consistent and chapters are arranged logically	X			Aligned to AP standards outlined in the Course and Exam Description		
Chapters contain clear and comprehensive introductions and summaries	X					
Textbook contains references, bibliography and resources						X
Reading level is at age/grade level	X					
Size and format of print is appropriate	X					
Format is visually appealing & interesting (balanced)	X					
Teacher editions are easy to use, clearly formatted, and provide instructional methods & activities to meet the needs of all students						X
Supplemental materials are available & stress the concepts presented in the text	X			“Achieve” online platform available		
Content is updated throughout school year by company technologically as changes occur	X					
Other (please specify):						

Notes/Comments:

Part 3: Alignment with State Standards and District Instruction and Assessment Expectations

Standards/Skills/Assessment Criteria	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
Textbook content correlates to the Michigan Curriculum Content Standards				Aligned to AP, not Michigan standards	X	
Textbook content correlates to Michigan Teaching and Learning Standards				See above	X	
Textbook content correlates to the Michigan Assessment Standards				See above	X	
Textbook content correlates to the Michigan Technology Standards				See above	X	
Textbook content correlates to the Michigan Career and Employability Standards				See above	X	
Textbook supports local unit and pre/post assessments in this discipline	X			Textbook chapters and units align with current course design in our building		
Other (please specify):						

Notes/Comments:

Part 4: Content

Content & Organization Criteria	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
New concepts are explicitly linked to a student's prior knowledge & experiential background	X					
Instruction & activities help students make connections between prior knowledge/experiences and new information presented in the text	X					
Activities include guiding (Big Idea) questions which encourage the development of higher-level thinking skills across and beyond the text		X		Sections contain clearly listed learning objectives, but not Big Idea questions.		
Instruction guides students from concrete to abstract & general to specific	X			Examples and textbook problems move from purely symbolic towards applications		
Activities apply to a diversity of student abilities, interests and learning styles	X			Variety of practice types, including MC, FRQ, Challenge Problems, and Chapter Projects		
Real-life applications are given	X			Economics, Physics, and more		
Information and directions are clearly written and explained	X					
The author's writing style provides students with aids that guide them through the text. (Some of these include: marginal notes, glossing, pre-reading plus purpose setting, introductions, guided reading questions, summary questions/statements, extended reading activities, study techniques, writing activities, through level questions, others.)	X			The textbook has "IN WORDS" sections in the margin to help unpack mathematical jargon, equations, and theorems.		
Materials contain affective objectives	X					
Activities are developmentally appropriate	X					
Instruction gradually releases independence for learning to student		X				

Part 4: Content (continued)

Content & Organization Criteria (continued)	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
Non-text content (maps, graphs, pictures) is accurate and well integrated into the text	X					
Non-text content (illustrations, graphs, maps, charts, etc.,) enhance the understanding of text & clarity or relate to key concepts	X					
Lessons/activities are interdisciplinary	X			Physics, Economics, and more		
Other (please specify):						

Notes/Comments:

Part 5: Inclusion/Equity/Diversity Issues

Bias* Criteria Inclusion/Equity/Diversity	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
Women and minorities are featured in important roles			X	One feature on Seki Takakazu		
Subject matter covers a spectrum of accomplishments and contributions by all sexes, races and physical conditions			X			
All groups are presented in broad scope			X			
Pronouns and descriptors of both sexes are used equally			X			
Nouns, adjectives, terms and illustrations are non-stereotypical and non-prejudicial	X					
Children of both sexes and various cultures and physical conditions will use the materials without feeling excluded, estranged or diminished	X					
References and timelines feature events throughout various parts of the world		X				
Other (please specify):						

*Types of bias: Invisibility, stereotyping, imbalance and selectivity, unreality, fragmentation and isolation, linguistic, and cosmetic. See Bias document in Curriculum Council folder on G Drive within District Approved Curriculum and Assessment Resources.

Notes/Comments: During the early development of Calculus in the 17th century, women were largely barred from work at the university / research level. As a result, many of the early contributions to the field, highlighted in this textbook, were made by White, primarily Western European, males. Contributions made by female mathematicians mostly lie beyond the scope of our course, and thus this textbook. We found this to be a consistent criticism of books that we reviewed. We will need to supplement this text to highlight the influence of women and minorities.

Part 6: Assessment

Assessment Criteria	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
Assessment is centered on knowledge of the main ideas, concepts, and skills	X			Full length AP Practice Exam, AP Practice Problems, Review exercises, etc.		
Student’s knowledge of content is assessed in a variety of ways from information taken at all levels of cognitive & affective thinking	X			Chapter Projects, as well as a range of questions from basic [“Skill Building”] to more challenging [“Applications and Extensions” and “Challenge Problems”]		
Assessments incorporate knowledge from prior chapters/units	X			End of chapter reviews are given in a “spiral” fashion, i.e. at the end of Ch. 5 , the review contains material from Ch.1-5. By the nature of the material, content also naturally builds upon itself.		
Assessments require students to apply their basic knowledge to the Big Ideas beyond the content of the chapter/unit		X				
Questions and activities draw attention to the organizational patterns of the text and other learning strategies		X				
Assessment centers on the student’s understanding of the process as well as the product		X				
Other (please specify):						

Notes/Comments:

Part 7: Teacher's Edition/Supplementary Materials

Teacher's Edition / Supplementary Materials Criteria	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
Textbook provides a separate teacher's edition with resource package	X					
Teacher's edition is comprehensive, organized and easy to use	X					
References are readily available to the specific Michigan Curriculum Expectations and skills addressed in each activity					X	
Supplementary materials listed below are well organized, of high quality, and are useful in enhancing instruction (rate all that apply:)	X					
<i>Transparencies</i>				No, it isn't 1998	X	
<i>Manipulatives</i>					X	
<i>Prepared Kits</i>					X	
<i>Student practice/workbook</i>				We already have additional practice available through AP Classroom and Delta Math	X	
<i>Assessment materials</i>	X					
<i>Videos</i>				We already have videos for students through Delta Math and through AP Classroom	X	
<i>Software (CD-Roms, DVDs, Laserdiscs, etc.)</i>	X					
<i>Other (please specify):</i>						

Notes/Comments:

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

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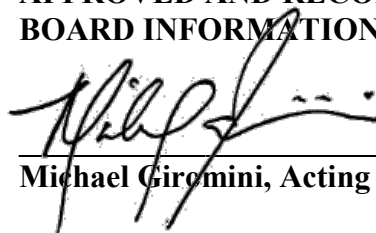
TOPIC: IB Biology Textbook Proposal

Katherine James, an AP/IB Biology Teacher at Novi High School, would like to propose that Novi High School purchase the *2023 Edition Biology Course Companion and Workbook, IB Edition*. The new textbook for this curriculum would develop the subject area scope and sequence as it relates to the Michigan Framework strands, content standards, and benchmarks and have the first HL (Higher Level) test in the Spring of 2025.

This book will support the new 2023 IB Biology curriculum and have the first HL (Higher Level) test in the Spring of 2025. This is a complete curriculum overhaul with significant changes to content, scope, and sequence. The cost of the textbook is \$54.99 and the workbook is \$40.00. The quantity purchased will be based on the enrollment.

The textbook is available to view at the Educational Service Building.

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



Michael Giromini, Acting Superintendent

IB Biology Textbook Proposal

2024-2025 School Year

2023 Edition Biology Course Companion and Workbook

IB Edition

Submitted by Katherine (Katie) James
AP/IB Biology Teacher
Novi High School
katherine.james@novik12.org

- I. Proposal: (What? A text book, a course/ change to a course, novel, software... Provide a general description)
- II. Rationale, background information, and supporting data: (Why?)
- III. How proposed change will establish or enhance the Michigan Framework implementation in Novi Community Schools: (What? In specific)
 - A. Developing subject area scope and sequence - Michigan Frameworks Strands, content standards and benchmarks
 - B. Clarifying support structures for scope and sequence and support materials for these
 - C. Applying Teaching and Learning Standards
 - D. Integrating of other areas:
 - E. Establishing common assessments or performance assessments - Assessment Standards
 - F. Establishing or altering reporting systems - report cards or progress reports
 - G. Supporting textbook, workbook, or novel selection
 - H. Supporting electronic resource(s) for course
 - I. Supporting differentiated resource(s) for course
 - J. Revising scope and sequence
 - K. Evaluating a previously implemented program
 - L. Other:
- IV. Staff development needs for supportive implementation of proposed change:
- V. Evaluation procedure and timeline for review and revision:
- VI. Cost analysis:
 - A. Start up cost
 - B. Annual maintenance costs
- VII. Textbook Evaluation
 - A. Teacher
 - B. Student

I. Proposal: (What? A text book, a course/ change to a course, novel, software... Provide a general description)

In 2023, International Baccalaureate rolled out the new IB Biology curriculum that will begin implementation in the 2023 school year and have the first Higher Level test in Spring 2025. This is a complete curriculum overhaul with significant changes to content, scope, and sequence. As such, a new textbook and workbook are required to teach the course.

II. Rationale, background information, and supporting data: (Why?)

International Baccalaureate goes through subject-specific curriculum updates in a cycle that is approximately 7 years. The current textbook is “Higher Level Biology 2nd edition” copyright 2014.

The [previous curriculum](#) was organized into 10 units and a choice unit

The [new curriculum](#) is organized into 4 big ideas

Specific to Novi High School, higher level biology course options changed slightly in 2022. Starting in fall 2022, *any* student that takes and passes AP Biology can then take IB Biology HL Year 2. This increased engagement in the IB Biology course. Enrollment went from 6 students in 2022 to 28 students (with a wait list) in 2023.

III. How proposed change will establish or enhance the Michigan Framework implementation in Novi Community Schools: (What? In specific)

International Baccalaureate does not follow Next Generation Science Standards (NGSS), which is Michigan’s accepted k-12 science curriculum. Instead, it follows the IB curriculum.

A. Developing subject area scope and sequence - Michigan Frameworks Strands, content standards and benchmarks

The textbook covers the entirety of the IB Biology curriculum. This curriculum has a larger scope and sequence than the NGSS biology standards but also covers these standards as well.

B. Clarifying support structures for scope and sequence and support materials for these

The textbook covers all of the NGSS biology standards and goes deeper into the material. It covers the scope of 1 to 2 years of college-level biology

C. Applying Teaching and Learning Standards

In addition to content, the textbook contains:

1. **Guiding Questions-** at the start of every chapter, guiding questions are included to engage students with some of the questions that might arise as they study the material
2. **Linking questions-** At the end of each section, you will find examples of linking questions followed by examples of extended-response questions. The linking questions help you view the course content through a different lens from the themes and levels of organization that guide the syllabus.
3. **Nature of Science-** These sections illustrate the nature of science using issues from both modern science and science history, and show how the ways of doing science have evolved over centuries. There is a detailed description of what is meant by NOS and the different aspects of NOS.
4. **Theory of Knowledge (TOK)-** This is an important part of the IB Diploma course. It focuses on critical thinking and understanding how we arrive at our knowledge of the world. The TOK features in this book are modeled on the TOK Exhibition and pose questions to students that highlight these issues.
5. **Approaches to Learning (ATL)-** The approaches to learning (ATL) framework seeks to promote skills that will support your learning processes in a way that is useful to all of allIB subjects (cross curricular content). The framework consists of five general skill categories: thinking skills, communication skills, social skills, research skills and self-management skills. Through the text, there are a number of examples of how the biology course can support ATL skill development.

6. **Application of Skills-** Throughout the IB biology syllabus, “Application of skills” items are intended to expose you to a range of experimental and mathematical techniques as well as some suggestions for how technology can support inquiry. A subset of these skills has been designated as “Practicing techniques.” These are intended to introduce students to a range of possible protocols that can be modified and combined to carry out investigations of your own design. A culminating experience as an IB biology student is an open-ended inquiry called the internal assessment investigation. There is a separate chapter at the end of the book to guide students through this task.
7. **Data-based questions-** Frequent examples of DBQs are included, both embedded within chapters as well as at the end of chapters. Many of these questions come from previous IB exams. Data-based questions teach the skills of data presentation, processing, and analysis. In the new curriculum, relatively more topic statements focus on presentation and mathematical analysis of data generated from experiments

D. Integrating of other areas:

1. **Theory of Knowledge –** This is an important part of the IB Diploma course. It focuses on critical thinking and understanding how we arrive at our knowledge of the world. The TOK features in this book are modeled on the TOK Exhibition and pose questions to students that highlight these issues.
2. **Data-based questions-** Frequent examples of DBQs are included, both embedded within chapters as well as at the end of chapters. Many of these questions come from previous IB exams. Data-based questions teach the skills of data presentation, processing, and analysis. In the new curriculum, relatively more topic statements focus on presentation and mathematical analysis of data generated from experiments
3. **Nature of Science-** These sections illustrate the nature of science using issues from both modern science and science history, and show how the ways of doing science have evolved over centuries. There is a detailed description of what is meant by NOS and the different aspects of NOS.
4. **Application of Skills-** Throughout the IB biology syllabus, “Application of skills” items are intended to expose you to a range of experimental and mathematical techniques as well as some suggestions for how technology can support inquiry. A subset of these skills has been designated as “Practicing techniques.” These are intended to introduce students to a range of possible protocols that can be modified and combined to carry out investigations of your own design. A culminating experience as an IB biology student is an open-ended inquiry called the internal assessment investigation. There is a separate chapter at the end of the book to guide students through this task.

E. Establishing common assessments or performance assessments - Assessment Standards

The textbook and workbook align to current assessments that will begin in the 2024-2025 school year.

F. Establishing or altering reporting systems - report cards or progress reports – N/A

G. Supporting textbook, workbook, or novel selection

The supporting workbook, Biozone 3rd edition, is a consumable workbook that supplements the reading with essential activities, thinking exercises, and practice questions.

H. Supporting electronic resource(s) for course

There is an online component to the textbook but it is not necessary as we have the annual purchase of the biozone workbooks, instead. The biozone workbooks are preferable to both teacher and students as they are well organized, contain rigorous practice, and help students practice physically writing (as the IB Biology exam is not digital).

I. Supporting differentiated resource(s) for course

The textbook and workbook are well organized to introduce material in a logical way and then spiral back to previously covered content. Students that need additional support can use a variety of the features of each book in combination with class lecture and materials to better understand the material.

J. Revising scope and sequence

N/A

K. Evaluating a previously implemented program

N/A

L. Other:

N/A

IV. Staff development needs for supportive implementation of proposed change:

There are two significant staff support needs:

1. The IB teacher attends IB training for the new IB syllabus- this was met when Katie James attended the 3 day IB training in Ann Arbor in June 2023
2. The IB teacher has CIRT time in spring 2024 to prepare for the significant changes in curriculum scope and sequence- this will need to occur in May or June of 2024 to prepare for the major changes

V. Evaluation procedure and timeline for review and revision:

This textbook is currently under review and required in August of 2024

VI. Cost analysis:

A. Start up cost

1. This depends on the number of sections in the coming school year. There is currently 1 section, but class enrollment increased by 360% (from 6 to 28). It is challenging to predict enrollment for the fall, but here are several scenarios:
 - a) One Class Section:
 - (1) One Class section of textbooks: $\$54.99 \times 60 = \$1,649.7$
 - (2) One Class section of Workbooks: $\sim\$40 \times 30 = \$1,200$
 - (3) Total Year 1 Cost: $\$2,849.70$
 - b) Two Class Sections:
 - (1) Two Class sections of textbooks: $\$54.99 \times 60 = \$3,299.4$
 - (2) Two Class sections of Workbooks: $\sim\$40 \times 60 = \$2,400$
 - (3) Total Year 1 Cost: $\$5,699.40$

B. Annual maintenance costs

1. One Class section of Workbooks: $\sim\$40 \times 30 = \$1,200$
2. Two Class sections of Workbooks: $\sim\$40 \times 60 = \$2,400$

Textbook Evaluation Instrument

Directions: Please complete all parts of this document and return to Monique Beels at ESB. If your text will serve more than one school year, a separate document must be completed for each school year.

PLEASE NOTE: This form is to be used only AFTER a Change Proposal Form has been submitted.

Teacher Reviewer(s) Name(s). (Include content area, literacy specialists and special education teachers): **Katherine James**

Student Reviewer(s) Name(s). (Include representative students): MA, LT, KA, HY, MS, LG (evaluation completed by 6 current IB Biology students- they chose to evaluate in partner pairs and their evaluations are at the end of the document)

School(s): **Novi High School**

Part 1: General Information for Text Being Evaluated

Title: 2023 Edition Biology Course Companion	Copyright date: 2023
Author(s): Andrew Allott and David Mindorff	Cost (student edition): \$54.99 and workbook \$40
Publisher(s): Oxford	Subject/Grade level: 11/12 Multiple Year Course? <input checked="" type="checkbox"/> Yes No

This text is recommended for: **IB Biology**

This text will serve as:

the course's primary text used by all teachers who teach the course

a secondary text for the course; a resource

Notes/Comments:

IB Biology curriculum has been rewritten and updated for the 2023-2030 cycle with significant changes to content, scope, and sequence. With the update is a requirement for new books. The workbook has always been a part of the course and is a consumable. This consumable is much more important than online access

Directions:

This checklist is designed to help you evaluate the appropriateness and readability of the text(s) you are evaluating for adoption. Your goal is to analyze the text(s) for various components. Please rank the statements below using the following rating system:

3 = Excellent 2 = Acceptable 1 = Poor NA = Not Applicable NF = Not Found

Part 2: Organization/Format

Overall Structure Organizational Features	3 Excell ent	2 Accept able	1 Poor	Provide Page Numbers for Examples	NA Not Applica ble	NF Not Foun d
Information is accurate & current	x					
Textbook provides a useful table of contents, glossary & index	x			iii-ix and 802-806		Glossary NF
Layout is consistent and chapters are arranged logically	x					
Chapters contain clear and comprehensive introductions and summaries	x			38- intro 94-95		
Textbook contains references, bibliography and resources	x					
Reading level is at age/grade level	x			Reading level is advanced but appropriate for an IB course		
Size and format of print is appropriate	x					
Format is visually appealing & interesting (balanced)	x					
Teacher editions are easy to use, clearly formatted, and provide instructional methods & activities to meet the needs of all students					X	
Supplemental materials are available & stress the concepts presented in the text	x			Biozone workbook (edition 3 still pending)		
Content is updated throughout school year by company technologically as changes occur					X	
Other (please specify):						

Notes/Comments:

Part 3: Alignment with State Standards and District Instruction and Assessment Expectations

Standards/Skills/Assessment Criteria	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
Textbook content correlates to the Michigan Curriculum Content Standards					X	
Textbook content correlates to Michigan Teaching and Learning Standards					X	
Textbook content correlates to the Michigan Assessment Standards					X	
Textbook content correlates to the Michigan Technology Standards					X	
Textbook content correlates to the Michigan Career and Employability Standards					X	
Textbook supports local unit and pre/post assessments in this discipline	X					
Other (please specify):						

Notes/Comments:

The book follows the international IB Biology Curriculum for 2023-2030

Part 4: Content

Content & Organization Criteria	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
New concepts are explicitly linked to a student's prior knowledge & experiential background	X					
Instruction & activities help students make connections between prior knowledge/experiences and new information presented in the text	X			92-93		
Activities include guiding (Big Idea) questions which encourage the development of higher-level thinking skills across and beyond the text	X					
Instruction guides students from concrete to abstract & general to specific	X					
Activities apply to a diversity of student abilities, interests and learning styles	X					
Real-life applications are given	X					
Information and directions are clearly written and explained	X					
The author's writing style provides students with aids that guide them through the text. (Some of these include: marginal notes, glossing, pre-reading plus purpose setting, introductions, guided reading questions, summary questions/statements, extended reading activities, study techniques, writing activities, through level questions, others.)	X					
Materials contain affective objectives	X					
Activities are developmentally appropriate	X					
Instruction gradually releases independence for learning to student	X					

Part 4: Content (continued)

Content & Organization Criteria (continued)	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
Non-text content (maps, graphs, pictures) is accurate and well integrated into the text	X			316		
Non-text content (illustrations, graphs, maps, charts, etc.) enhance the understanding of text & clarity or relate to key concepts	X			316		
Lessons/activities are interdisciplinary	X					
Other (please specify):						

Notes/Comments:

Part 5: Inclusion/Equity/Diversity Issues

Bias* Criteria Inclusion/Equity/Diversity	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
Women and minorities are featured in important roles		x		252- Henrietta Lacks		
Subject matter covers a spectrum of accomplishments and contributions by all sexes, races and physical conditions	X					
All groups are presented in broad scope	X					
Pronouns and descriptors of both sexes are used equally	X					
Nouns, adjectives, terms and illustrations are non-stereotypical and non-prejudicial	x					
Children of both sexes and various cultures and physical conditions will use the materials without feeling excluded, estranged or diminished	x					
References and timelines feature events throughout various parts of the world	X					
Other (please specify):						

*Types of bias: Invisibility, stereotyping, imbalance and selectivity, unreality, fragmentation and isolation, linguistic, and cosmetic. See Bias document in Curriculum Council folder on G Drive within District Approved Curriculum and Assessment Resources.

Notes/Comments:

IB Biology is a global leader in DEI as it has TOK and NOS standards written into every unit. The textbook aligns with this practice

Part 6: Assessment

Assessment Criteria	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
Assessment is centered on knowledge of the main ideas, concepts, and skills	X					
Student's knowledge of content is assessed in a variety of ways from information taken at all levels of cognitive & affective thinking	X					
Assessments incorporate knowledge from prior chapters/units	X					
Assessments require students to apply their basic knowledge to the Big Ideas beyond the content of the chapter/unit	X					
Questions and activities draw attention to the organizational patterns of the text and other learning strategies	X					
Assessment centers on the student's understanding of the process as well as the product	X					
Other (please specify):						

Notes/Comments:

Part 7: Teacher's Edition/Supplementary Materials

Teacher's Edition / Supplementary Materials Criteria	3 Excell ent	2 Accept able	1 Poor	Provide Page Numbers for Examples	NA Not Applica ble	NF Not Foun d
Textbook provides a separate teacher's edition with resource package					X	
Teacher's edition is comprehensive, organized and easy to use					X	
References are readily available to the specific Michigan Curriculum Expectations and skills addressed in each activity					X	
Supplementary materials listed below are well organized, of high quality, and are useful in enhancing instruction (rate all that apply:)	X					
<i>Transparencies</i>					X	
<i>Manipulatives</i>					X	
<i>Prepared Kits</i>					X	
<i>Student practice/workbook</i>	X					
<i>Assessment materials</i>	X					
<i>Videos</i>					X	
<i>Software (CD-Roms, DVDs, Laserdiscs, etc.)</i>					X	
<i>Other (please specify):</i>						

Notes/Comments:

Student Evaluations:

Part 2: Organization/Format

Overall Structure Organizational Features	3 Excell ent	2 Accept able	1 Poor	Provide Page Numbers for Examples	NA Not Applica ble	NF Not Foun d
Information is accurate & current	x					
Textbook provides a useful table of contents, glossary & index		x				
Layout is consistent and chapters are arranged logically		x				
Chapters contain clear and comprehensive introductions and summaries		x				
Textbook contains references, bibliography and resources		x				
Reading level is at age/grade level		x				
Size and format of print is appropriate		x				
Format is visually appealing & interesting (balanced)	x					
Teacher editions are easy to use, clearly formatted, and provide instructional methods & activities to meet the needs of all students					x	
Supplemental materials are available & stress the concepts presented in the text		x				
Content is updated throughout school year by company technologically as changes occur						x
Other (please specify):						

Notes/Comments: No Glossary

Part 3: Alignment with State Standards and District Instruction and Assessment Expectations

Standards/Skills/Assessment Criteria	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
Textbook content correlates to the Michigan Curriculum Content Standards					x	
Textbook content correlates to Michigan Teaching and Learning Standards					x	
Textbook content correlates to the Michigan Assessment Standards					x	
Textbook content correlates to the Michigan Technology Standards					x	
Textbook content correlates to the Michigan Career and Employability Standards					x	
Textbook supports local unit and pre/post assessments in this discipline					x	
Other (please specify):						

Notes/Comments:

The book follows the international IB Biology Curriculum for 2023-2030

Part 4: Content

Content & Organization Criteria	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
New concepts are explicitly linked to a student's prior knowledge & experiential background		x				
Instruction & activities help students make connections between prior knowledge/experiences and new information presented in the text		x				
Activities include guiding (Big Idea) questions which encourage the development of higher-level thinking skills across and beyond the text	x					
Instruction guides students from concrete to abstract & general to specific		x				
Activities apply to a diversity of student abilities, interests and learning styles		x				
Real-life applications are given	x					
Information and directions are clearly written and explained	x					
The author's writing style provides students with aids that guide them through the text. (Some of these include: marginal notes, glossing, pre-reading plus purpose setting, introductions, guided reading questions, summary questions/statements, extended reading activities, study techniques, writing activities, through level questions, others.)	x					
Materials contain affective objectives	x					
Activities are developmentally appropriate	x					
Instruction gradually releases independence for learning to student	x					
Non-text content (maps, graphs, pictures) is accurate and well integrated into the text	x					
Non-text content (illustrations, graphs, maps, charts, etc.) enhance the understanding of text & clarity or relate to key concepts	x					

Lessons/activities are interdisciplinary	x					
Other (please specify):						

Notes/Comments:

Part 5: Inclusion/Equity/Diversity Issues

Bias* Criteria Inclusion/Equity/Diversity	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
Women and minorities are featured in important roles		x				
Subject matter covers a spectrum of accomplishments and contributions by all sexes, races and physical conditions		x				
All groups are presented in broad scope		x				
Pronouns and descriptors of both sexes are used equally		x				
Nouns, adjectives, terms and illustrations are non-stereotypical and non-prejudicial		x				
Children of both sexes and various cultures and physical conditions will use the materials without feeling excluded, estranged or diminished		x				
References and timelines feature events throughout various parts of the world		x				
Other (please specify):						

*Types of bias: Invisibility, stereotyping, imbalance and selectivity, unreality, fragmentation and isolation, linguistic, and cosmetic. See Bias document in Curriculum Council folder on G Drive within District Approved Curriculum and Assessment Resources.

Notes/Comments:

IB Biology is a global leader in DEI as it has TOK and NOS standards written into every unit. The textbook aligns with this practice

Part 6: Assessment

Assessment Criteria	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
Assessment is centered on knowledge of the main ideas, concepts, and skills	x					
Student's knowledge of content is assessed in a variety of ways from information taken at all levels of cognitive & affective thinking	x					
Assessments incorporate knowledge from prior chapters/units	x					
Assessments require students to apply their basic knowledge to the Big Ideas beyond the content of the chapter/unit	x					
Questions and activities draw attention to the organizational patterns of the text and other learning strategies		x				
Assessment centers on the student's understanding of the process as well as the product	x					
Other (please specify):						

Part 2: Organization/Format

Overall Structure Organizational Features	3 Excell ent	2 Accept able	1 Poor	Provide Page Numbers for Examples	NA Not Applica ble	NF Not Foun d
Information is accurate & current	X					
Textbook provides a useful table of contents, glossary & index			x	No glossary		NF
Layout is consistent and chapters are arranged logically	X					
Chapters contain clear and comprehensive introductions and summaries	X					
Textbook contains references, bibliography and resources	X					
Reading level is at age/grade level	X					
Size and format of print is appropriate	X					
Format is visually appealing & interesting (balanced)	X					
Teacher editions are easy to use, clearly formatted, and provide instructional methods & activities to meet the needs of all students					X	
Supplemental materials are available & stress the concepts presented in the text	X					
Content is updated throughout school year by company technologically as changes occur					X	
Other (please specify):						

Notes/Comments:

Part 3: Alignment with State Standards and District Instruction and Assessment Expectations

Standards/Skills/Assessment Criteria	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
Textbook content correlates to the Michigan Curriculum Content Standards					X	
Textbook content correlates to Michigan Teaching and Learning Standards					X	
Textbook content correlates to the Michigan Assessment Standards					X	
Textbook content correlates to the Michigan Technology Standards					X	
Textbook content correlates to the Michigan Career and Employability Standards					X	
Textbook supports local unit and pre/post assessments in this discipline	X					
Other (please specify):						

Notes/Comments:

The book follows the international IB Biology Curriculum for 2023-2030

Part 4: Content

Content & Organization Criteria	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
New concepts are explicitly linked to a student's prior knowledge & experiential background	X					
Instruction & activities help students make connections between prior knowledge/experiences and new information presented in the text	X					
Activities include guiding (Big Idea) questions which encourage the development of higher-level thinking skills across and beyond the text	X					
Instruction guides students from concrete to abstract & general to specific	X					
Activities apply to a diversity of student abilities, interests and learning styles		X				
Real-life applications are given	X					
Information and directions are clearly written and explained	X					
The author's writing style provides students with aids that guide them through the text. (Some of these include: marginal notes, glossing, pre-reading plus purpose setting, introductions, guided reading questions, summary questions/statements, extended reading activities, study techniques, writing activities, through level questions, others.)	X					
Materials contain affective objectives	X					
Activities are developmentally appropriate	X					
Instruction gradually releases independence for learning to student	X					
Non-text content (maps, graphs, pictures) is accurate and well integrated into the text	X					
Non-text content (illustrations, graphs, maps, charts, etc.) enhance the understanding of text & clarity or relate to key concepts	X					

Lessons/activities are interdisciplinary	X					
Other (please specify):						

Notes/Comments:

Part 5: Inclusion/Equity/Diversity Issues

Bias* Criteria Inclusion/Equity/Diversity	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
Women and minorities are featured in important roles	X					
Subject matter covers a spectrum of accomplishments and contributions by all sexes, races and physical conditions			X			
All groups are presented in broad scope		X				
Pronouns and descriptors of both sexes are used equally		X				
Nouns, adjectives, terms and illustrations are non-stereotypical and non-prejudicial		X				
Children of both sexes and various cultures and physical conditions will use the materials without feeling excluded, estranged or diminished		X				
References and timelines feature events throughout various parts of the world	X					
Other (please specify):						

*Types of bias: Invisibility, stereotyping, imbalance and selectivity, unreality, fragmentation and isolation, linguistic, and cosmetic. See Bias document in Curriculum Council folder on G Drive within District Approved Curriculum and Assessment Resources.

Notes/Comments:

IB Biology is a global leader in DEI as it has TOK and NOS standards written into every unit. The textbook aligns with this practice

Part 6: Assessment

Assessment Criteria	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
Assessment is centered on knowledge of the main ideas, concepts, and skills	X					
Student's knowledge of content is assessed in a variety of ways from information taken at all levels of cognitive & affective thinking	X					
Assessments incorporate knowledge from prior chapters/units	X					
Assessments require students to apply their basic knowledge to the Big Ideas beyond the content of the chapter/unit	X					
Questions and activities draw attention to the organizational patterns of the text and other learning strategies	X					
Assessment centers on the student's understanding of the process as well as the product		X				
Other (please specify):						

Part 2: Organization/Format

Overall Structure Organizational Features	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
Information is accurate & current	X					
Textbook provides a useful table of contents, glossary & index		X				Glossary
Layout is consistent and chapters are arranged logically		X				
Chapters contain clear and comprehensive introductions and summaries		X				End Chapter summaries
Textbook contains references, bibliography and resources	X					
Reading level is at age/grade level	X					
Size and format of print is appropriate	X					
Format is visually appealing & interesting (balanced)	X					
Teacher editions are easy to use, clearly formatted, and provide instructional methods & activities to meet the needs of all students					NA	
Supplemental materials are available & stress the concepts presented in the text	X					
Content is updated throughout school year by company technologically as changes occur		X				Unknown
Other (please specify):				I don't like the layout of the chapters, I think all of the Molecule sections for example should all be together. It bothers me and would make reading and studying a whole topic difficult		

Notes/Comments:

Part 3: Alignment with State Standards and District Instruction and Assessment Expectations

Standards/Skills/Assessment Criteria	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
Textbook content correlates to the Michigan Curriculum Content Standards					NA, IB Curriculum	
Textbook content correlates to Michigan Teaching and Learning Standards					NA	
Textbook content correlates to the Michigan Assessment Standards					NA	
Textbook content correlates to the Michigan Technology Standards					NA	
Textbook content correlates to the Michigan Career and Employability Standards					NA	
Textbook supports local unit and pre/post assessments in this discipline	X					
Other (please specify):						

Notes/Comments:

The book follows the international IB Biology Curriculum for 2023-2030

Part 4: Content

Content & Organization Criteria	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
New concepts are explicitly linked to a student's prior knowledge & experiential background		X				
Instruction & activities help students make connections between prior knowledge/experiences and new information presented in the text		X				
Activities include guiding (Big Idea) questions which encourage the development of higher-level thinking skills across and beyond the text		X				
Instruction guides students from concrete to abstract & general to specific		X				
Activities apply to a diversity of student abilities, interests and learning styles		X				
Real-life applications are given	X					
Information and directions are clearly written and explained		X				
The author's writing style provides students with aids that guide them through the text. (Some of these include: marginal notes, glossing, pre-reading plus purpose setting, introductions, guided reading questions, summary questions/statements, extended reading activities, study techniques, writing activities, through level questions, others.)		X				
Materials contain affective objectives		X				
Activities are developmentally appropriate		X				
Instruction gradually releases independence for learning to student		X				
Non-text content (maps, graphs, pictures) is accurate and well integrated into the text	X					
Non-text content (illustrations, graphs, maps, charts, etc.) enhance the understanding of text & clarity or relate to key concepts	X					

Lessons/activities are interdisciplinary	X					
Other (please specify):						

Notes/Comments:

Part 5: Inclusion/Equity/Diversity Issues

Bias* Criteria Inclusion/Equity/Diversity	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
Women and minorities are featured in important roles		X				
Subject matter covers a spectrum of accomplishments and contributions by all sexes, races and physical conditions		X				
All groups are presented in broad scope		X				
Pronouns and descriptors of both sexes are used equally		X				
Nouns, adjectives, terms and illustrations are non-stereotypical and non-prejudicial		X				
Children of both sexes and various cultures and physical conditions will use the materials without feeling excluded, estranged or diminished		X				
References and timelines feature events throughout various parts of the world		X				
Other (please specify):						

*Types of bias: Invisibility, stereotyping, imbalance and selectivity, unreality, fragmentation and isolation, linguistic, and cosmetic. See Bias document in Curriculum Council folder on G Drive within District Approved Curriculum and Assessment Resources.

Notes/Comments:

IB Biology is a global leader in DEI as it has TOK and NOS standards written into every unit. The textbook aligns with this practice

Part 6: Assessment

Assessment Criteria	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
Assessment is centered on knowledge of the main ideas, concepts, and skills					X	
Student's knowledge of content is assessed in a variety of ways from information taken at all levels of cognitive & affective thinking					X	
Assessments incorporate knowledge from prior chapters/units					X	
Assessments require students to apply their basic knowledge to the Big Ideas beyond the content of the chapter/unit					X	
Questions and activities draw attention to the organizational patterns of the text and other learning strategies					X	
Assessment centers on the student's understanding of the process as well as the product					X	
Other (please specify):						

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

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

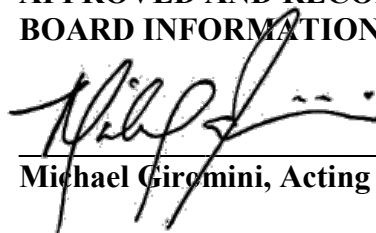
TOPIC: IB Physics Textbook Proposal

Brian Langley, an IB Physics Teacher at Novi High School, would like to propose that Novi High School purchase the 2023 *Standard Level Physics for the IB Diploma Programme* textbook by Chris Hamper and Emma Mitchell. The new textbook for this curriculum meets the new IB Physics curriculum guide and standards. It will develop the subject area scope and sequence as it relates to the new International Baccalaureate curriculum requirements.

This book will support the new IB Physics SL curriculum. This is a complete curriculum overhaul with significant changes to content, scope, and sequence. The cost of the textbook is \$75.00, on Amazon, and \$89.00 on IB Source. The quantity purchased will be based on the enrollment.

The textbook is available to view at the Educational Service Building.

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



Michael Giromini, Acting Superintendent

IB Physics AB Textbook Proposal

2024-2025 School Year

Standard Level Physics for the IB Diploma Programme
Chris Hamper and Emma Mitchell
Submitted by Brian Langley
Novi High School

- I. **Proposal:** New text for IB Physics
- II. **Rationale, background information, and supporting data:** IB Physics introduced a new curriculum guide and this required a more robust textbook.
- III. **How proposed change will establish or enhance the Michigan Framework implementation in Novi Community Schools: (What? In specific)**
 - A. **Developing subject area scope and sequence - Michigan Frameworks Strands, content standards and benchmarks** - N/A (International Baccalaureate, not MI Framework)
 - B. **Clarifying support structures for scope and sequence and support materials for these** This text reflects the new curriculum guide
 - C. **Applying Teaching and Learning Standards** N/A
 - D. **Integrating of other areas:** N/A
 - E. **Establishing common assessments or performance assessments - Assessment Standards** - N/A
 - F. **Establishing or altering reporting systems - report cards or progress reports** - N/A
 - G. **Supporting textbook, workbook, or novel selection** - Textbook evaluation instrument is complete and accompanies this document
 - H. **Supporting electronic resource(s) for course** - N/A
 - I. **Supporting differentiated resource(s) for course** - N/A
 - J. **Revising scope and sequence** - This more robust text was compared with five others as an option to accompany the new scope and sequence laid out by IB's new curriculum guide.
 - K. **Evaluating a previously implemented program** - N/A
 - L. **Other:**
- IV. **Staff development needs for supportive implementation of proposed change:** none
- V. **Evaluation procedure and time line for review and revision:** 5 texts were reviewed over the course of the year. Ready for adoption.
- VI. **Cost analysis:**
 - A. **Start up cost** - approximately 75 dollars per text depending on course enrollment
 - B. **Annual maintenance costs** - none expected

VII. **Textbook Evaluation** - attached as a separate document

Textbook Evaluation Instrument

Directions: Please complete all parts of this document and return to Monique Beels at ESB. If your text will serve more than one school year, a separate document must be completed for each school year.

PLEASE NOTE: This form is to be used only AFTER a Change Proposal Form has been submitted.

Teacher Reviewer(s) Name(s). (Include content area, literacy specialists and special education teachers): Brian Langley

Student Reviewer(s) Name(s). (Include representative students):

 Meltem Durgun, Abby Hovermale, Sophia Bodnarchuk

School(s): Novi High School

Part 1: General Information for Text Being Evaluated

Title: Standard Level Physics for the IB Diploma Programme	Copyright date: 2023
Author(s): Chris Hamper and Emma Mitchell	Cost \$75 on Amazon, \$89 on IB Source
Publisher(s): Pearson Educational Limited	Subject/Grade level: IB Physics Multiple Year Course? No

This text is recommended for:

 IB Physics SL (name of course)

This text will serve as:

 X the course's primary text used by all teachers who teach the course

 a secondary text for the course; a resource

Notes/Comments:

 This textbook is designed specifically for IB Physics SL.

Directions:

This checklist is designed to help you evaluate the appropriateness and readability of the text(s) you are evaluating for adoption. Your goal is to analyze the text(s) for various components. Please rank the statements below using the following rating system:

3 = Excellent 2 = Acceptable 1 = Poor NA = Not Applicable NF = Not Found

Part 2: Organization/Format

Overall Structure Organizational Features	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
Information is accurate & current		X				
Textbook provides a useful table of contents, glossary & index		X				
Layout is consistent and chapters are arranged logically		X				
Chapters contain clear and comprehensive introductions and summaries		X				
Textbook contains references, bibliography and resources			X			
Reading level is at age/grade level		X				
Size and format of print is appropriate	X					
Format is visually appealing & interesting (balanced)	X					
Teacher editions are easy to use, clearly formatted, and provide instructional methods & activities to meet the needs of all students					I have not reviewed teacher edition	
Supplemental materials are available & stress the concepts presented in the text					I am not interested in supplemental materials	
Content is updated throughout school year by company technologically as changes occur						X
Other (please specify):						

Notes/Comments: *Students commented that they found the book layout, use of colors, and font size to be engaging and pleasing to look at.*

Part 3: Alignment with State Standards and District Instruction and Assessment Expectations

Standards/Skills/Assessment Criteria	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
Textbook content correlates to the Michigan Curriculum Content Standards		X (IB)				
Textbook content correlates to Michigan Teaching and Learning Standards						X
Textbook content correlates to the Michigan Assessment Standards						X
Textbook content correlates to the Michigan Technology Standards						X
Textbook content correlates to the Michigan Career and Employability Standards						X
Textbook supports local unit and pre/post assessments in this discipline		X				
Other (please specify):						

Notes/Comments: *This textbook is specifically designed to correlate with the IB learner profile and IB Physics SL standards. In doing so, it generally correlates with the Michigan standards as well.*

Part 4: Content

Content & Organization Criteria	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
New concepts are explicitly linked to a student's prior knowledge & experiential background		X				
Instruction & activities help students make connections between prior knowledge/experiences and new information presented in the text		X				
Activities include guiding (Big Idea) questions which encourage the development of higher-level thinking skills across and beyond the text		X				
Instruction guides students from concrete to abstract & general to specific		X				
Activities apply to a diversity of student abilities, interests and learning styles		X				
Real-life applications are given		X				
Information and directions are clearly written and explained		X				
The author's writing style provides students with aids that guide them through the text. (Some of these include: marginal notes, glossing, pre-reading plus purpose setting, introductions, guided reading questions, summary questions/statements, extended reading activities, study techniques, writing activities, through level questions, others.)		X				
Materials contain affective objectives						X
Activities are developmentally appropriate		X				
Instruction gradually releases independence for learning to student		X				

Part 4: Content (continued)

Content & Organization Criteria (continued)	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
Non-text content (maps, graphs, pictures) is accurate and well integrated into the text		X				
Non-text content (illustrations, graphs, maps, charts, etc.,) enhance the understanding of text & clarity or relate to key concepts		X				
Lessons/activities are interdisciplinary						X
Other (please specify):						

Notes/Comments: *The book is designed to help students through the learning process, implementing things like Guiding Questions, Global Context, Worked Examples with Solutions, and Practice Questions.*

Part 5: Inclusion/Equity/Diversity Issues

Bias* Criteria Inclusion/Equity/Diversity	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
Women and minorities are featured in important roles		X		59, 83, 179, 239, 240		
Subject matter covers a spectrum of accomplishments and contributions by all sexes, races and physical conditions		X				
All groups are presented in broad scope		X				
Pronouns and descriptors of both sexes are used equally		X				
Nouns, adjectives, terms and illustrations are non-stereotypical and non-prejudicial		X				
Children of both sexes and various cultures and physical conditions will use the materials without feeling excluded, estranged or diminished		X				
References and timelines feature events throughout various parts of the world						X
Other (please specify):						

*Types of bias: Invisibility, stereotyping, imbalance and selectivity, unreality, fragmentation and isolation, linguistic, and cosmetic. See Bias document in Curriculum Council folder on G Drive within District Approved Curriculum and Assessment Resources.

Notes/Comments:

Part 6: Assessment

Assessment Criteria	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
Assessment is centered on knowledge of the main ideas, concepts, and skills		X				
Student’s knowledge of content is assessed in a variety of ways from information taken at all levels of cognitive & affective thinking		X				
Assessments incorporate knowledge from prior chapters/units		X				
Assessments require students to apply their basic knowledge to the Big Ideas beyond the content of the chapter/unit		X				
Questions and activities draw attention to the organizational patterns of the text and other learning strategies		X				
Assessment centers on the student’s understanding of the process as well as the product		X				
Other (please specify):						

Notes/Comments: *The assessment in this book would generally be used for student practice.*

Part 7: Teacher's Edition/Supplementary Materials

Teacher's Edition / Supplementary Materials Criteria	3 Excellent	2 Acceptable	1 Poor	Provide Page Numbers for Examples	NA Not Applicable	NF Not Found
Textbook provides a separate teacher's edition with resource package					X	
Teacher's edition is comprehensive, organized and easy to use					X	
References are readily available to the specific Michigan Curriculum Expectations and skills addressed in each activity					X	
Supplementary materials listed below are well organized, of high quality, and are useful in enhancing instruction (rate all that apply:)					X	
<i>Transparencies</i>					X	
<i>Manipulatives</i>					X	
<i>Prepared Kits</i>					X	
<i>Student practice/workbook</i>					X	
<i>Assessment materials</i>					X	
<i>Videos</i>					X	
<i>Software (CD-Roms, DVDs, Laserdiscs, etc.)</i>					X	
<i>Other (please specify):</i>						

Notes/Comments: *I did not review the teacher's edition.*

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

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: Auditor Contract Bid

The District has authorized the bid process for its annual auditing services. Interviews conducted on Wednesday, March 13, 2024, for the selection of our school district's annual audit services provider. The panel, consisting of five individuals, carefully evaluated each proposal and conducted thorough interviews with the candidates.

The panelists involved in the selection process were:

1. Mary Ann Roney, Board of Education Treasurer
2. Devin Kling, Assistant Superintendent of Business and Operations
3. Sandy Brasil, Executive Assistant-Business & Operations
4. Steve LeBlanc, Director of Finance
5. Julie Dinsmore, Payroll Manager

After much deliberation and consideration of various factors, including expertise, reputation, and alignment with our district's needs, the panel is pleased to recommend Yeo & Yeo for the three-year contract for the District's annual audit services.

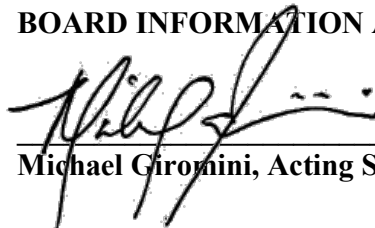
Yeo & Yeo has demonstrated a strong commitment to excellence in their field and a comprehensive understanding of the unique challenges and opportunities within our school district. We believe their expertise and dedication will greatly benefit our district in ensuring financial accountability and transparency.

Additionally, Yeo & Yeo emerged as the lowest bidder, presenting a competitive proposal for the three-year contract as follows:

- Year 1: \$43,000
- Year 2: \$46,500
- Year 3: \$48,000

We believe that selecting Yeo & Yeo for our annual audit services will serve the best interests of our district and uphold our commitment to excellence and accountability. We look forward to presenting this recommendation to the Board of Education for information and discussion on March 14th and consideration and approval on April 18th.

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



Michael Giromini, Acting Superintendent