

Novi Board of Education Regular Meeting

Thursday, January 9, 2025 6:00 PM

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

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

IV. NEW BOARD MEMBER OATH OF OFFICE

V. ELECTION OF OFFICERS

VI. CELEBRATIONS

VI.a. Michigan State Fair Donation

VI.b. Resolution Recognizing January 2025 as
Local School Board Month

VII. COMMENTS FROM THE AUDIENCE

VIII. CONSENT AGENDA

VIII.a. Approval of Minutes

VIII.b. Approval of Field Trip(s)

IX. ACTION ITEMS

IX.a. Personnel Report

IX.b. 2025-2026 Board Meeting Calendar Approval

IX.c. Designate Depositories for School Funds

IX.d. Construction Contingency Increase -
Structural Steel and Fire Safety

X. INFORMATION AND DISCUSSION

X.a. 2025 District Negotiation Team Members

XI. SUPERINTENDENT REPORT

XII. ADMINISTRATIVE REPORTS

XIII. BOARD COMMUNICATION

XIV. ADJOURNMENT

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
January 9, 2025**

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: Certification of Election and Oath of Office

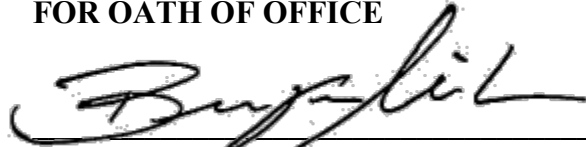
We have received from the Board of County Canvassers, for the County of Oakland, the Certificate of Determination of the election results of the Novi Community School District. The official document states that it has been determined that at the regular election held on November 5, 2024, Mary Ann Roney and Jamie Kliebert were elected to six-year terms of office, expiring December 31, 2030.

The Revised School Code provides within 10 business days after notification of election or appointment to the board, each person shall file with the secretary of the board an acceptance of the office to which the person has been elected or appointed. Prior to the member-elect performing the duties of office, the Oath of Office must be administered within ten days after they have been notified of election results. This activity has already been completed for both individuals. Tonight, the Oath of Office will publically and ceremoniously be administered to the newly elected Board members.

The oath is as follows:

"I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State and that I will faithfully discharge the duties of the office of Member of the Board of Education of Novi Community School District, Michigan, according to the best of my ability."

**APPROVED AND RECOMMENDED
FOR OATH OF OFFICE**



Ben Mainka, Superintendent

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
January 9, 2025**

BOARD OF EDUCATION

TOPIC: Election of School Board Officers

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

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

Recommendation for President:

The Novi Board of Education elects _____ as the President of the Novi Community School District Board of Education for the 2025 Calendar Year, so be it resolved by roll call vote:

Ayes:

Nays:

Recommendation for Vice President:

The Novi Board of Education elects _____ as the Vice-President of the Novi Community School District Board of Education for the 2025 Calendar Year, so be it resolved by roll call vote:

Ayes:

Nays:

Recommendation for Secretary:

The Novi Board of Education elects _____ a as the Secretary of the Novi Community School District Board of Education for the 2025 Calendar Year, so be it resolved by roll call vote:

Ayes:

Nays:

Recommendation for Treasurer:

The Novi Board of Education elects _____ as the Treasurer of the Novi Community School District Board of Education for the 2025 Calendar Year, so be it resolved by roll call vote:

Ayes:

Nays:

**APPROVED AND RECOMMENDED
FOR ELECTION OF OFFICERS**

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

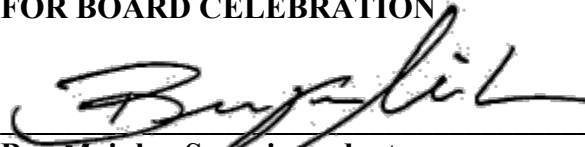
January 9, 2025

SUPERINTENDENT OF SCHOOLS

TOPIC: Michigan State Fair Donation

Blair Bowman, Sr., of the Suburban Collection Showplace, is here tonight on behalf of the Michigan State Fair, to make a donation to the Novi Youth Assistance. Novi Youth Assistance has been helping Novi families for over 22 years and the Michigan State Fair would like to recognize and celebrate them, by presenting a check to Mr. Greg Coke and Ms. Carrie Reichly.

**APPROVED AND RECOMMENDED
FOR BOARD CELEBRATION**

A handwritten signature in black ink, appearing to read "Ben Mainka", written over a horizontal line.

Ben Mainka, Superintendent

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

January 9, 2025

SUPERINTENDENT OF SCHOOLS

TOPIC: Recognizing the month of January 2025 as National Local School Board Month.

Whereas, Michigan is home to more than 600 locally elected school board of educations that work to enrich the lives of Michigan's students through education and directly influence instruction in Michigan's public schools; and,

Whereas, Article VIII, Section 2 of the Michigan Constitution of 1963 states that providing for the education of Michigan's children is a fundamental duty of state government; and,

Whereas, local school board members represent their community to ensure that educational opportunities are provided to the children and young adults in their community that will advance student achievement in the schools and communities in which they serve; and,

Whereas, during this month, we join with the Michigan Association of School Boards, Michigan Department of Education, local school districts and community organizations to recognize and raise awareness of the countless efforts and contributions of local school boards and school board members throughout Michigan;

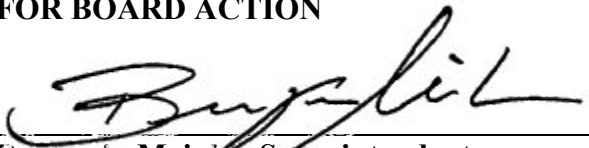
NOW, THEREFORE, be it resolved that we, the Novi Community School District, do hereby proclaim the month of January 2025 as Local School Board Month; and honor the contribution of Novi Community School District school board members:

- a) Danielle Ruskin
- b) Paul Cook
- c) Mary Ann Roney
- d) Jason Michener
- e) Willy Mena
- f) Betsy Beaudoin
- g) Jamie Kliebert

Ayes: Members:

Nays: Members:

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Benjamin Mainka, Superintendent



Minutes of a Regular Board Meeting, December 19, 2024
Novi Community School District
Board of Education

A Regular Meeting of the Board of Trustees of Novi Community School District was held Thursday, December 19, 2024 beginning at 6:05 PM.

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

Absent:

PLEDGE OF ALLEGIANCE

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

APPROVAL OF THE AGENDA

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

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

Nays: 0

MOTION CARRIED

CELEBRATIONS

MI Heart Safe Schools Recognition

The MI HEART Safe Schools Award Program was developed to help schools prepare for a cardiac emergency. The Novi Community School District has created Medical Emergency Response Teams, Cardiac Emergency Response teams, have CPR/AED certified personnel on staff in our district, and a large amount of readily available AEDs in all of our buildings.

The district runs AED drills yearly to promote early response times and has taken many steps to ensure that we are prepared for any medical emergencies in our buildings. All ten of our buildings have been recognized as being MI Heart Safe buildings.

Tonight, a representative from Project Adam, of MI Heart Safe Schools, will present awards to each of our buildings.

STUDENT BOARD REPRESENTATIVE REPORT

Cameron Lipscomb, student board representative, reported that last week was Wish Week, which is their big fundraiser for granting a child's wish. He stated that normally this is done in March, but they decided to have it so they could raise money to grant a child's wish to go to Disney over Christmas Break.

Cameron said moving on to sports, there were a lot of people at the basketball game, so that was nice to see. He mentioned that the winter sports have been doing pretty well this year. Cameron reported that the boy's hockey team had a nice victory and that they have been doing pretty well. He stated that they have three (3) games a week. Cameron said that wrestling is doing well, also.

Cameron mentioned that the kids are very excited about the upcoming winter break. He reported that adding the fall break this year, along with the Thanksgiving Break and then winter break, gives students just enough time to really balance their school work and builds their morale.

Cameron stated that there was a bit of a power outage on Tuesday, at the high school. He said that it happened in the middle of fourth hour; the lights went off and the students were very thankful and appreciated the day off.

REPORTS TO THE BOARD

2019 Bond and Fall Construction Report – PMR and Fielding International

The Capital Projects Committee met on Monday, December 12, 2024, in the afternoon to go over and discuss tonight’s presentations and a progress update of the construction team and projects.

Tonight, the Plante Moran CRESA team, the District’s Owner’s Representative, will present an update on the Fall Bond Program and representatives of Kingscott and Fielding International who have been facilitating engagement groups around the District, will share information about the engagements they have conducted and how all of the data and feedback, that has been collected, has allowed them to custom-tailor opportunity statements and design patterns; and how this data will be transformed in the coming months.

COMMENTS FROM THE AUDIENCE

There were no comments from that audience.

CONSENT AGENDA

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

It was moved by Mr. Mena and supported by Dr. Ruskin that the Novi Community School Board of Education approve the Consent Item(s) as presented.

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

Nays: 0

MOTION CARRIED

DONATIONS

Novi Athletic Boosters Donation

The District Athletic Boosters is presenting a generous donation in the total amount of \$7,027.75. This donation is to cover the costs of Strength and Conditioning and for the Winter grants.

Strength & Conditioning - September & October	\$2,820.00
<i>The NAB pays for 50% of the Strength & Conditioning provided to our athletes and students by Impact Sports Performance.</i>	

Winter Grants	\$4,207.50
Boys Basketball - Shooting Machine	\$841.50
Girls Basketball - Shooting Machine	\$841.50
Pom - Training	\$841.50
Wrestling - Software/Training Equipment	\$841.50
Competitive Cheer - Training Equipment	\$841.50

It was moved by Mrs. Beaudoin and supported by Mrs. Roney that the Novi Community School Board of Education accept the generous donation in the total amount of \$7,027.75 as presented, with appreciation and thanks.

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

Nays: 0

MOTION CARRIED

ACTION ITEMS

Personnel Report A

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

It was moved by Mr. Michener 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. Mena, Mrs. Roney, Mr. Smith, Mrs. Beaudoin, and Mr. Michener

Nays: 0

MOTION CARRIED

Personnel Report B

Mr. Ben Mainka, Superintendent, presents for your consideration the following administrative hire:

- Name:** Laura Bidlack
- Building:** ESB
- Assignment:** Director of Elementary Education
- Reason:** Replacement for Andrew Comb **Effective**
- Date:** January 6, 2025

It was moved by Dr. Ruskin and supported by Mr. Mena that the Novi Community School District Board of Education approve the hire as presented.

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

Nays: 0

MOTION CARRIED

Superintendent Evaluation Approval

The Novi Community School District Board of Education met with Mr. Mainka to review his self-reflection and come to a consensus on the Superintendent Evaluation Rating presented in the self-reflection.

It was moved by Dr. Ruskin and supported by Mrs. Beaudoin that the Novi Community School District Board of Education approves the Superintendent Professional Rating of Highly Effective.

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

Nays: 0

MOTION CARRIED

INFORMATION AND DISCUSSION

6th Grade House Change Order – Structural Steel and Fire Safety Discussion

The 6th Grade House Renovation has experienced several unforeseen conditions resulting in exhaustion of the originally approved construction contingency. With any renovation project we always anticipate a reasonable number of unforeseen conditions which should be expected.

This initial notification to the board is for information, and we anticipate having all open or pending bulletins quoted between now and the first half of January 2025. At that point, the project team will be able to share more specific details related to this request. Our initial assessment indicates the project will require additional construction contingency funds which will be funded from owner contingency. These additional funds are not committed but will be set up within the budget to cover any future changes which may occur to the project. Any unused contingency funds at the conclusion of the project will be reverted back to owner's contingency.

Again, the project team is working on finalizing specifics related to pending costs and we will plan on providing the board details for approval at the January 18, 2025 scheduled board meeting.

2025 Millage Discussion

There has been a lot of conversations in the various committees around moving forward in 2025 and the need to formalize the conversation for the Board members to express their thoughts. When we say, "protect the millage rates," this is the way that our facilities are maintained, through our local millages. Our local community is able to vote for those types of dollars to be used, which are significant.

Our operating dollars that educate our children, comes from the State of Michigan and there is not enough of those dollars to build buildings, replace roofs, or do the changes that keep our facilities on the cutting edge, so we rely on our community to support our millage at a certain level. Once that happens, the school district thrives and property values go up.

After five or six years, the millage rate starts to drop off and when that happens the school district is unable to utilize or access additional capital without going out to the community. When we see the millage rate stop or drop, we do something called "protect the millage rate" because it allows us to

generate capital to keep our facilities up-to-date like roofs, boilers, carpet, ceiling tile, lighting, and to continue to be on the forefront and cutting edge.

As a board we need to have this discussion on protecting the millage rate and what the general timeline is. Historically, the district has gone back to the community every five to six year, over the last few Bond issues. We are right at that point. The last millage was the 2019 Bond and now we are looking at 2025 putting us on that schedule and trajectory. It is up to the governing board to decide if that is something you would like to formally pursue. The board engaged in an in-depth discussion around the individual building needs, millage dollars, general fund dollars, coming up with ballot language, and reviewing all information over multiple meetings.

COMMITTEE REPORTS

Capital Projects Committee

Willy Mena, Committee Chair and Board Secretary, reported that they met last Thursday and their discuss was a lot of what we hear tonight. He stated they discussed the 2019 Bond Project Update, the 2025 Bond Planning Update, getting in-depth information on the sixth grade house contingency, and an update on our construction manager.

SUPERINTENDENT'S REPORT

Mr. Ben Mainka, Superintendent of Schools, reported that everyone is excited about the end of the day tomorrow and eagerly awaits whether or not there will be a snow storm tonight. He stated that he has received numerous texts and emails. Mr. Mainka said that the forecast does not look promising for a snow day tomorrow, but it is going to be a great day before we launch into winter break. He expressed his appreciation to our staff and community for all of the support the first half of this year. Mr. Mainka mentioned that our staff has a well-deserved break coming up for them.

Mr. Mainka thanked the Board for their kinds words this evening. He reported that he is the beneficiary of really great people here on the Board and some not in attendance. Mr. Mainka stated that he feels supported by all and it is a tremendous place to be able to support kids and staff and care about the work that we do. He expressed his gratitude to everyone.

Mr. Mainka expressed that it has been an honor to work with Tom Smith. He stated that he appreciates the work that Tome has done here and that our community owes him a great debt for his vision, time on this board, his support of our kids and the community. Mr. Mainka said the he knows he will stay in touch and expressed his appreciation.

ADMINISTRATIVE REPORTS

Ms. Rebecca Scicluna, Assistant Superintendent of Business and Operations, reported that she has been working with the transport team and out of the 30 drivers, there are only seven (7) left to train on the route finder (a.k.a. stop finder) system. She stated that everyone will be trained by the Monday we get back from winter break. Ms. Scicluna said that need nine (9) additional mounts for the tablets that will cost a total amount of \$100 and she will approve the purchase. She mentioned that parents will be able to track their kids on the buses once the tablets are live because they have a GPS embedded function within the tablet. Ms. Scicluna reported that parents on routes using Stop Finder should be live.

Ms Scicluna reported that the EV vans have been delivered and are going to be wrapped. She stated that she reached out to other districts around the state and received some great examples of protocols on vehicle use. She stated that she will share these with Cindy when we get back from break. Ms. Scicluna said that they are putting something together to share with the team. She mentioned that there is another function with Stop Finder, in the app, called Trip Finder that we can utilize with the vans. Ms. Scicluna reported that if they want to use it for a field trip, they can submit something through Trip Finder for 10 people or less. She stated that it will go through transportation for them to approve it to use the van. Ms. Scicluna said there is a lot of functionality that we are paying for with this app.

Ms. Scicluna reported that our Food Service Team publishes a SMORE Newsletter and this month Ivana Chester, at Deerfield, celebrated 20 years of serving our children with the district. She stated that it is amazing, we have a lot of people in the district who have dedicated that amount of time and it is incredible.

Ms. Scicluna said that she and Mike met earlier today with DTE and they are planning on working on the electrical panel that we have had issues with generating the power outages at the high school. She mentioned that they will be working on that during winter break.

Dr. Carino, Assistant Superintendent of Talent Management and Development, expressed her gratitude to Cathy Ferris, Danielle Stacer, and Dennis Huisman for their effort in getting out Healthy Heart Safe Schools Recognition. She reported that they have done a tremendous amount of work, going to each building. Dr. Carino said thank you to them.

Dr. Carino reported that they are excited to kick off a January staff retention task force. She stated that they will be meeting with administrators and then extrapolating and extending that to district staff. Dr. Carino said they want to hear what they would like, what they need to stay in the district, so they will talk to veteran staff who have been here a long time about the things they appreciate in the district and make them want to stay. She mentioned that they want to talk to new staff who have only been here for a few months to a year to five (5) years and hear what they like and what they have heard in other district that they are doing to make them want to stay. Dr. Carino reported that they really want to listen to the people that are doing the work in the trenches about what would make them feel appreciated more than what we are already doing. She stated that we are making efforts to keep the wonderfully talented staff that we have.

Dr. Carino reported that we are kicking off some Wellness initiatives in January. She stated that RosaLeigh Johnson is hard at work planning some events for when we get back. Dr. Carino said that they are excited to share that with staff. She mentioned that we are in the throes of our Wellness Center planning and our design team will be able to start looking at some renderings that we will be able to share.

Dr. Carino shared a heartwarming anecdotal note about the Therapy Dog Program. She reported that she received a video about a selectively mute student who teachers have not heard the child say a word since she has been here. Dr. Carino stated that for the very first time teachers heard her voice when she spoke to the therapy dog. She said this just shows the powerful nature of the program. Dr. Carino thank the board for their support and she wished everyone a happy holiday.

Mr. Giromini, Assistant Superintendent of Teaching and Learning, reported how excited he is to welcome Laura Bidlack to his team. He stated that she is a tremendous asset to our team and to our district. Mr. Giromini said that when we return in January, we have our winter assessment window beginning. He mentioned that we will have a nice comprehensive mid-year update of our students learning progress that we will use to guide adjustment decisions about strategies and structures that we are using to support students' growth. Mr. Giromini reported that he is looking forward to seeing that information at the end of January. He wished everyone a safe and healthy, relaxing break.

BOARD COMMUNICATION

Mrs. Beaudoin, Board Trustee, thanked the staff, students, and families for all of their hard work the first half of the year. She wished everyone happy holidays.

Mr. Jason Michener, Board Trustee, commended Mr. Giromini at the district DEI Committee and the individual building DEI Committees in their hard work for the 24 calendar year and noted that we are 50% of the way completed to our goal of having all K-12 buildings having a multi-cultural night. He stated that they have been very well attended and everyone is interested in learning about all the different cultures. Mr. Michener said they were very positive events for all of those buildings.

Mr. Michener reported that Meadows had their Winter Band/Orchestra performance a week ago. He stated that it was another amazing performance and the students really shine. Mr. Michener said that it is amazing at what the sixth grade level can do. He mentioned that he is always impressed that our district has both offerings. Mr. Michener stated to see a full band of just sixth graders and a full orchestra of sixth graders. He said that we have so much talent, interest, and support in the district and community is fantastic. Mr. Michener reported that they performed at very high levels.

Dr. Ruskin, Board Vice-President reported that she had the opportunity to be on the podcast this morning along with her fellow board member, Mary Ann, and incoming board member, Jamie. She stated that it was fun. Dr. Ruskin said they were a little nervous, but Mr. Mainka made it relaxing and George did a great job. She mentioned they had two (2) students who were there to make it happen. Dr. Ruskin stated that if you are bored during winter break, there are 25 episodes that you could catch up on.

Dr. Ruskin reported that she went to the Oakland County School Board Association dinner last night and it was nice to network with some other colleagues for throughout the county. She stated that there is 11 team members at the table, but if you want to get technical it is really like a thousand-person team. Dr. Ruskin wished everyone a great break.

Mr. Cook, Board President, reported that our Novi Singers sent 30 kids to Carnegie Hall to perform the Gift of the Magi. He stated that they had a wonderful time and got daily updates from his son. Mr. Cook said that they got some good reviews from the composer.

Mr. Cook said that yesterday there was the annual 4th graders going to the high school trip, to learn about band, orchestra, and the choir. He mentioned that they were able to hear performance and ask questions. Mr. Cook reported that one of the juniors, in the Awkward Pause, had the kids cracking up. He congratulated all of the performing arts who are putting on their winter concerts. Mr. Cook stated that it is the most fun time of the year.

Mr. Cook said that the Novi Singer will be performing at Greenfield Village during their holiday nights. He mentioned that it is taking place on Saturday the 21st, but unfortunately the event is sold out.

ADJOURNMENT

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

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

Nays: 0

MOTION CARRIED

The meeting adjourned at 7:58 p.m. The next regular meeting of the Board is scheduled for January 9, 2025 at 6:00 p.m., at the Educational Services Building.

Willy Mena, Board of Education Secretary

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

January 9, 2025

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

TOPIC: 2025 8th Grade Trip to Washington D.C. Trip

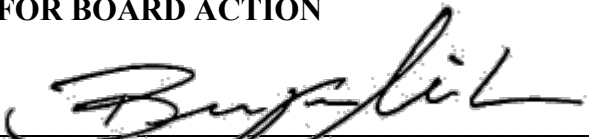
In November of 2025, Novi Middle School 8th graders may have the opportunity to travel to Washington D.C. This exciting annual trip affords our 8th grade students the opportunity to be immersed in the history and culture of our great nation and supports the U.S. History curriculum taught at this level. During the trip, students will visit the nation's capital and tour numerous monuments and memorials, including Arlington National Cemetery. Students will be exposed to the various components of our nation's capital.

The students would leave November 5, 2025 from Novi Middle School and return on November 8, 2025, missing three (3) days of school. The total cost for each student is \$1,599.

RECOMMENDATION:

That the Novi Community Schools Board of Education approve the 8th Grade Trip to Washington D.C. November 5 through November 8, 2025.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent



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

Date Request Submitted (auto-populated) 12 weeks prior minimum	Date of Request 12/30/2024	Type of Trip: Out of Country & Overnight
Dates of Trip	Leave 11/05/2025	Return 11/08/2025
Number of School Days Missed by Students	3	

TRIP INFORMATION

Requester's Name	Robert Baker (Meghan Barnauskas)	
Requester's Building	Novi Middle School	
Group/Class Traveling	8th Grade Class	
Title of Field Trip	Washington DC Trip	
Primary Destination	Washington DC	
Expected Chaperone Numbers	NCSD Staff Chaperones TBD 12:1 ratio	Non-Staff Chaperones ⁰

Summary of Trip:

The D.C. field trip is an annual trip that gives our 8th graders the opportunity to explore our nation's capital and make connections to topics they cover throughout the year in their U.S. History class.

Students travel via charter bus to D.C. While in D.C., they explore a number of museums and buildings that are cornerstones of our nation's government as well as memorials and monuments that allow students to contemplate the impact of important Americans and events on our history. A specific trip itinerary, rooming list, parent packet, and policies/procedures/rules can be provided when it becomes available to the sponsor.

CURRICULUM (Required for Curricular Trips)

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

- 8 – U3.3.7
- 8 – U4.1.1
- 8 – U4.2.2
- 8 – U4.3.2
- 8 – U5.1.1

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

In 8th grade US History, prior to the trip, students learn about the formation of the US government - reading and analyzing documents such as the Declaration of Independence and the Constitution and discussing the formation of the structures of government.

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

On the trip, students are able to fully immerse themselves in American government and history. A trip to the National Archives allows students to view foundational documents and learn about their significance. They are able to visit locations such as the Capitol, the White House, and the Supreme Court to learn about their significance in the government to further reinforce the lessons learned in class. Additionally, visiting various museums will allow students to extend their learning beyond course content as they explore exhibits related to US history and government.

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

As students progress through the rest of the year in US History, they continue to explore the compromises involved in setting up the structure of our government. They also learn about George Washington, Thomas Jefferson, and other early presidencies, which allows them to draw back on their experiences and learning from visiting various monuments, memorials, and Mount Vernon. Later in the year, students continue their learning about slavery and the causes of the Civil War and can draw on connections to learning at the Lincoln Memorial and various museums.

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

Have you coordinated this trip in the past?	Yes	If yes, when:	11/06/2024
If not, what is the most recent overnight trip you have coordinated? Please describe the destination, group traveling, and date. The hiring process is currently underway to find a sponsor for this trip. Meghan Barnauskas is completing this form at the request of Dr. Carino to keep the planning process moving forward.			
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?		N/A

HOTEL ACCOMMODATIONS

Hotel Name If applicable	Hilton Alexandria Mark Center	Address 5000 Seminary Rd, Alexandria, VA 22311
Contact Name	Tina DeSimone	Phone # (703)845-1010

Link to Hotel: https://www.hilton.com/en/hotels/dcaahhf-hilton-alexandria-mark-center/?SEO_id=GMB-AMER-HH-DCAAHHF&y_source=1_MTIyMDkxNi03MTUtbG9jYXRpb24ud2Vic2l0ZQ%3D%3D

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

TRANSPORTATION DETAILS

Must be contacted for pre-arrangements. Requirements: 12 weeks prior	Date contacted/prearranged	12/01/2024
	Transportation Provider If charter bus, confirm on MDOT approved list	Barons Bus Company
	Contact Person	Tina DeSimone
	Contact Phone Number	888-378-3823
	Email Address	tinad@worldstrides.com
Does the bus need to stay?	Yes	
Lift Bus Required?	No	
Special Equipment Required:	No	
Number of Students Attending	TBD	

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION

Departure Location Building Name & Address	Novi Middle School 49000 W 11 Mile Rd, Novi, MI 48374	Departure Date & Time	11/05/2025 5:30 AM
Destination Location Building Name & Address	Smithsonian Museum of American History	Arrival Time	4:30 PM

RETURN TRAVEL FROM FIELD TRIP TO SCHOOL

Departure Location Building Name & Address	Washington DC	Departure Date & Time	11/08/2025 1:00 PM
Destination Location Building Name & Address	Novi Middle School 49000 W 11 Mile Rd, Novi, MI 48374	Arrival Time	11:59 PM

Notes:

WorldStrides communicates with Barons Bus Company to coordinate travel times and details.

FIELD TRIP COST SUMMARY **PER STUDENT**

Total Estimated Cost Per Student		\$ 1,599.00
Estimated Total Per Student		Expense Description (what is included)
Paid by Students & Families	\$1,599.00	shirt/hoodie, meals, lodging, transportation, chaperone stipend, admission fees, tips, taxes
Supplied by Students During the Trip	0.00	NA
Covered By Other Funding Sources*	0.00	NA
*List other funding sources (grant names etc.)		

	Expense Item	Account Name to be charged	Account Number	Amount
NCSD BUSINESS OFFICE INFO NEEDED:	NA	NA		NA

Notes: \$1499 is the early bird price before 1/30/25 and \$1599 is the cost after 1/30/25

APPROVAL TO COLLECT FUNDS

Anticipated participants (qty)	Amt. Collected per participant (\$)	Expected Total Collected
370	\$1599	\$ 591,630.00
Account Name Where Funds will be Deposited		Account Number
all money collected by WorldStrides		
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
WorldStrides		1/6/25 - 9/30/25

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

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

LINKS / ITEMS NEEDED TO PROCESS

Links / Documents	When Needed	Process
NCS D Field Trip Permission Form - MB	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 MB	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) MB	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 MB	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 MB	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.
<p style="text-align: center;">For More Details Please Review the NCS D Overnight, Out of State, Out of Country Field Trip Procedure</p>		

APPROVAL PROCESS

Staff Member	Signature	Date	Action
Requester's Signature	<u>Meghan Barauskas</u> <small>Meghan Barauskas [12/30/2024 9:54am PST]</small>	12/30/2024	Submitted
Sponsoring Administrator of Trip	<u>Dr. Laura Carino</u> <small>Dr. Laura Carino [01/03/2025 7:03am PST]</small>	01/03/2025	Reviewed, okay to proceed.
Notes:			
Building Administrator	<u>Emily Parker Pohlonski</u> <small>Emily Parker Pohlonski [01/03/2025 10:19am PST]</small>	01/03/2025	Reviewed, okay to proceed
Notes: per conversation with Laura Carino			
Building Budget Admin. Asst. Review	<u>Debra Jodoin</u> <small>Debra Jodoin [01/06/2025 6:11am PST]</small>	01/06/2025	Reviewed, okay to proceed.
Account number(s) provided have been reviewed and are accurate. Yes Notes:			
Director of Transportation Only if NCSD Bus used			
Notes: Dir. of Transp. Will be cc'd after board review if request is denied and using NCSD Bus.			
Director of Instruction	<u>Emily Parker Pohlonski</u> <small>Emily Parker Pohlonski [01/06/2025 7:57am PST]</small>	01/06/2025	Reviewed, okay to proceed
Notes: per conversation with Laura Carino			
Asst. Superintendent Teaching & Learning	<u>Michael Giromini</u> <small>Michael Giromini [01/06/2025 8:25am PST]</small>	01/06/2025	Reviewed, okay to proceed
Notes:			
Proposed Overnight, Out of State/Country Trip Executive Assistant, Superintendent & Board of Education	<u>Sheila Holly</u> <small>Sheila Holly [01/06/2025 8:27am PST]</small>	01/06/2025	Expected Board Review Date 01/06/2025
Notes:			
Board of Ed Decision			Remember to CC Director of Transportation if Denied & Using NCSD Bus.
All completed forms automatically cc'd to: SUPERVISOR OF MEDICAL SERVICES		Board of Education Decision:	



Novi Community School District Field Trip Permission Form

Teacher/Sponsor: Novi Middle School

Destination: Washington DC

Field Trip Date: 11/5/25 - 11/8/25

Departure Time: 11/5/25 - 5:30 AM

Return Time: 11/8/25 - 11:59 PM

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

Bus

Parent-driving own child(ren)

Other Barons Bus Company

Student Name:Parent/Guardian Name:

Parent/Guardian Phone #:

Parent/Guardian Email:

Emergency Contact Name:

Emergency Contact Phone #:

Student Cell #:

Parent/Guardian Approval:

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

Parent Signature

Date

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

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

This is the itinerary from the 2024 trip. The 2025 itinerary will be similar + can be provided when available



WorldAssist™ by WorldStrides

For 24/7/365 assistance call: 800-999-4542

Coach Information (DRAFT)

Novi Middle School TDE
 Trip ID: 213800 HD
 Group Number: 37540-19-N
 Meghan Barnauskas [372S+0A+31TC=403]
 INBOUND
 Barons Bus Lines (CSE) 11/06,07,08,09
 Conf# 37641 (8/56 pax)
 Main: (888) 378-3823
 Emer: (216) 372-1207
 Report to Novi Middle School
 49000 W 11 Mile Rd
 Novi, MI
 248-449-1600

Hotel Information (DRAFT)

Hilton Alexandria Mark Center 11/06,07,08
 5000 Seminary Road
 Alexandria, Va 22311
 (703) 845-1010

Sightseeing Information (DRAFT)

Course Leaders
 WSG Buck Johnson 11/06, 11/07, 11/08, 11/09
 WSG Christina Hyde 11/06, 11/07, 11/08, 11/09
 WSG David Shaw 11/06, 11/07, 11/08, 11/09
 WSG Josh Laskowski 11/06, 11/07, 11/08, 11/09
 WSG Lynsey Diltmore 11/06, 11/07, 11/08, 11/09
 WSG Sally Stotter 11/06, 11/07, 11/08, 11/09
 WSG Stephanie Ansoleaga 11/06, 11/07, 11/08, 11/09
 WSG Walter Guzman Ferrel 11/06, 11/07, 11/08, 11/09
 Total Count: 372S + 0A + 31TC = 403
 PRT: 10/08/24

WorldStrides reserves the right to revise this itinerary due to unforeseen circumstances such as traffic, road closures, site closures, weather or any restrictions related to public health and safety matters. Your Course Leader will consult with the Program Leader and Bus Driver(s) on any changes.

In keeping with WorldStrides' commitment to safety and security, all of our itineraries are compliant with Department of Transportation rules and regulations and giving drivers at least 9 hours off each night and a maximum of 14 hours on duty, not to exceed 10 hours of driving during any 24 hour period. This includes time for drivers to follow any necessary health and safety cleaning protocols.

(DRAFT) Wednesday, November 6, 2024

- Bus 1: David
- Bus 2: Lindsay
- Bus 3: Christine
- Bus 4: Walter
- Bus 5: Buck
- Bus 6: Josh
- Bus 7: Sally
- Bus 8: Stephanie

5:00A STUDENTS and 8 BARRON COACHES REPORT to Novi Middle School - Bags on Bus

5:30A Coaches DEPART for Washington DC with rest stops per Program Leader, chaperones, and driver

Lunch On Own

Unscheduled Visits for Novi MS
 Ranked by importance to our group. Day or night.
 MUST SEE

1. National Archives
2. Lincoln Memorial
3. White House
4. Jefferson Memorial
5. Washington Monument
6. WWII Memorial
7. Vietnam Memorial
8. Korean Memorial
9. Pentagon 9-11 Memorial
10. MLK Memorial
11. Iwo Jima/Marine Memorial
12. Library of Congress- Photo Stop
13. Supreme Court- Photo Stop
14. Portrait Gallery
15. FDR Memorial
16. US Capitol -Photo Stop
- IF TIME ALLOWS
16. Eisenhower Memorial
17. Kennedy Center—observation deck- If groups are permitted
18. Einstein Statue
19. Air Force Memorial
20. Declaration of Independence Signers area
21. Law Enforcement Memorial

4:15P MEET Course Leaders at American History Museum-Mall Side

Museum of American History

6:00P Madhatter (Taco Buffet) - 1319 Connecticut Avenue, Washington DC 20036 202-833-1495 - Buses 3 & 4 (110 ppl)

6:00P District Taco - Dupont Circle - 1919 M St. Washington, DC 20036 - 202-888-9898 - Buses 1 & 2 (110 ppl)

6:00P Ivy City Smokhouse - 1356 Okie St NE, Washington DC 20002 (202) 529-3300 PLEASE CALL 15 MINUTES PRIOR TO ARRIVAL. Please drop directly at the front door once staff has approved the group to enter. - Buses 5 & 6 (110 ppl)

6:00P Good Stuff Eatery - (Vendor appreciates a call-ahead for groups over 50 for Burger/Chicken/Salad breakdown where possible) 2110 Crystal Drive, Arlington VA 22202 703-415-7992 - Bus 7 (55 ppl)

7:15P Good Stuff Eatery - (Vendor appreciates a call-ahead for groups over 50 for Burger/Chicken/Salad breakdown where possible) 2110 Crystal Drive, Arlington VA 22202 703-415-7992 - Bus 8 (55 ppl)

Lincoln Memorial - Korean Memorial - Vietnam Memorial

9:30P Course Leaders DISMISSED at Metrorail

9:45P Coaches MUST DROP at hotel for check-in (must drop by 10pm to abide by DOT regulations)- Stagger Arrival to Hotel

(DRAFT) Thursday, November 7, 2024

6:45A Hotel Breakfast

7:30A MEET Course Leaders at hotel- DISCUSS order of Sights with Bus leaders. CL's stay with group until Ghost Tour Arrival

7:45A Coaches DEPART

Arlington National Cemetery - Changing of the Guard - (guests 18 and older may be asked to provide a valid photo ID, please be prepared) - Please leave all bags on the coach to expedite security clearance Buses 1-4

Iwo Jima Marine Memorial

9:15A International Spy Museum - 700 L'Enfant Plaza SW, Washington, D.C. (coach drop on 10th Street) - (202) 654-2844; Must bring confirmation letter; if running late, please text (502) 791-5779 or email arrival@spymuseum.org - Must meet 1 adult per 10 student ratio. - Buses 5-8 (212 ppl) Conf#-100346712- split over 2 days? We can do half on 11/7 (9:30/9:45) and half on 11/6 or 11/8 (9:30/9:45) (Tickets Pending)

Capitol Hill (grounds tour)

Supreme Court (picture stop)

Library of Congress (picture stop)

- Buses will Stagger to Lunch
- 12:00P ● L'Enfant Plaza Food Court (Meal voucher provided PRIOR to visit) - 955 L'Enfant Plaza Suite 1208, Washington DC 20024 - (202) 485-3300
Coaches must drop off/pick up at D Street, SW entrance (in between 9th and 10th streets) OR lower 10th Street food court entrance at the L'Enfant Parking Garage. Upon arrival at location head directly into food court. The food court vendors are located in two separate wings of the building. Please avoid gathering in front of retail stores. - (220 ppl)
 - 12:00P ● Reagan International Trade Center Food Court (MEAL TICKETS) - 1300 Pennsylvania Avenue, Washington, DC 20004 - 202-312-1300
Important location instructions:
Please enter on 14th Street (Ground Level). Management asks that groups please avoid congregating in the atrium. Please instruct students NOT TO SCAN tickets on-own as this will invalidate them. Mon-Fri 9a-4:30pm WorldStrides DC Field Office is open in this building and can provide extra vouchers or replace any that may be at issue or not able to be scanned: 202-886-0216 - (220 ppl)
 - 1:15P National Museum of African American History and Culture - 1400 Constitution Ave NW, Washington, D.C. 20560 - (844) 750-3012 - Entry on 15th St and Madison Dr. - Groups may enter up to two hours after reservation time; MUST bring confirmation for entry.
- Buses 1 & 2 (100 ppl) Confl#-356151638
 - 1:45P National Museum of African American History and Culture - 1400 Constitution Ave NW, Washington, D.C. 20560 - (844) 750-3012 - Entry on 15th St and Madison Dr. - Groups may enter up to two hours after reservation time; MUST bring confirmation for entry.
- Buses 3 & 4 (120 ppl) Confl#-356151391
 - 2:15P National Museum of African American History and Culture - 1400 Constitution Ave NW, Washington, D.C. 20560 - (844) 750-3012 - Entry on 15th St and Madison Dr. - Groups may enter up to two hours after reservation time; MUST bring confirmation for entry.
- Buses 7 & 8 (100 ppl)
 - 2:45P National Museum of African American History and Culture - 1400 Constitution Ave NW, Washington, D.C. 20560 - (844) 750-3012 - Entry on 15th St and Madison Dr. - Groups may enter up to two hours after reservation time; MUST bring confirmation for entry.
- Buses 5 & 6 (120 ppl)
Natural History Museum
National Portrait Gallery
FDR Memorial
 - 6:00P ● Ivy City Smokehouse - 1356 Okie St NE, Washington DC 20002 (202) 529-3300 PLEASE CALL 15 MINUTES PRIOR TO ARRIVAL. Please drop directly at the front door once staff has approved the group to enter. - Buses 1 & 2 (110 ppl)
Einstein Statue
 - 6:00P ● District Taco - Dupont Circle - 1919 M St. Washington, DC 20036 - 202-888-9898 - Buses 7 & 8 (110 ppl)
 - 6:00P ● Good Stuff Eatery - (Vendor appreciates a call-ahead for groups over 50 for Burger/Chicken/Salad breakdown where possible) 2110 Crystal Drive, Arlington VA 22202 703-415-7992 - Bus 3 (55 ppl)
 - 6:15P ● Good Stuff Eatery - (Vendor appreciates a call-ahead for groups over 50 for Burger/Chicken/Salad breakdown where possible) 2110 Crystal Drive, Arlington VA 22202 703-415-7992 - Bus 4 (55 ppl)
 - 7:15P ● Good Stuff Eatery - (Vendor appreciates a call-ahead for groups over 50 for Burger/Chicken/Salad breakdown where possible) 2110 Crystal Drive, Arlington VA 22202 703-415-7992 - Bus 5 (55 ppl)
 - 7:30P ● Good Stuff Eatery - (Vendor appreciates a call-ahead for groups over 50 for Burger/Chicken/Salad breakdown where possible) 2110 Crystal Drive, Arlington VA 22202 703-415-7992 - Bus 6 (55 ppl)
 - 7:30P Alexandria Colonial Ghost Tour - Alexandria, VA - (703) 399-4064 - Meet Guide at King and Fairfax St. at Market Square (301 King Street) - (220 ppl)
 - 7:45P ‹› Course Leaders DISMISSED at Metrorail when their group is done touring and is situated at Ghost Tour
 - 8:15P Alexandria Colonial Ghost Tour - Alexandria, VA - (703) 399-4064 - Meet Guide at King and Fairfax St. at Market Square (301 King Street) - (220 ppl)
staggered arrival time when possible
 - 9:45P 🚌 Coaches DROP group at hotel

(DRAFT)Friday, November 8, 2024

- 6:45A ● Hotel Breakfast
- 7:30A ‹› MEET Course Leaders at hotel-DISCUSS order of rotation for National Archives, Lunch, and 2 Smithsonians) with Bus leaders
- 7:45A 🚌 Coaches DEPART
- 9:00A Mt. Vernon - Home of George Washington (Timed Mansion Tickets) with and Grounds Tour - You must be on time for this reservation and have your entire group in line to enter the mansion at your scheduled tour - groups may wait in line for up to 30 minutes to begin tour. Please check in at group sales window immediately upon arrival and then proceed to visitor's center for security check. Backpacks and Packages are not allowed. - Buses 5-8 (220 ppl) Confl#-5299959 - Mansion Tours 9:30/35/40/45/10:00a
- 9:30A International Spy Museum - 700 L'Enfant Plaza SW, Washington, D.C. (coach drop on 10th Street) - (202) 654-2844; Must bring confirmation letter, if running late, please text (502) 791-5779 or email arrival@spymuseum.org - Must meet 1 adult per 10 student ratio. - Buses 1-4 (213 ppl) Confl#-1003477105 (Tickets Pending)
Buses will Stagger to Lunch
- 12:00P United States Capitol Hill Appointment (PL arranged)
Please plan to arrive a minimum of 30 minutes in advance and present confirmation paperwork. 202409031626098 (52)- Bus 1
- 12:10P United States Capitol Hill Appointment (PL arranged)
Please plan to arrive a minimum of 30 minutes in advance and present confirmation paperwork. 202409031626470 (52) Bus 2
- 12:20P United States Capitol Hill Appointment (PL arranged)
Please plan to arrive a minimum of 30 minutes in advance and present confirmation paperwork. 202409031627256 (52) Bus 3
- 12:30P United States Capitol Hill Appointment (PL arranged)
Please plan to arrive a minimum of 30 minutes in advance and present confirmation paperwork. 202409031628032 (52) Bus 4
- 12:40P United States Capitol Hill Appointment (PL arranged)
Please plan to arrive a minimum of 30 minutes in advance and present confirmation paperwork. 202409031628489 (52) Bus 5
- 12:50P United States Capitol Hill Appointment (PL arranged)
Please plan to arrive a minimum of 30 minutes in advance and present confirmation paperwork. 202409031629337 (52) Bus 6
- 1:10P United States Capitol Hill Appointment (PL arranged)
Please plan to arrive a minimum of 30 minutes in advance and present confirmation paperwork. 202409031630165 (52) Bus 7
- 1:15P ● Reagan International Trade Center Food Court (MEAL TICKETS) - 1300 Pennsylvania Avenue, Washington, DC 20004 - 202-312-1300
Important location instructions:
Please enter on 14th Street (Ground Level). Management asks that groups please avoid congregating in the atrium. Please instruct students NOT TO SCAN tickets on-own as this will invalidate them. Mon-Fri 9a-4:30pm WorldStrides DC Field Office is open in this building and can provide extra vouchers or replace any that may be at issue or not able to be scanned: 202-886-0216 - (220 ppl)
- 1:15P ● L'Enfant Plaza Food Court (Meal voucher provided PRIOR to visit) - 955 L'Enfant Plaza Suite 1208, Washington DC 20024 - (202) 485-3300
Coaches must drop off/pick up at D Street, SW entrance (in between 9th and 10th streets) OR lower 10th Street food court entrance at the L'Enfant Parking Garage. Upon arrival at location head directly into food court. The food court vendors are located in two separate wings of the building. Please avoid gathering in front of retail stores. - (220 ppl)
- 1:20P United States Capitol Hill Appointment (PL arranged)
Please plan to arrive a minimum of 30 minutes in advance and present confirmation paperwork. 202409031630493(52) Bus 8
World War II Memorial
View Washington Monument (picture stop)
White House (picture stop)
- 6:00P ● Good Stuff Eatery - (Vendor appreciates a call-ahead for groups over 50 for Burger/Chicken/Salad breakdown where possible) 2110 Crystal Drive, Arlington VA 22202 703-415-7992 - Bus 1 (55 ppl)
- 6:00P ● District Taco - Dupont Circle - 1919 M St. Washington, DC 20036 - 202-888-9898 - Buses 5 & 6 (110 ppl)

- 6:00P ● Ivy City Smokehouse - 1356 Okie St NE, Washington DC 20002 (202) 529-3300 PLEASE CALL 15 MINUTES PRIOR TO ARRIVAL. Please drop directly at the front door once staff has approved the group to enter. - Buses 7 & 8 (110 ppl)
Jefferson Memorial
Dr. Martin Luther King, Jr. National Memorial
- 7:15P ● Ivy City Smokehouse - 1356 Okie St NE, Washington DC 20002 (202) 529-3300 PLEASE CALL 15 MINUTES PRIOR TO ARRIVAL. Please drop directly at the front door once staff has approved the group to enter. - Buses 3 & 4 (110 ppl)
- 7:15P ● Good Stuff Eatery - (Vendor appreciates a call-ahead for groups over 50 for Burger/Chicken/Salad breakdown where possible) 2110 Crystal Drive, Arlington VA 22202 703-415-7992 - Bus 2 (55 ppl)
Dwight D. Eisenhower Memorial: 4th Street and Independence Ave SW, Washington DC
- 9:30P 🚌 Coach DROP group at hotel
- 9:45P » Course Leader DISMISSED at Hotel

(DRAFT) Saturday, November 9, 2024

Program Leader requests bus drivers fill up gas before departure - save driver hours

- 6:45A ● Hotel Breakfast
- 7:30A » MEET Course Leaders at hotel-DISCUSS Sights Remaining with Bus leaders
- 7:45A 🚌 Coach DEPART and CHECKOUT
Arlington National Cemetery - Changing of the Guard - (guests 18 and older may be asked to provide a valid photo ID, please be prepared) - Please leave all bags on the coach to expedite security clearance Buses 5-8
Iwo Jima Marine Memorial
- 9:00A ● Mt. Vernon - Home of George Washington (Timed Mansion Tickets) with and Grounds Tour - You must be on time for this reservation and have your entire group in line to enter the mansion at your scheduled tour - groups may wait in line for up to 30 minutes to begin tour. Please check in at group sales window immediately upon arrival and then proceed to visitor's center for security check. Backpacks and Packages are not allowed. - Buses 1-4 (220 ppl) Confl-5299965 - Mansion Tours 9:25/30/35/40/10:00/05/10/15a
● Pentagon City Mall (MEAL VOUCHERS) - 1100 South Hayes Street, Arlington VA 22202 - 703-415-2130 (Available vendors are subject to change. Please avoid congregating in front of doors and retail establishments) - (TICKETS)
- 12:30P ● Ballston Quarter Market Food Hall (MEAL TICKETS) - 4238 Wilson Blvd, Arlington, VA 22203 - (703) 243-6470 - Groups must be on time and must enter from Wilson Blvd. This is 100 Feet from intersection of N Stuart St and Wilson Blvd. Group leader must check in on arrival at security office (double white doors next to Bollywood Bistro). Please ensure proper behavior is exhibited by all guests. If you are running late, please call 571-400-1201. - (220 ppl)
- 1:15P 🚌 Coaches DEPART for Iwo Jima Memorial to PICK UP BOXED MEAL and then DEPART for Novi Middle School
- 1:15P » Course Leaders DISMISSED after lunch
● Enjoy Boxed Meal
- 11:59P 🚌 Approximate arrival at Novi Middle School (all buses should arrive home together)

Confidential and proprietary information of WorldStrides.

Itinerary View Copies: 1 Status:Meals Submitted

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
January 9, 2025

ASSISTANT SUPERINTENDENT OF TALENT MANAGEMENT AND DEVELOPMENT

TOPIC: Personnel Recommendations

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

A. New Hires


<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Rate</u>	<u>Effective</u>
NEA:					
Grosan, Claire	VO	K-4 Music Teacher	New Hire	BA	01-06-25
Wieczorek, Ava	NW	3 rd Grade Teacher	New Hire	BA	01-06-25
NTA:					
Balk, Jeric	Trans.	Bus Driver	New Hire	Hourly	01-06-25

B. Retirements and Resignations

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
NTA:				
Harrison, Daivon	Trans.	Bus Driver	Resigned	12-16-24

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

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**


Benjamin Mainka, Superintendent

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
January 9, 2025**

SUPERINTENDENT OF SCHOOLS

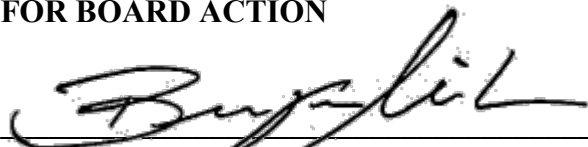
TOPIC: 2025-2026 Board of Education Meeting Schedule Approval

A tentative 2025-2026 Board of Education Meeting schedule is presented tonight for review and discussion with these meetings being held at the Educational Services Building, located at 25345 Taft Road, Novi Michigan 48374.

RECOMMENDATION:

That the Board of Education approve the 2025-2026 Board of Education Meeting calendar as presented.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent



Novi Community School District

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

2025-2026 Board of Education Committee of the Whole Meetings

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

January 9, 2025 (Organizational Meeting)	Thursday	6:00 PM	ESB
January 23, 2025	Thursday	6:00 PM	ESB
February 20, 2025	Thursday	6:00 PM	ESB
March 20, 2025	Thursday	6:00 PM	ESB
April 24, 2025	Thursday	6:00 PM	ESB
May 15, 2025	Thursday	6:00 PM	ESB
June 12, 2025 (Career Prep Graduation @ 6:00)	Thursday	7:30 PM	ESB
July 17, 2025 (Work Session Board Self-Assessment)	Thursday	6:00 PM	ESB
August 14, 2025	Thursday	6:00 PM	ESB
August 21, 2025 (Personnel Report Only)	Wednesday	6:00 PM	ESB
September 18, 2025	Thursday	6:00 PM	ESB
October 16, 2025	Thursday	6:00 PM	ESB
November 13, 2025	Thursday	6:00 PM	ESB
December 11, 2025	Thursday	6:00 PM	ESB
December 18, 2025 (Organizational Work Session/Evaluation)	Thursday	6:00 PM	ESB
January 8, 2026 (Organizational Meeting)	Thursday	6:00 PM	ESB
January 22, 2026	Thursday	6:00 PM	ESB
February 19, 2026	Thursday	6:00 PM	ESB
March 19, 2026	Thursday	6:00 PM	ESB
April 23, 2026	Thursday	6:00 PM	ESB
May 14, 2026	Thursday	6:00 PM	ESB
June 11, 2026 (Career Prep Graduation @ 6:00)	Thursday	7:30 PM	ESB
July 16, 2026 (Work Session Board Self-Assessment)	Thursday	6:00 PM	ESB

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
January 9, 2025**

SUPERINTENDENT OF SCHOOLS

TOPIC: Designate Depositories for School Funds

The Board shall, at the organizational meeting:

A. Designate depositories for school funds:

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

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

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

Fifth Third Bank
MILAF
JP Morgan Chase Bank

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

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

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

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

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

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

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

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

The Novi Community School District Board of Education currently designates the

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

F. Designate the Electronic Transfer Officer (ETO):

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

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

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

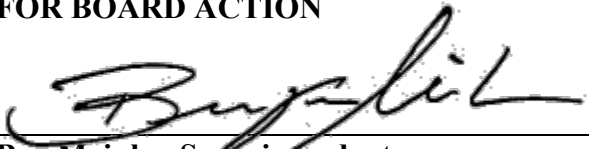
H. Designate a day, place and time for regular meetings which shall be held at least once every month:

The Novi Community School District Board of Education currently designates a minimum of one (1) Thursday a month for their regular meetings of the Board to be held at the Educational Services Building, located at 25345 Taft Road, Novi, Michigan 48374, at 6:00 PM. All dates and times are posted on the Novi Community School District website.

RECOMMENDATION:

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

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL
DISTRICT NOVI, MICHIGAN**
January 9, 2025

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: Construction Contingency Increase – Structural Steel and Fire Safety

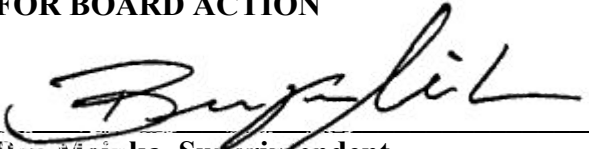
The Capital Projects Committee met on December 12, 2024 to discuss the 6th Grade House Renovations. There were unforeseen conditions that were found where an absence of structural steel was uncovered when walls were removed that jeopardized the structural integrity of the roof structure according to the structural engineer. Additionally, fire safety requirements related to wall widths and fire blocking that were originally unknown create the need for additional measures to be installed. The assessment indicates that the project will require additional project contingency funds of \$875,000 to be funded from the owner contingency budget to address multiple change orders that keep the building safe and up to code. The demolition phase has now sufficiently exposed the unknown conditions and moving forward our contingency use will now be minimal.

The initial notification came to the Board at the December 19, 2024 regular board meeting. This comes to the Board tonight for approval.

RECOMMENDATION:

That the Novi Community School District Board of Education approve the structural steel and fire safety measure change orders through funding \$875,000 of additional project contingency from the owner contingency fund as presented

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mianka, Superintendent

January 09, 2025

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

RE: Novi Community Schools 2019 Bond Program
BP #5C – 6th Grade House Renovations Contingency Increase

Dear Mr. Mainka,

As discussed with the Capital Projects Committee on December 12, 2024 and the BOE Meeting on December 19, 2024, the 6th Grade House Renovation has experienced several unforeseen conditions resulting in exhaustion of the originally approved construction contingency.

The major changes in question are related to structural changes due to existing conditions, fire safety items, and multiple unforeseen existing building conditions.

Our assessments indicate the project will require additional construction contingency funds of \$875K, which will be funded from the bond's owner contingency. These additional funds are not fully committed and will be allocated within the budget to cover any future changes which may occur. Other active projects such as the High School Baseball and Softball Phase I are considerably under budget related to contingency usage and that savings can be used to offset a portion of this request.

Considering we are through the demolition phase and have exposed most of any unknown conditions, we feel confident any future surprises will be minimal. Any unused contingency funds at the conclusion of the project will be reverted to owner's contingency.

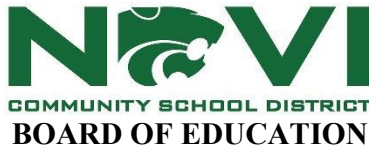
Sincerely,

Plante Moran Realpoint



Kevin Donnelly
Sr. Vice President

Cc: Michael Dragoo, NCSD
Rebecca Scicluna, NCSD
Sandra Brasil, NCSD
Shannon Momot, PMR
Bill McCarthy, McCarthy and Smith
Greg VanKirk, PMR



**NOVI COMMUNITY SCHOOL DISTRICT
DISTRICT NEGOTIATIONS TEAM RESOLUTION**

WHEREAS, Novi Community School District, the District, forms negotiation teams, as needed, for its collective bargaining in the 2025 calendar year; and

WHEREAS, it has been determined that Cabinet members and administrators are present at all negotiations; and

WHEREAS, it has been determined the Novi Community School District lists the team members for Board approval; then

LET IT BE KNOWN, that the District is naming the individuals for the negotiations in the 2025 calendar year as follows:

Cabinet members to be present at all negotiation sessions:

- Superintendent, Ben Mainka;
- Assistant Superintendent of Talent Management and Development, Dr. Laura Carino;
- Assistant Superintendent of Business and Operations, Rebecca Scicluna.

Administrators to be present at the named bargaining units:

Teamsters Maintenance Bargaining Unit

- Director of Maintenance, Mike Dragoo;
- Assistant Director of Maintenance, Eric Hettel;
- Director of Transportation, Cindy Valentine;
- Director of Employee Relations, Jeff Dinkelmann.

Novi Transportation Association (NTA)

- Director of Transportation, Cindy Valentine;
- Director of Employee Relations, Jeff Dinkelmann;
- Director of Special Education, Amanda Squires.

NOW, THEREFORE, BE IT RESOLVED that the Novi Board of Education approves the negotiations teams as listed for the 2025 calendar year.

Willy Mena
Secretary of the Board of Education