



**Whitmore Lake Public Schools**  
**BOARD OF EDUCATION**  
*Organizational/Regular Meeting Minutes*  
**January 9, 2017 – High School Media Center – 7:00 p.m.**

**MEMBERS PRESENT**

Ken Dignan (*President*), Lisa McCully (*Vice President*), Bob Henry (*Treasurer*), Michelle Kritzman (*Trustee*), Laura Schwennesen (*Trustee*), John Meadows, and Lee Cole (*Trustee*)

**MEMBERS ABSENT**

**ADMINISTRATORS PRESENT**

Superintendent, Tom DeKeyser, Director of Business & Operations, Denise Kerrigan, Elementary Principal and ECC Director, Sue Wanamaker, and Director of Instruction, Jill Henry

**OTHERS PRESENT**

Staff, parents and members of the community

**CALL TO ORDER**

At 7:00 p.m. by Superintendent Tom DeKeyser.

**CEREMONIAL  
OATH OF OFFICE**

Newly elected Board Members, Michelle Kritzman, Laura Schwennesen, John Meadows, and Lee Cole were sworn into office by Superintendent, Tom DeKeyser.

**ORGANIZATIONAL  
MEETING PROCEDURES**

*Nomination for Mr. Dignan to serve as the temporary chairperson was made by Mrs. McCully; supported by Mr. Henry.*  
Ayes – 7; Nays – 0, motion carried

**APPROVAL OF AGENDA**

*Motion to approve the agenda as presented made by Mr. Dignan; supported by Mrs. McCully.*  
Ayes – 7; Nays – 0, motion carried

**CALL TO THE PUBLIC**

None

**ELECTION OF OFFICERS**

Mr. Dignan called for nominations for the position of President.

*Nomination for Ken Dignan as President of the Board made by Mrs. Schwennesen; supported by Mrs. McCully.*  
Ayes – 7; Nays – 0  
*Ken Dignan was elected President of the Board through December 2017.*

*Motion to nominate Laura Schwennesen as Vice President of the Board through December 2017 was made by Mr. Dignan; supported by Mrs. McCully.*  
Ayes – 7; Nays – 0, motion carried

*Motion to nominate Michelle Kritzman as Secretary of the Board through December 2017 was made by Mrs. McCully; supported by Mrs. Schwennesen.*  
Ayes – 7; Nays – 0, motion carried

*Motion to nominate Bob Henry as Treasurer of the Board through December 2017 was made by Mr. Dignan; supported by Mrs. McCully.*

Ayes – 7; Nays – 0, motion carried

## **STUDENT COUNCIL**

Student Council Representative, Karolyn Wagner, shared this year's Snowcoming theme will be Winter Wonderland. She also shared one of the spirit days will be called Team Seaver. Students will wear blue t-shirts in his honor.

## **CONSENT ITEMS**

*Motion to approve the minutes from the December 12, 2016 Board of Education Regular meeting, the December 12, 2016 closed meeting, and the January 6, 2017 Finance Committee meeting as presented made by Mr. Henry; supported by Mrs. Schwennesen.*

Ayes – 7; Nays – 0, motion carried 7 – 0

*Motion to approve fund transfer of \$234,740 in payments from Accounts Payable; further to approve the transfer of \$438,026 from Accounts Payable to cover the payrolls of December 15, 2016, and December 30, 2016 made by Mr. Henry; supported by Mrs. Schwennesen.*

Ayes – 7; Nays – 0, motion carried 7 – 0

## **COMMITTEE REPORTS**

Superintendent DeKeyser shared the Finance Committee met on January 6, 2017. Director of Business and Operations, Denise Kerrigan will give an overview to the board during the 2016-2017 Budget Amendment under new business.

Mr. Dignan shared with board members that a decision was made last year to hold committee meetings as a whole group during the 2<sup>nd</sup> regular meeting held in the month, with the exception of the Finance Committee and the Superintendent Evaluation Committee.

## **NEW BUSINESS**

### *Designation of Depositories*

*Motion to designate Comerica, PNC Bank, MBIA Asset Management Group and J.P. Morgan Chase MILAF as depository of funds for General Funds, 2004 Bond Refunding, 2007 Bond Refunding, 2012 Bond Refunding, 2015 Series A and Series B Bond Refunding, 2016 Bond Refunding, Recreation Millage, and student activity made by Mr. Henry; supported by Mr. Dignan.*

Mr. Dignan suggested seeking a bank which is located in the Whitmore Lake community to handle the school funds. Mrs. Kerrigan shared the student activity funds are now the only funds deposited into PNC Bank which was previously in the district.

Mr. Henry suggested looking into another bank in the community but to wait until the end of the 2016-17 fiscal year before making any changes.

Ayes – 7; Nays – 0, motion carried 7 – 0

### *Check Signature Authorizations*

*Motion to authorize the creation and use of the appropriate electronic signatures as listed for the various school district funds made by Mr. Henry; supported by Mrs. McCully.*

Ayes – 7; Nays – 0, motion carried 7 – 0

*Electronic Transfer Officer*

*Motion to appoint Denise Kerrigan, Business Manager, as the Electronic Transfer Officer (ETO) pursuant to policy 6144 made by Mrs. McCully; supported by Mr. Cole.*

Ayes – 7; Nays – 0, motion carried 7 – 0

*Authorization of Investments*

*Motion to authorize the superintendent or designee, in consultation with the school district's Board of Education, to invest available monies at the best rate of interest as provided by statute made by Mr. Dignan; supported by Mrs. Schwennesen.*

Ayes – 7; Nays – 0, motion carried 7 – 0

*Designation of Posting Meetings*

*Motion to designate the superintendent and/or his designee as responsible for posting public notice of meetings made by Mrs. Schwennesen; supported by Mrs. Kritzman.*

Ayes – 7; Nays – 0, motion carried 7 – 0

*Designation of Official Newspaper*

*Motion to designate the Washtenaw Legal News as the official newspaper for legal purposes for 2017 made by Mrs. McCully; supported by Mr. Cole.*

Mrs. Kritzman questioned what is Washtenaw Legal News? Mr. Dignan shared they are a weekly newspaper that covers the legal news and public notices for Washtenaw County.

Ayes – 7; Nays – 0, motion carried 7 – 0

*Fee for Board Books*

*Motion to approve a charge of \$0.10 per page for individuals who request a printed Board packet made by Mrs. McCully; supported by Mr. Henry.*

Ayes – 7; Nays – 0, motion carried 7 – 0

*2016-2017 Budget Amendment*

Mrs. Kerrigan shared the 2016-17 Amended Budget Summary with the Board. She stated that while revenues have increased due to: higher enrollment than budgeted, finalization of WISD Act 18 funds and Medicaid distribution, expenditures have also increased. However, we are projected to add to the fund balance bringing us to a total of 8.6% of general fund revenues.

*2016-2017 Amended Budget Resolution*

*Motion to approve the 2016-17 Amended Budget as presented made by Mr. Dignan; supported by Mrs. McCully. Roll Call Vote: Mr. Henry – yes; Mrs. Kritzman – yes, Mr. Cole – yes, Mrs. McCully – yes, Mr. Meadows – yes, Mrs. Schwennesen – yes, Mr. Dignan – yes*

Ayes – 7; Nays – 0, motion carried 7 – 0

**SUPERINTENDENT'S REPORT**

*Building Level Report*

Elementary School Principal, Sue Wanamaker, shared the 1<sup>st</sup> Quarter Focus School Report for the 2016-2017 school year with the Board of Education. She also shared the reports are now only required 3 times per year instead of 4. Some of the highlights include: 2 Data Coaches who are working closely with WISD, and working towards a K-6 Title I program.

*Sinking Fund*

Mr. DeKeyser shared he has informally talked to a few contractors about managing the sinking fund. Barton Mallow seems to be the most qualified and lowest cost.

**OTHER INFORMATION**

The Board acknowledged the retirement of High School Art Teacher, Krisanne Rea and wished her well.

**ANNOUNCEMENTS**

**The Board/Administrative Retreat will be held on Monday, January 23, 2017 at 3:00 p.m. at Menlo Innovations in Ann Arbor, MI and a Regular Meeting will follow at Cottage Inn.**

**The next Regular Meeting will be held on Monday, February 13, 2017 at 7:00 p.m. in the High School Media Center.**

**CALL TO THE PUBLIC**

None

**BOARD MEMBER REPORTS**

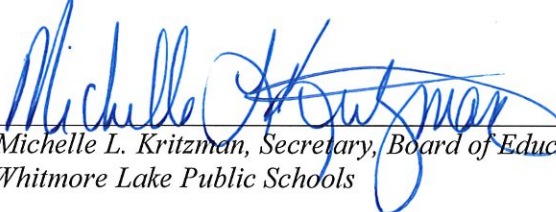
Mrs. Kritzman shared that the middle school Robotics Team, Trobots 2, finished in the top 3<sup>rd</sup> at the State Finals Competition. She also shared the High School Drama Club will be performing Grease on January 20<sup>th</sup>, 21<sup>st</sup> and 22<sup>nd</sup> in the high school theater.

Mr. Dignan shared the new Whitmore Lake MS Wrestling Club achieved 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place finishes during their first competition at the middle school level.

**ADJOURNMENT**

*Motion to adjourn the Organizational-Regular Meeting at 7:51 p.m. made by Mrs. McCully; supported by Mrs. Schwennesen.*

*Ayes - 7; Nays - 0, motion carried 7 - 0.*

  
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*Michelle L. Kritzman, Secretary, Board of Education  
Whitmore Lake Public Schools*

  
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*Date*