



**BOARD OF EDUCATION
REGULAR MEETING**

August 22, 2016 — 8:00 p.m.

Whitmore Lake Middle School Media Center



WHITMORE LAKE PUBLIC SCHOOLS BOARD OF EDUCATION

Mission Statement

*Partnering with students, parents, and the community to
provide exceptional, personalized education.*

REGULAR MEETING

Monday, August 22, 2016 - 8:00 p.m.

Whitmore Lake Middle School Media Center

8877 Main Street

Whitmore Lake, MI 48189

CALL TO ORDER

PLEDGE OF ALLEGIANCE

BOARD OF EDUCATION ROLL CALL

CALL TO THE PUBLIC

"The meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda."

BOARD CLARIFICATION

SPECIAL PRESENTATION

Director of Student Services Melissa Heuker will present the Special Education compliance Corrective Action Plan.

STUDENT COUNCIL

Karolyn Wagner will present the student council report.

COMMITTEE REPORTS

CONSENT ITEMS

Approval of minutes from June 20, 2016 Finance Committee meeting, the July 25, 2016 Board of Education Regular meeting, the July 25, 2016 Closed Session (to be handed out at the meeting), the July 25, 2016 Community Engagement and Communications Committee meeting, and the August 15, 2016 Board of Education Special meeting (**Attachment 1**)

Approve fund transfer of \$258,078 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$422,429 from Accounts Payable to cover the payrolls of July 1, 2016, July 15, 2016, and July 29, 2016. (**Attachment 2**)

NEW BUSINESS

Administration Contract

Motion to approve contract of Director of Instruction, Jill Henry.

Personnel

Motion to approve the hire of Amanda McClain as a part time (.9) Occupational Therapist for the 2016-17 school year at step 2 on the WLEA MA salary scale with a hire date of August 22, 2016.

Motion to approve the hire of Cara Lawhead as a full time teacher for the 2016-17 school year at step 2 on the WLEA MA salary scale with a hire date of August 22, 2016.

Motion to approve the hire of Meredith Lynn as a full time teacher for the 2016-17 school year at step 2 on the WLEA BA salary scale with a hire date of August 22, 2016.

Motion to approve the hire of Amanda Berg as a full time School Social Worker for the 2016-17 school year at step 2 on the WLEA MA salary scale with a hire date of August 22, 2016.

School Bond Loan Fund Resolution

Attachment 3 contains a copy of the School Bond Qualification and Loan Program Resolution for the 2016-17 school year for approval. A roll call vote is required.

SUPERINTENDENT'S REPORT

OTHER INFORMATION

The following people recently submitted their resignations: Head Start/GSRP Teaching Assistant Corrine Spirl and Elementary Paraprofessional Diane Fowkes.

Lori Dancik has accepted the position as Paraprofessional at the elementary school with a start date of August 31, 2016. This position has an hourly pay rate of \$10.34 (Step 1 of the WLPA).

Mai Huynh has accepted the position as Paraprofessional at the early childhood center and elementary school with a start date of August 31, 2016. This position has an hourly pay rate of \$10.34 (Step 1 of the WLPA)

ANNOUNCEMENTS

The next Meeting of the Board of Education will be a Workshop Meeting held on Monday, September 12, 2016 at 7:00 p.m. in the WLHS Media Center.

The next Regular Meeting of the Board of Education will be held on Monday, September 26, 2016 at 7:00 p.m. in the WLHS Media Center.

CALL TO THE PUBLIC

BOARD MEMBER REPORTS

Mr. Henry, Mrs. McCully, Mrs. Kritzman, Mrs. LaForest, Mrs. Slagle, Mrs. Schwennesen, and Mr. Dignan

ADJOURNMENT

Please fill out a “Public Participation Request” form if you wish to address the Board prior to the Public Comment section of the meeting. Please include your name, address and topic you wish to speak on. Those wishing to speak in Public Comment are limited to three (3) minutes.

0000 – BYLAWS

0160 - MEETINGS

0167.3 – Public Participation at Board Meetings

Tape or video recordings are permitted subject to the following conditions:

- A. No obstructions are created between the Board and the audience.
- B. No interviews are conducted in the meeting room while the Board is in session.
- C. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.

The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment.

M.C.L. 15.253(4)(5)(6), 380.1808

Revised 9/27/2010

Use of Recording Devices

Anyone attending a school event who wishes to record the activity on a visual recording device shall be asked to abide by the following rules:

- A. The recorder must operate the device within the area designated by the principal or director of the activity.
- B. The camera must not block the view of any other attendees or interfere with others who seek to record the activity.
- C. Those who record or assist a recorder must not block any passageways nor interfere with any other attendee’s participation or observation of the activity.
- D. If sound is also being recorded, the recorder must not ask other attendees to be quiet or to change their behavior in order to improve the quality of the sound.
- E. If the District is recording the activity, the principal may arrange for a person to obtain a copy providing s/he agrees to provide a tape and pay whatever the principal may need to charge to cover the costs of transfer.

Where the District does not possess the appropriate license or permission to allow the recording of a copyrighted work or performance, notice will be given, when possible prior to the exhibit or performance. Announcements shall be made at the beginning of any such exhibit or performance.

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WHITMORE LAKE PUBLIC SCHOOLS

8845 Main St., Whitmore Lake, MI 48189 phone: 734.449.4464 fax: 734.449.5336

www.wlps.net

Exceptional, Personalized Education

Board of Education
Finance Committee Meeting-Annual Auditors Meeting
Monday, June 20, 2016
6pm – High School Counseling Conference Room

MINUTES

Present: Laura Schwennesen, Rita LaForest, Bob Henry

Administrators: Tom DeKeyser, Denise Kerrigan (left for the auditors meeting)

Called to order at 6pm.

Business:

- The committee had the annual meeting with the auditors.

Informational Items:

- The committee looked at the 2016-17 budget.

Call to the Public – None

- Next Finance Meeting to be announced.

Adjournment was at 6:50pm.

Respectfully submitted,

Rita LaForest, Secretary
Whitmore Lake Board of Education



Whitmore Lake Public Schools
BOARD OF EDUCATION
Regular Meeting Minutes
July 25, 2016 – High School Media Center – 7:00 p.m.

MEMBERS PRESENT

Ken Dignan (*President*), Lisa McCully (*Vice President*), Bob Henry (*Treasurer*), Rita LaForest (*Secretary*), Michelle Kritzman (*Trustee*), Laura Schwennesen (*Trustee*), and Lynn Slagle (*Trustee*)

MEMBERS ABSENT

ADMINISTRATORS PRESENT

Superintendent, Tom DeKeyser

OTHERS PRESENT

Staff, parents and members of the community

CALL TO ORDER

At 7:06 p.m. by President Ken Dignan.

CALL TO THE PUBLIC

None

COMMITTEE REPORTS

None

STUDENT COUNCIL

Student Council Representative, Karolyn Wagner, shared they are beginning to prepare for the homecoming season. She also shared she has begun to assign Class Officers to the committees.

CONSENT ITEMS

Motion to approve the minutes from the June 20, 2016 Board of Education Regular meeting, and the June 27, 2016 Board of Education Special-Regular meeting was made by Mrs. Slagle; supported by Mrs. LaForest.

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

Motion to approve fund transfer of \$241,830 in payments from Accounts Payable; further to approve the transfer of \$400,872 from Accounts Payable to cover the payrolls of June 3, 2016 and June 17, 2016 was made by Mrs. Slagle; supported by Mrs. LaForest.

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

NEW BUSINESS

Approval of Legal Counsel

Motion to retain the legal firms of Miller, Canfield, Paddock & Stone, and Thrun Law Firm as legal counsel for the Whitmore Lake Public School District for the 2016-2017 School year made by Mr. Henry; supported by Mrs. McCully.

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

Administration Contracts

Motion to approve the contract renewal of the Superintendent, Tom DeKeyser with compensation for additional duties as middle school/high school principal made by Mrs. Slagle; supported by Mr. Dignan.

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

Motion to approve the renewal contracts of Director of Finance and Operations, Denise Kerrigan; Elementary Principal/ECC Director, Sue Wanamaker; and Director of Student Services, Melissa Heuker made by Mr. Dignan; supported by Mrs. LaForest.
Ayes – 7; Nays – 0, motion carried 7 – 0

CLOSED SESSION

Closed session was moved to the end of the meeting.

SUPERINTENDENT REPORT

Superintendent, Tom DeKeyser shared information concerning the Operating Millage Non-Homestead Renewal Proposal and the Building and Site Sinking Fund Tax Levy that will be on the ballot on August 2nd.

OTHER INFORMATION

The Board acknowledged all other information

ANNOUNCEMENTS

The next Meeting of the Board of Education will be the annual retreat scheduled for Monday, August 08, 2016. Place and time TBD.

The next Academic Performance Committee Meeting will be held on Monday, August 22, 2016 at 6:00 p.m. in the High School Counseling Office Conference Room.

The next Regular Meeting of the Board of Education will be held on Monday, August 22, 2016 at 7:00 p.m. in the WLHS Media Center.

CALL TO THE PUBLIC

None

ADJOURNMENT

Motion to adjourn into closed session meeting at 7:30 p.m. (with a 5 minute break) to discuss a personnel matter made by Mrs. Slagle; supported by Mrs. McCully. Roll call vote required. Mr. Dignan – yes, Mrs. McCully – yes, Mr. Henry – yes, Mrs. Kritzman – yes, Mrs. LaForest – yes, Mrs. Schwennesen – yes, Mrs. Slagle – yes
Ayes – 7; Nays – 0, motion carried 7 – 0

Call to Order

Open session called to order at 7:57 p.m. by President Dignan.

BOARD MEMBER REPORTS

Mrs. Kritzman shared fundraising ideas for the 2017 scholarship with the Board.

ADJOURNMENT

Motion to adjourn the Regular Meeting at 8:05 p.m. made by Mrs. Slagle; supported by Mrs. LaForest.
Ayes - 7; Nays- 0, motion carried 7-0.

*Rita A. LaForest, Secretary, Board of Education
Whitmore Lake Public Schools*

Date



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Exceptional, Personalized Education

COMMUNITY ENGAGEMENT AND COMMUNICATIONS COMMITTEE

Monday, July 25, 2016

6pm

High School Media Center

MINUTES

PRESENT: Rita LaForest, Lisa McCully, Tom DeKeyser

Call to Order – 6pm

This meeting was for anyone interested in running for the board of education to ask current board members questions.

The meeting was adjourned at 7pm

Respectfully submitted,

Rita LaForest,
Secretary and Chairperson
Whitmore Lake Board of Education and
Community Engagement and Community Committee



**Whitmore Lake Public Schools
BOARD OF EDUCATION
Special Regular Meeting Minutes
August 15, 2016 – High School Media Center – 7:00 p.m.**

MEMBERS PRESENT

Ken Dignan (*President*), Lisa McCully (*Vice President*), Bob Henry (*Treasurer*), Rita LaForest (*Secretary*), Laura Schwennesen (*Trustee*), and Lynn Slagle (*Trustee*)

MEMBERS ABSENT

Michelle Kritzman (*Trustee*)

ADMINISTRATORS PRESENT

Superintendent, Tom DeKeyser

OTHERS PRESENT

CALL TO ORDER

At 7:00 p.m. by President Ken Dignan.

CALL TO THE PUBLIC

None

NEW BUSINESS

Sinking Fund Millage Proposal

Motion to approve the resolution authorizing the submission of the Millage Proposal, Building and Site Sinking Fund Tax Levy as prepared by Thrun law Firm made by Mrs. Slagle; supported by Mrs. LaForest.

Mrs. Slagle questioned when the proposal is due to the county for the November 8, 2016 election. She also inquired if there are people in the community who would campaign for the proposal. Mr. Dignan and Mrs. Schwennesen informed the board they have talked with members of the community who support the proposal.

Mr. DeKeyser shared that the proposal must be submitted by 4:00 p.m. on Tuesday, August 16. He also noted that the language “for the purchase of real estate” was removed from the ballot proposal.

Roll call vote: Mr. Dignan – yes, Mrs. McCully – yes, Mr. Henry – yes, Mrs. LaForest – yes, Mrs. Schwennesen – yes, Mrs. Slagle – yes.

Ayes – 6; Nays – 0, motion carried 6 - 0

SUPERINTENDENT REPORT

Superintendent, Tom DeKeyser, suggested contacting your Senator concerning Sinking Funds HB 4388 and find out why this bill is not moving. This bill would allow the sinking fund to expand to include school security improvements and technology.

ANNOUNCEMENTS

The Annual Retreat Meeting of the Board of Education will be held on Monday, August 22, 2016 at 5:30 p.m. in the Middle School Media Center.

The next Regular Meeting will be held on Monday, August 22, 2016 at 8:00 p.m. in the WLMS Media Center following the Retreat.

CALL TO THE PUBLIC

None

BOARD MEMBER REPORTS

Mr. Dignan shared he is looking into an opportunity for board members to be given a tour of Menlo Innovations in Ann Arbor, MI in January 2017.

ADJOURNMENT

*Motion to adjourn the Regular Meeting at 7:28 p.m. made by Mrs. Slagle; supported by Mrs. McCully.
Ayes - 6; Nays- 0, motion carried 6-0.*

*Rita A. LaForest, Secretary, Board of Education
Whitmore Lake Public Schools*

Date

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Whitmore Lake Public Schools
Business Office Transactions

For the Month Ending:
July 31, 2016

<u>Payroll Transactions</u>	July 1, 2016	\$	150,560
	July 15, 2016	\$	133,170
	July 29, 2016	\$	138,699
		\$	<u>422,429</u>
<u>Accounts Payable Transactions</u>		\$	<u>258,078</u>

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School Bond Qualification and Loan Program
School Loan Revolving Fund
Bureau of Bond Finance
Michigan Department of Treasury
430 W. Allegan
Lansing, MI 48922

ANNUAL LOAN/REPAYMENT ACTIVITY APPLICATION

For Participation in the School Bond Qualification and Loan Program

Legal Name of School District	District Code No.	County
Whitmore Lake Public Schools	81-140	Washtenaw County

CERTIFICATE

I, the undersigned, Secretary of the Board of Education, do certify hereby that the following constitutes a true and complete copy of a resolution adopted by the Board of Education of this School District, at a [regular or special] meeting held on the 22 day of August, 2016, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with Act 267 of the Public Acts of 1976 (Open Meetings Act).

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, _____.

Rita A. LaForest
(Type or Print Name of Secretary)

(Signature of Secretary)

Robert J. Henry
(Type or Print Name of Treasurer, Board of Education)

(Signature of Superintendent of Schools)

RESOLUTION

A meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member
and supported by Member

WHEREAS:

1. Act 92 of the Public Acts of Michigan, 2005, enacted pursuant to Article IX, Section 16; of the Michigan Constitution of 1963, provides the procedure, terms and conditions for obtaining a loan from the Michigan School Loan Revolving Fund.
2. Pursuant to Executive Order No. 1993-19, the state activities related to bond qualification and state borrowing functions for the provision of loans by the State of Michigan to school districts were transferred from the Department of Education to the Department of Treasury. The State Treasurer is responsible for prescribing the forms and procedures regarding the application for loan from the School Loan Revolving Fund.

3. This district has taken all necessary actions to comply with all legal and procedural requirements for borrowing from the School Loan Revolving Fund.

NOW, THEREFORE, LET IT BE RESOLVED THAT:

1. The district approves the estimated amount to be borrowed from or repaid to the School Bond Qualification and Loan Program and certifies the amount of qualified debt millage to be levied in accordance with the following:

Qualified bond debt millage (Tax Year 2016)	9.80	
Combined beginning balance owed to the SBLF and/or SLRF 06/30/2016		\$ 452,832.58
Estimated amount to borrow from or repay to the SBLF and/or SLRF		
Estimated accrued interest		
Estimated combined ending balance owed the SBLF and/or SLRF 06/30/2017		

2. The district agrees to levy the debt millage tax as indicated above in the current tax year and to levy the debt millage tax required by law on the taxable valuation of the district for each subsequent year until all loans are repaid in full to the State of Michigan.

3. The district agrees to take actions and to refrain from taking any actions as necessary to maintain the tax exempt status of tax exempt bonds or notes issued by the State or the Michigan Finance Authority for the purpose of financing loans to school districts.

4. The district agrees to file a draw request with the State Treasurer not less than 30 days prior to the time when disbursement proceeds will be necessary in order to pay maturing principal or interest or both and to provide any other pertinent facts which may be required to be included in the request.

5. The (title of authorized officer) Director of Business & Operations is authorized and directed to file with the Department of Treasury the Annual Loan/Repayment Activity Application and any draw request documents necessary for borrowing from the SLRF.

6. In the event that the district fails to perform any actions as identified in this application or required by law, the district will submit to the State Treasurer a board approved resolution which indicates the actions taken and procedures implemented to assure future compliance.

7. The district board members have read this application, approved all statements and representations contained herein as true to the best knowledge and belief of said board, and authorized the Secretary of the Board of Education to sign this application and submit same to the State Treasurer for his review and approval.

Ayes: Members

Nayes: Members