



**BOARD OF EDUCATION
ORGANIZATIONAL/REGULAR
MEETING**

January 9, 2017 — 7:00 p.m.
Whitmore Lake High School Media Center



WHITMORE LAKE PUBLIC SCHOOLS BOARD OF EDUCATION

Mission Statement

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

ORGANIZATIONAL/REGULAR MEETING

Monday, January 9, 2017 – 7:00 p.m.

Whitmore Lake High School Media Center
7430 Whitmore Lake Rd.
Whitmore Lake, MI 48189

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CEREMONIAL OATH OF OFFICE

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

ORGANIZATIONAL MEETING PROCEDURES

According to the Bylaws of the Board of Education, an election of a temporary chairperson shall be selected to serve as presiding officer over the meeting until the election of the officers of the Board.

BOARD OF EDUCATION ROLL CALL

APPROVAL OF AGENDA

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

ELECTION OF OFFICERS

The temporary chairperson shall call for nominations for **President** of the Board. A motion and vote shall follow.

The President of the Board shall call for nominations for the remaining positions of the board. A motion and vote shall follow each nomination.

Vice President

Secretary

Treasure

STUDENT COUNCIL

Karolyn Wagner will present the student council report.

CONSENT ITEMS

Approval of minutes from December 12, 2016 Board of Education Regular meeting, the December 12, 2016 closed session (to be handed out at the meeting), and the January 6, 2017 Finance Committee meeting. (**Attachment 1**)

Approve fund transfer of \$234,740 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$438,026 from Accounts Payable to cover the payrolls of December 15, 2016, and December 30, 2016. (**Attachment 2**)

COMMITTEE REPORTS

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.

Check Signature Authorizations

Motion to authorize the creation and use of the appropriate electronic signatures as listed for the various school district funds. (**Attachment 3**)

Electronic Transfer Officer

Motion to appoint Denise Kerrigan, Business Manager, as the Electronic Transfer Officer (ETO) pursuant to policy 6144.

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.

Designation of Posting Meetings

Motion to designate the superintendent and/or his designee as responsible for posting public notice of meetings.

Designation of Official Newspaper

Motion to designate the Washtenaw Legal News as the official newspaper for legal purposes for 2017.

Fee for Board Books

Motion to approve a charge of \$0.10 per page for individuals who request a printed Board packet.

2016-2017 Budget Amendment

Attachment 4 contains the 2016-2017 Amended Budget Summary for the 2016-17 school year for review.

2016-2017 Amended Budget Resolution

Attachment 5 contains a resolution to approve the 2016-2017 Amended Budget. Roll Call vote required.

SUPERINTENDENT'S REPORT

Building Level Report

Elementary School Principal, Sue Wanamaker, will present the 1st Quarter Focus School Report for the 2016-2017 school year with the Board of Education.

OTHER INFORMATION

High School Art Teacher, Krisanne Rea submitted a letter of resignation. She will retire with an effective date of February 3, 2017.

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

BOARD MEMBER REPORTS

Mr. Henry, Mrs. Kritzman, Mr. Lee, Mrs. McCully, Mr. Meadows, 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

BOARD OF EDUCATION

Regular Meeting Minutes

December 12, 2016 – High School Media Center – 7:00 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

Laura Schwennesen (*Trustee*)

ADMINISTRATORS PRESENT

Superintendent, Tom DeKeyser, and Director of Business & Operations, Denise Kerrigan

OTHERS PRESENT

Staff, parents and members of the community

CALL TO ORDER

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

APPROVAL OF AGENDA

Mr. Dignan requested to amend the agenda to move the special presentation of TCC Sports Passes following new business.

Motion to approve the agenda as amended made by Mr. Dignan; supported by Mrs. Slagle.

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

SPECIAL PRESENTATION

Superintendent DeKeyser presented retiring Board members, Lynn Slagle and Rita LaForest with Adirondack chairs. He also thanked them for their many years of service and dedication to the district.

CALL TO THE PUBLIC

None

STUDENT COUNCIL

Student Council Representative, Karolyn Wagner, highlighted the Holiday Week events taking place next week.

CONSENT ITEMS

Motion to approve the minutes from the November 14, 2016 Board of Education Regular meeting as presented made by Mr. Dignan; supported by Mrs. Slagle.

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

Motion to approve fund transfer of \$237,249 in payments from Accounts Payable; further to approve the transfer of \$431,167 from Accounts Payable to cover the payrolls of November 15, 2016, and November 30, 2016 made by Mr. Dignan; supported by Mrs. Slagle.

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

NEW BUSINESS

2017 Schedule of Meetings

Motion to approve the proposed 2017 Board of Education schedule of meetings made by Mrs. Slagle; supported by Mrs. McCully.

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

SPECIAL PRESENTATION

Superintendent DeKeyser honored retired coaches Ron Bender and Cindy Lees with the TCC Lifetime Sports Pass in honor of their service to the students. He shared while they were unable to attend due to the weather both are very grateful to receive the gold TCC pass card. Mr. DeKeyser also acknowledged former coaches Bob Henry and Phil Davison as previous recipients.

CLOSED SESSION

Closed session to discuss the superintendent evaluation was moved to the end of the regular meeting.

SUPERINTENDENT REPORT

BOE Members

Superintendent DeKeyser introduced recently elected Board of Education members John Meadows and Lee Cole. He shared both John and Lee will be joining the Board in January 2017.

Mr. Dignan welcomed John Meadows and Lee Cole to the Board on behalf of all current Board of Education members.

OTHER INFORMATION

The Board acknowledged the items of other information

ANNOUNCEMENTS

The Organizational-Regular Meeting of the Board of Education will be held on Monday, January 9, 2017 at 7:00 p.m. in the High School Media Center.

CALL TO THE PUBLIC

None

BOARD MEMBER REPORTS

Mr. Henry, Mrs. McCully, Mrs. Kritzman, and Mr. Dignan thanked Mrs. LaForest and Mrs. Slagle for all the years of service they gave to the district.

Mrs. Kritzman shared that the middle school Robotics Team, Trobots 2, will compete in the State Finals Competition in Battle Creek on Saturday, December 20, 2016. She also recognized and congratulated Mrs. Kobeck, Mr. Chapman, and Mrs. Conzelman for presenting a spectacular WLMS play. Mrs. Kritzman then announced the MS/HS Choir will perform their winter concert on Thursday, December 15th and the MS/HS Band will perform next Tuesday, December 20, 2016.

Mrs. LaForest shared that it has been a privilege being a member and has some very memorable moments that she will take with her.

Mrs. Slagle thanked both current and former Board Members she served with for their dedication and shared it has been a pleasure to serve on the board with them. She ended by paraphrasing a quote she read from Teddy Roosevelt about critics.

ADJOURNMENT

*Motion to adjourn into closed session meeting at 7:26 p.m. (with a 15 minute break) for Superintendent's evaluation made by Mr. Dignan; supported by Mrs. McCully. Roll call vote required. Mr. Dignan – yes, Mrs. McCully – yes, Mr. Henry – yes, Mrs. Kritzman – yes, Mrs. LaForest – yes, Mrs. Slagle – yes
Ayes – 6; Nays – 0, motion carried 6 - 0*

Call to Order

Open session called to order at 8:35 p.m. by President Dignan.

Superintendent Evaluation

The WLPS BOE completed Mr. DeKeyser's annual evaluation.

Motion by Mrs. Slagle; supported by Mrs. LaForest which rated Mr. DeKeyser Highly Effective in the area of Board Relations; Highly Effective in the area of Business and Finance; Highly Effective in the area of Community and School Relations; Effective in the area of Instructional Leadership/Facility/Operational Management. An overall rating of Highly Effective will be recorded with the Michigan Dept. of Education.

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

ADJOURNMENT

Motion to adjourn the Regular Meeting at 8:45 p.m. made by Mrs. Slagle; supported by Mrs. McCully.

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

*Kenneth J. Dignan, President, Board of Education
Whitmore Lake Public Schools*

Date



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
January 6, 2017, 10:00 am
Superintendent's Office Conference Room

MINUTES

- I. Call to Order at 10:01 am
Present: Tom DeKeyser, Bob Henry, John Meadows, Denise Kerrigan
Absent: Laura Schwennesen
 - II. Business
 - Budget Amendment
Reviewed revenues and expenditures. Revenues have increased due to: higher enrollment than budgeted, finalization of WISD Act 18 funds and Medicaid distribution. Expenses have increased due to increase personnel costs and maintenance and repair expense adjustments.
 - Sinking Fund
Discussed amount to be received with the passing of the sinking fund. Due to the numerous projects that have been identified and the strict rules that apply to the use of sinking funds, hiring a project manager to oversee the usage of the funds was discussed.
DeKeyser has informally talked to a few contractors about managing the sinking fund. Barton Malow seems to be the most qualified and lowest cost.
 - Erate Funding
Kerrigan will again be applying for Erate funding for technology needs. The WISD and Jamie Ogden will assist in identifying needs that qualify for funds.
 - Qualified Zone Academy Bonds Program
Kerrigan is researching the QZAB Program as a means to purchasing busses. Our free and reduced lunch rate is over 35% and qualifies us for the program. Funds are essentially disbursed at zero percent interest and pay back can be as long as ten years.
 - III. Informational Items
Next Finance Committee Meeting – TBD
 - IV. Call to the Public
None
 - V. Adjournment at 12:10 pm
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Whitmore Lake Public Schools
Business Office Transactions

For the Month Ending:
December 31, 2016

<u>Payroll Transactions</u>	December 15, 2016	\$	218,926
	December 30, 2016	\$	219,100
		\$	<u>438,026</u>

<u>Accounts Payable Transactions</u>		\$	<u>234,740</u>
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CHECK SIGNATURE AUTHORIZATION LIST

<u>Name of Account/Fund</u>	<u>Bank</u>	<u>Signature</u>
General Fund	Comerica	Superintendent
Reimbursement Care	Comerica	Wage Works
Student Activity Fund	PNC	Superintendent
 <u>Interest Bearing Trust Funds</u>		
2004 Bond Refunded	Comerica	Superintendent/Business Manager
2007 Bond Refunded	Comerica	Superintendent/Business Manager
2012 Bond Refunded	Comerica	Superintendent/Business Manager
2015 Series A Bond Refunded	Comerica	Superintendent/Business Manager
2015 Series B Bond Refunded	Comerica	Superintendent/Business Manager
2016 Bond Refunded	Comerica	Superintendent/Business Manager
Recreational Millage	Comerica	Superintendent/Business Manager

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WHITMORE LAKE PUBLIC SCHOOLS

2016-2017

Amended Budget Summary

General Fund

**To be Presented for Adoption
January 9, 2017**

Whitmore Lake Public Schools

General Fund

BUDGET SUMMARY

	2016-17 ORIGINAL BUDGET	2016-17 UPDATED BUDGET
Revenues and Other Sources	10,029,038	10,507,783
Expenditures and Other Uses	10,026,632	10,327,181
Excess (Shortfall) of Revenues over Expenditures	<u>2,406</u>	<u>180,602</u>
Fund Balance - Beginning of Year	691,607	725,013 <i>Per Audit</i>
Fund Balance - End of Year	<u>694,013</u>	<u>905,615</u>
<u>Fund Balance</u>		
Non-Spendable		
Prepaid Expenditures - Projected	30,000	30,000
Assigned		
Athletics	10,000	10,000
Compensated Absences		100,000
Unassigned	\$ 654,013	\$ 765,615
Total Fund Balance - End of Year	<u>\$ 694,013</u>	<u>\$ 905,615</u>
Total Fund Balance as a Percent of Revenue	6.9%	8.6%
Unassigned Fund Balance as a Percent of Revenue	6.5%	7.3%

WHITMORE LAKE PUBLIC SCHOOLS**General Fund****Revenues and Operating Transfers**

Property Type	Taxable Values	Estimated Tax Revenues
PRE & Qual Agricultural	\$ 215,280,250	\$ -
Commercial Personal	\$ 6,676,200	\$ 40,057
Non-PRE	\$ 110,441,894	\$ 1,987,954
Total Taxable Value	\$ 332,398,344	\$ 2,028,011

Non-PRE Levy:	18.0000 Mills
Commercial Personal Levy:	6.0000 Mills

	2016-17 ORIGINAL BUDGET	2016-17 UPDATED BUDGET
LOCAL REVENUE:		
Property Taxes	2,018,591	2,028,011
Delinq/PILT Tax Collections	30,000	30,000
Interest on Investments	6,300	4,000
Kids Club, Tuition Presch	97,000	80,000
Billboards & Facility Rental	267,500	220,000
Athletics	105,860	105,860
Other Local	112,130	90,000
TOTAL LOCAL REVENUE	\$ 2,637,381	\$ 2,557,871
STATE REVENUE:		
Proposal A	1,948,844	1,908,375
Special Ed. Headlee	487,089	523,941
Discretionary	2,132,178	2,196,317
At Risk - Section 31A	175,832	167,573
Early Literacy Targeted Instruction	0	7,260
Assessments State	0	0
First Robotics Grant	4,000	4,100
Vocational Education	73,037	53,715
Data Collection Headlee Oblig.	21,600	21,260
Hold Harmless Guarantee	6,575	7,513
MPERS Cost Offset	72,753	74,444
MPERS UAAL Rate Stabilization	587,612	659,702
Prior Year State Aid Adjustments	0	40,486
TOTAL STATE REVENUE	5,509,520	5,664,686
FEDERAL REVENUE:		
Funded Grants	627,330	675,342
TOTAL FEDERAL REVENUE	627,330	675,342
OTHER REVENUE:		
County Special Education PA-18	1,061,982	\$ 1,256,956
Medicaid Proceeds	\$ -	127,116
WISD Misc; GSRP	137,825	141,335
Services Provided To/By Other LEAs	55,000	84,477
Incoming Transfer - Food Service	0	0
TOTAL OTHER REVENUE	\$ 1,254,807	\$ 1,609,884
TOTAL REVENUES	\$ 10,029,038	\$ 10,507,783

WHITMORE LAKE PUBLIC SCHOOLS

General Fund

Expenditures and Operating Transfers

Function		2016-17 ORIGINAL BUDGET	2016-17 UPDATED BUDGET
1111	Elementary	\$ 1,950,809	1,966,626
1113	High School	2,100,527	2,023,960
1118	Pre-School	318,911	303,950
	Total Basic Programs	<u>\$ 4,370,247</u>	<u>4,294,536</u>
1122	Special Education	\$ 383,345	504,330
1125	Compensatory Education	201,895	178,156
1127	Career & Technical Education	266,657	223,751
	Total Added Needs	<u>\$ 851,897</u>	<u>906,237</u>
	Total Instruction	<u>\$ 5,222,144</u>	<u>5,200,773</u>
1212	Guidance	\$ 122,400	119,948
1213	Health	85,072	85,027
1214	Psychology	20,810	21,000
1215	Speech	223,572	220,004
1216	Social Workers	112,847	154,354
1218	Teacher Consultants	863,609	854,243
	Total Pupil Support	<u>\$ 1,428,310</u>	<u>1,454,576</u>
	Total Instruction and Pupil Support	<u>\$ 6,650,454</u>	<u>6,655,349</u>
1221	Improvement of Instruction	\$ 200,412	295,649
1222	Media Services	39,793	36,459
1226	Supervision of Instructional Staff	155,052	141,132
1227	Academic Student Assessment	21,785	32,309
	Total Instructional Staff Services	<u>\$ 417,042</u>	<u>505,549</u>
1231	Board of Education	\$ 93,767	93,767
1232	Executive Administration	196,080	200,681
	Total General Administration	<u>\$ 289,847</u>	<u>294,448</u>
1241	Office of the Principal	\$ 424,181	498,974
	Total School Administration	<u>\$ 424,181</u>	<u>498,974</u>
1252	Fiscal Services	\$ 286,782	294,397
1259	Other Business Services	74,200	72,000
	Total Business Services	<u>\$ 360,982</u>	<u>366,397</u>
1261	Operating Buildings Services	\$ 890,763	934,363
1266	Safety and Security	5,000	7,500
	Total Operations and Maintenance	<u>\$ 895,763</u>	<u>941,863</u>
1271	Pupil Transportation	\$ 472,552	446,061
	Total Pupil Transportation	<u>\$ 472,552</u>	<u>446,061</u>
1282	Communications	\$ 60,622	101,430
1283	Personnel	27,798	57,900
1284	Technology Services	136,875	147,269
1285	Pupil Accounting	3,360	3,300
	Total Central Support Services	<u>\$ 228,655</u>	<u>309,899</u>
1293	Support Service-Athletics	\$ 219,008	253,716
	Total Support Service-Athletics	<u>\$ 219,008</u>	<u>253,716</u>
1351	Custody & Care of Children	\$ 48,338	43,150
1391	Community Services	19,810	11,775
	Total Community Activities	<u>\$ 68,148</u>	<u>54,925</u>
Total Expenditures and Operating Transfers		<u><u>\$ 10,026,632</u></u>	<u><u>10,327,181</u></u>

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**General Appropriations Resolution
Resolution for Adoption by the Board of Education**

**Whitmore Lake Public School District
2016-2017 General Education Amended Budget**

Adopted January 9, 2017

RESOLVED, that this resolution shall be the general appropriations of the Whitmore Lake Public School District for the fiscal year 2016-2017: A resolution to make appropriations; and to provide for the disposition of all income received by the Whitmore Lake Public School District.

BE IT FURTHER RESOLVED, that the total revenue and unappropriated fund balance be available for appropriations in the **GENERAL EDUCATION FUND** of the Whitmore Lake Public School District for the fiscal year 2016-2017 as follows:

REVENUE

Local Revenue	\$ 2,557,871
State Revenue	5,664,686
Federal Revenue	675,342
Incoming Transfers & Other Transactions	1,609,884

TOTAL REVENUE AND INCOMING TRANSFERS	\$ 10,507,783
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FUND BALANCE AS OF JULY 1, 2016	725,013
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TOTAL AMOUNT AVAILABLE TO APPROPRIATE	<u>\$ 11,232,796</u>
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BE IT FURTHER RESOLVED, that \$11,232,796 of the total available to appropriate in the **GENERAL EDUCATION FUND** is thereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES and TRANSFERS

Basic Programs, Instruction	\$ 4,294,536
Added Needs, Instruction	906,237
Pupil Support	1,454,576
Instructional Staff Services	505,549
General Administration	294,448
School Administration	498,974
Business Services	366,397
Operations/Maintenance	941,863
Transportation	446,061
Central Support Services	309,899
Athletics	253,716
Community Activities	54,925
TOTAL EXPENDITURES and TRANSFERS	<u>\$ 10,327,181</u>

FUND BALANCE

TOTAL FUND BALANCE AT JUNE 30, 2017 (Projected)	\$ 905,615
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TOTAL APPROPRIATED	<u>\$ 11,232,796</u>
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