



**BOARD OF EDUCATION  
REGULAR MEETING**  
August 21, 2017 — 6:00 p.m.  
Whitmore Lake Public Schools  
District Office



# 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 21, 2017 – 6:00 p.m.

Whitmore Lake Public Schools  
District Office Conference Room  
8845 Main Street  
Whitmore Lake, MI 48189

## CALL TO ORDER

## PLEDGE OF ALLEGIANCE

## 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

## STUDENT COUNCIL

Karolyn Wagner will present the student council report.

## CONSENT ITEMS

Approval of minutes from the July 24, 2017 Board of Education Regular Meeting, the July 24, 2017 closed session (to be handed out at the meeting) and the July 31, 2017 Special Regular meeting.  
(Attachment 1)

Approve fund transfer of \$349,327 in payments from Accounts payable as per attachment 2; further, to approve the transfer of \$301,746 from Accounts Payable to cover the payrolls of July 14, 2017, and July 31, 2017. (Attachment 2)

## NEW BUSINESS

### *Personnel*

Motion to approve the hire of Kaitlin Sloan as a full time Elementary School Teacher for the 2017-18 school year at step 2 on the WLEA BA salary scale with a hire date of August 21, 2017 and a start date of August 28, 2017 and,

to approve the hire of Lori Milliman as a full time Elementary School Teacher for the 2017-18 school year at step 2 on the WLEA BA salary scale with a hire date of August 21, 2017 and a start date of August 28, 2017 and,

to approve the hire of Megan Stoetzner as a full time Elementary School Teacher for the 2017-18 school year at step 2 on the WLEA MA salary scale with a hire date of August 21, 2017 and a start date of August 28, 2017 and,

to approve the hire of Amy Anderson as a full time Elementary School Teacher for the 2017-18 school year at step 2 on the WLEA BA salary scale with a hire date of August 21, 2017 and a start date of August 28, 2017 and,

to approve the hire of Meghan Baulch as a part-time .4 Speech and Language Pathologist for the 2017-18 school year at step 3 on the WLEA MA salary scale with a hire date of August 21, 2017 and a start date of August 28, 2017 and,

*Approval of Ballfield Improvements*

**Attachment 3** contains a bid presented to Barton Malow from Davey Sports for both the softball and baseball field improvements. Approval is recommended.

*Approval of Ductile Iron Piping Repairs*

**Attachment 4** contains a proposal presented to Barton Malow from CSM Mechanical, LLC for the mechanical modifications and/or installation at the Whitmore Lake High School vault/well piping. Approval is recommended.

**SUPERINTENDENT'S REPORT**

**OTHER INFORMATION**

The following people recently submitted their resignations: Elementary School Teacher Jeanie Matovski, Secondary School Teacher Scott Sprow, Elementary School Paraprofessional Tamra Hinz, and Early Childhood Center Paraprofessional Justine Spiegelberg

Amanda (Bloomfield) Lukavsky has accepted a Long-term sub position at the elementary school with a start date of August 28, 2017.

Emily Daoust has accepted the position as Paraprofessional at the elementary school with a start date of August 28, 2017. This position has an hourly pay rate of \$10.54 (Step 1 of the WLPa).

Jay Aklokar has accepted the position (Step 2) lifeguard at \$9.75 per hour for Community Recreation. He has also accepted the position as Group Swim Instructor at \$10.00 (Step 1) and Private Swim Instructor at \$14.00 (Step 1).

**ANNOUNCEMENTS**

**The next Regular Meeting of the Board of Education will be held on Monday, September 11, 2017 at 7:00 p.m. in the High School Media Center.**

**The Elementary School Open House will be held on Tuesday, August 29, 2017. Kindergarten - 4<sup>th</sup> grade will be from 5:30 – 6:30 p.m. and 5<sup>th</sup> -6<sup>th</sup> grade will be from 6:30 – 7:30 p.m.**

**The High School Parent Night will be held on Wednesday, September 13, 2017 at 7:00 p.m.**

**CALL TO THE PUBLIC**

**BOARD MEMBER REPORTS**

Mr. Cole, Mr. Henry, Mrs. Kritzman, 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*  
**July 24, 2017 – District Office Conference Room – 6:00 p.m.**

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

**ADMINISTRATORS PRESENT**

Superintendent, Tom DeKeyser, Elementary Principal and ECC Director, Sue Wanamaker, Director of Student Services, Melissa Heuker, and Director of Instruction, Jill Henry

**OTHERS PRESENT**

Staff, parents and members of the community

**CALL TO ORDER**

At 6:00 p.m. by President Ken Dignan.

**APPROVAL OF AGENDA**

Mr. Dignan requested to amend the agenda and remove the School Bond Loan Fund Resolution under New Business from the agenda.

*Motion to approve the agenda as amended made by Mr. Henry; supported by Mrs. McCully.*

Ayes – 7; Nays – 0, motion carried

**CALL TO THE PUBLIC**

None

**CONSENT ITEMS**

*Motion to approve the minutes from the June 26, 2017 Board of Education Regular Meeting made by Mr. Dignan; supported by Mr. Cole.*

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

*Motion to approve fund transfer of \$219,159 in payments from Accounts Payable; further, to approve the transfer of \$470,195 from Accounts Payable to cover the payrolls of June 15, 2017 and June 30, 2017 made by Mr. Dignan; supported by Mr. Cole.*

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

**OLD BUSINESS**

**2018-2019 Draft School Calendar**

*Motion to approve the 2018-2019 school year calendar with a disclaimer that the start and end date could change subject to Michigan Department of Education requirements made by Mr. Cole; supported by Mrs. Kritzman.*

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 2017-2018 School year made by Mr. Henry; supported by Mrs. McCully.*

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

<i>Administration Contracts</i>	<p><i>Motion to approve the renewal contracts of Director of Finance and Operations, Denise Kerrigan; Elementary Principal/ECC Director, Sue Wanamaker; Director of Student Services, Melissa Heuker; and Director of Instruction, Jill Henry made by Mr. Dignan; supported by Mr. Cole.</i></p> <p><i>Mr. Henry excused himself from voting due to a conflict of interest for the position as Director of Instruction.</i></p> <p>Ayes – 6; Nays – 0, motion carried 6 – 0</p>
<i>Personnel</i>	<p><i>Motion to approve the hire of Katherine Jakrzewski as full time Elementary Music Teacher for the 2017-18 school year at step 2 on the WLEA BA salary scale with a hire date of August 28, 2017 made by Mr. Dignan; supported by Mr. Henry.</i></p> <p>Ayes – 7; Nays – 0, motion carried 7 - 0</p>
<i>Technology Coordinator</i>	<p><i>Motion to approve the posting for a full time Technology Coordinator with a salary not to exceed \$32,000 made by Mrs. Schwennesen; supported by Mrs. McCully.</i></p> <p>Ayes – 7; Nays – 0, motion carried 7 – 0</p>
<i>Academic Curriculum</i>	<p><i>Motion to approve the purchase of Science Curriculum and corresponding Technology for implementation in grades 6 -8 beginning with the 2017-18 school year made by Mrs. Schwennesen; supported by Mr. Cole.</i></p> <p>Director of Instruction, Jill Henry presented the Board with information regarding the revised state standards. She also shared that upon approval, the material will be available for the teachers to view to be ready for the 2017-18 school year.</p> <p>Mr. Dignan noted that the district would need approximately \$10,000 each year for the lab materials and refill kits.</p> <p>Ayes – 7; Nays – 0, motion carried 7 – 0</p>
<i>Title I Program</i>	<p><i>Motion to approve Whitmore Lake Elementary School to begin operating as a Title I Schoolwide Program effective August 28, 2017 was made by Mr. Dignan; supported by Mrs. McCully.</i></p> <p>Director of Student Services, Melissa Heuker shared operating under a Title I Schoolwide Program would allow us to provide more services throughout the building.</p> <p>Ayes – 7; Nays – 0, motion carried 7 – 0</p>
<i>Livingston Classical Cyber Academy</i>	<p><i>Motion to authorize the Superintendent and Livingston Classical Cyber Academy Board to appoint Erin Mersino and Myranda Fabian to replace Dick Streetman and Justin Knapp respectively on the board of directors for LCCA commencing the date upon which the oaths of office are taken made by Mr. Henry; supported by Mr. Dignan.</i></p> <p>Ayes – 7; Nays – 0, motion carried 7 – 0</p>
<i>Approval of Track Resurfacing and Lighting Upgrades</i>	<p><i>Motion to approve the bid received from Star Trac Enterprise for track resurfacing / restriping made by Mr. Henry; supported by Mrs. McCully.</i></p> <p>Ayes – 7; Nays – 0, motion carried 7 – 0</p>

*Motion to approve the bid received from JAC LED Lighting to upgrade lighting in the high school gym, pool, main street, and rear parking lot bollards with energy efficient LED lighting made by Mr. Dignan; supported by Mrs. Schwennesen.*

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

## **SUPERINTENDENT'S REPORT**

Mr. DeKeyser shared the following:

- 1) Elementary School – Mrs. Wanamaker updated the Board on the hiring status.
- 2) Sinking Fund update – Jeff Atkins of Barton Malow shared the fire suppression line repair above the auditorium has been completed. He also updated the Board regarding drainage repairs to the ball fields.

## **ANNOUNCEMENTS**

**The next Regular Meeting of the Board of Education will be held on Monday, August 21, 2017 at 6:00 p.m. in the District Office Conference Room.**

## **CALL TO THE PUBLIC**

None

## **BOARD MEMBER REPORTS**

Mr. Meadows suggested sending information out to the parents of our upcoming 5<sup>th</sup> and 6<sup>th</sup> grade students regarding the changes for the 2017-18 school year. Mrs. Wanamaker shared that letters were mailed out to parents last Friday.

Mrs. Schwennesen shared that the Ad-hoc committee met last week and does not recommend repurposing the sinking fund to include technology, at the November 2017 ballot.

## **CLOSED SESSION**

*Motion to adjourn into closed session meeting at 7:06 p.m. (with a 5 minute break) to discuss pending litigation made by Mrs. Schwennesen; supported by Mr. Cole. Roll call vote required. Mrs. Schwennesen – yes, Mr. Henry – yes, Mrs. Kritzman – yes, Mrs. McCully – yes, Mr. Meadows – yes, Mr. Dignan – yes, Mr. Cole – yes*  
Ayes – 7; Nays – 0, motion carried 7 – 0

## **Call to Order**

Open session called to order at 7:21 p.m. by President Dignan

## **ADJOURNMENT**

*Motion to adjourn the Regular Meeting at 7:21 p.m. made by Mrs. McCully; supported by Mr. Cole.*  
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*



**Whitmore Lake Public Schools**  
**BOARD OF EDUCATION**  
*Special - Regular Meeting Minutes*  
**July 31, 2017 – District Office Conference Room – 5:30 p.m.**

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

**ADMINISTRATORS PRESENT**

Superintendent, Tom DeKeyser, Director of Business & Operations, Denise Kerrigan, and Community Relations & Recreation Director, Maria Carter-Ewald

**OTHERS PRESENT**

None

**CALL TO ORDER**

At 5:30 p.m. by President Ken Dignan.

**CALL TO THE PUBLIC**

None

**STUDENT COUNCIL**

Student Council Representative, Carolyn Wagner shared they have received the permit for the homecoming parade scheduled September 22, 2017. She also shared she is running a blood drive through the American Red Cross on August 15, 2017 from 1 – 7 p.m. at the high school. If successful, scholarship money will be available.

**NEW BUSINESS**

*School Bond Loan Fund Resolution*

*Motion to approve the School Bond Qualification and Loan Program Resolution for the 2017-2018 school year per attachment 1 with an assessed millage rate of 8.45 was made by Mr. Dignan; supported by Mrs. Schwennesen.*

Board Members discussed that the original loan was 7.25 mills in 2003. The State of Michigan required the original rate be raised and our current rate is 8.95 mills. Mr. Dignan shared information to show the cost savings of lowering the tax rate vs staying at the current rate, but reducing the loan payoff time.

*Motion to call the question was made by Mr. Cole; supported by Mr. Henry.*

Ayes – 6; Nays – 1, motion carried 6 - 1

Roll call vote: Mr. Henry – yes, Mr. Cole – yes, Mr. Meadow – yes, Mrs. Kritzman – yes, Mr. Dignan – no, Mrs. McCully – yes, Mrs. Schwennesen – yes

Ayes – 6, Nays – 1, motion carried 6 - 1

**SUPERINTENDENT'S REPORT**

Mr. DeKeyser shared the following:

- 1) Sinking Fund update: Sealed bids for the softball and baseball fields remedy and repair to the drainage issues will be opened on August 15, 2017. This should allow work to begin this fall.

**ANNOUNCEMENTS**

**The next Regular Meeting of the Board of Education will be held on Monday, August 21, 2017 at 6:00 p.m. in the District Office Conference Room.**

**CALL TO THE PUBLIC**

None

**BOARD MEMBER REPORTS**

Mr. Dignan reminded all board members that if contacted by any media personnel, they should defer all questions to Superintendent DeKeyser as he is the representative for all press related information to the district.

**ADJOURNMENT**

*Motion to adjourn the Regular Meeting at 6:07 p.m. made by Mrs. McCully; supported by Mr. Henry.*  
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*

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**Whitmore Lake Public Schools**  
**Business Office Transactions**

For the Month Ending:  
**July 31, 2017**

<u>Payroll Transactions</u>	July 14, 2017	\$	154,572
	July 31, 2017	\$	147,174
		\$	<u>301,746</u>

<u>Accounts Payable Transactions</u>		\$	<u>349,327</u>
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August 15, 2017

Mr. Tom DeKeyser  
Superintendent of Schools  
Whitmore Lake Public Schools  
8845 Main Street  
Whitmore Lake, MI 48189

Subject: Sinking Fund Program  
High School Ballfield Improvements  
Contract Award Presentation

Dear Mr. DeKeyser,

The Barton Malow Company (BMC) prepared bid documents for the Whitmore Lake High School ballfield improvements. This project generally consists of addressing the grading and drainage in the infield at the both the softball and baseball field. Additional infield material will be added and the first few feet of the grass outfield will be adjusted. A catch basin and drain tile will be added behind the dugouts.

In late July 2017 bid documents were formally issued for public bid. A pre-bid meeting and walkthrough was held on Friday, August 4, 2017. On Tuesday, August 15, 2017, sealed bid proposals were received and evaluated. Barton Malow conducted a post-bid review with the apparent low bidder to determine the lowest, qualified bid. Therefore, we are requesting approval of the Board of Education to award a contract to the following contractor as presented:

<u>Trade / Bid Alternates</u>	<u>Contractor</u>	<u>Amount</u>
Ballfield Improvements	Davey Sports	\$86,659.00

In addition to the trade contract above, a project contingency of 10% should be set aside for hidden conditions during construction, along with \$4,000 for general conditions for any temporary items and \$6,000 for Construction Management costs.

Work is scheduled to be complete this fall so the fields are ready for next spring.

If you have any questions or comments regarding these projects, please feel free to contact me at 586-615-1332 or [jeff.atkins@bartonmalow.com](mailto:jeff.atkins@bartonmalow.com).

Sincerely,  
**BARTON MALOW COMPANY**

Jeff Atkins  
Project Manager

Copy: Denise Kerrigan – Whitmore Lake Public Schools  
Steve Rewers – Barton Malow Company

Enclosures: Bid Tabulation Forms

# BID TABULATION FORM

Whitmore Lake Public Schools Sinking Fund		TRADE CONTRACTOR BID PERFORMANCE EVALUATION				
2017 Renovations	Bidder's Name Address City, State, Zip	Opening Base Bid Amount	Forms		App. Rank	Comments
			Cond - BB/	Certified Check		
Bid Date: 8/15/17 at 2:00 P.M.	Backer services, Inc.	\$91,887.00	BB	Bid Security (BB /CC)	2	
	15251 E. 12 Mile Road		1	Addendum(s) Noted		
	Roseville, MI 48066		x	Familiar Disclosure		
			x	Iran Sanctions Form		
Category:	Water Management Specialist	\$145,638.00	BB	Bid Security (BB /CC)	3	
	1596 S. College Rd		1	Addendum(s) Noted		
	Mason, MI 48854		x	Familiar Disclosure		
			x	Iran Sanctions Form		
Ball field improvements	Davey Sports	\$86,659.00	BB	Bid Security (BB /CC)	1	Alt 1, 2, 3 = (\$4,085) Vol Alt: \$2,890
	925 N. Lapeer Road, Suite		1	Addendum(s) Noted		
	Oxford, MI 48371		x	Familiar Disclosure		
			x	Iran Sanctions Form		
				Bid Security (BB /CC)		
				Addendum(s) Noted		
				Familiar Disclosure		
				Iran Sanctions Form		
				Bid Security (BB /CC)		
				Addendum(s) Noted		
				Familiar Disclosure		
				Iran Sanctions Form		
				Bid Security (BB /CC)		
				Addendum(s) Noted		
				Familiar Disclosure		
				Iran Sanctions Form		
				Bid Security (BB /CC)		
				Addendum(s) Noted		
				Familiar Disclosure		
				Iran Sanctions Form		

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August 1, 2017

Barton Malow  
Whitmore Lake High School

**REFERENCE:** Whitmore Lake High School Fire Protection/Well Piping

**Quotation No.:** CSM 08.01.17

**SUBJECT:** Ductile Iron Piping Repairs

CSM Mechanical, LLC is pleased to submit a proposal for the mechanical modifications and/or installation at the Whitmore Lake High School vault/well piping in Whitmore Lake, Michigan pursuant to your recent request.

**OUR PROPOSAL FOR INCLUDES:**

- Provide job-site supervision and safety standards, including job-site mobilization and de-mobilization services
- Provide skilled labor, materials, equipment and consumables necessary for the confined space requirements, the confined space entrances, the confined space exits and the confined space qualified persons to allow for the proposed ductile iron piping repairs **WITHIN** the existing well sump
- Provide skilled labor, materials, equipment and consumables for the mechanical procurement, placement and installation of the 4" ductile iron piping removal, replacement and testing, including the ball plugging of the sump/well invert, the pumping of the sump/well to allow work, the removal, procurement and installation of a new 4" ductile iron piping and fittings for the existing well water connection for the fire protection/well water supply
- Provide job-site cleanup and removal of construction debris

**OUR PRICE TO PROVIDE THE ABOVE SERVICE FOR IS:**

**\$15,980.00**

**VOLUNTARY ALTERNATE:**

**Provide for the installation of a "clamp-style" piping repair fixture on the existing 4" ductile iron piping main, including the confined space requirements in lieu of the above proposed repair services. The expenses associated with the performance of this task \$6,920.00.**

**QUALIFICATIONS:**

- Payment and/or Performance bonding has been excluded from this proposal
- Overtime (premium) working hours have been excluded from this proposal

This proposal has LUMP SUM payment terms are Net (30) days per occurrence.

This proposal is based on straight time working hours of Monday through Friday, 7:00 am until 3:30 pm. This quotation is valid for thirty (30) days.

If you have any further questions regarding the above proposal, please contact our office at your earliest convenience. We will proceed with the work upon receipt of signed proposal.

Respectfully,  
**CSM MECHANICAL, LLC**

**Craig S. Mortz**  
Cc: File

7400 Hickory Valley Drive • Fenton, MI 48430 • Phone (248) 521-0981 • Fax (517) 540-9704