



**BOARD OF EDUCATION
REGULAR MEETING**

October 23, 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.*

REGULAR MEETING

Monday, October 23, 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

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

SPECIAL PRESENTATION

Jeff Straus from Maner Costerisan CPA firm will present the audit report.

STUDENT COUNCIL

Karolyn Wagner will present the student council report.

COMMITTEE REPORTS

CONSENT ITEMS

Approval of minutes from the September 25, 2017 Board of Education Regular Meeting, and the October 9, 2017 Ad Hoc Committee Meeting. **(Attachment 1)**

Approve fund transfer of \$442,351 in payments from Accounts payable as per attachment 2; further, to approve the transfer of \$391,712 from Accounts Payable to cover the payrolls of September 15, 2017, and September 29, 2017. **(Attachment 2)**

NEW BUSINESS

2019 Washington D.C. Trip Proposal

Motion to approve proposal for a 7th & 8th grade overnight trip to Gettysburg and Washington D.C. from March 18, 2019 through March 21, 2019 submitted by MS/HS teachers Genevieve Conzelman and Eric Kobeck. Approval is recommended. **(Attachment 3)**

Citizens' Advisory Committee

Motion to approve appointment of citizens Rita LaForest, and Dee Everard to the Whitmore Lake Public School Reproductive Health Advisory Committee. Approval is recommended.

SUPERINTENDENT'S REPORT

OTHER INFORMATION

National Principal Month

October has been designated as School Principals Month as proclaimed by the State of Michigan. (**Attachment 4**)

Personnel

High School Paraprofessional, Kenneth Sailer recently submitted his letter of resignation. His last day will be October 24, 2017.

ANNOUNCEMENTS

Whitmore Lake MS/HS Parent-Teacher conferences will be held Wednesday, October 25, 2017 from 4:30 p.m. to 8:00 p.m.

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

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

September 25, 2017 – High School Media Center – 7:00 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, Director of Finance & Operations, Denise Kerrigan, Director of Instruction, Jill Henry, Director of Student Services, Melissa Heuker, and Community Relations & Recreation Director, Maria Carter-Ewald

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 add an overnight trip proposal under New Business.

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

Ayes – 7; Nays – 0, motion carried

CALL TO THE PUBLIC

None

STUDENT COUNCIL

Student Council Representative, Karolyn Wagner, shared highlights of Homecoming week.

CONSENT ITEMS

Motion to approve the minutes from the August 21, 2017 Board of Education Regular meeting, the September 11, 2017 Board of Education Regular meeting, the September 11, 2017 closed session meeting, and the September 15, 2017 Finance Committee meeting made by Mrs. McCully; supported by Mrs. Schwennesen.

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

Motion to approve fund transfer of \$196,636 in payments from Accounts Payable; further, to approve the transfer of \$316,611 from Accounts Payable to cover the payrolls of August 15, 2017 and August 31, 2017 made by Mrs. McCully; supported by Mrs. Schwennesen.

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

COMMITTEE REPORTS

Superintendent DeKeyser reported the Finance Committee meeting held on September 15, 2017 was the last committee meeting. There have been no additional committee meetings to report.

NEW BUSINESS

Overnight Trip Proposal

Motion to approve the proposal for an overnight trip with MS/HS Band and Choir students to travel to Mackinac Island, MI on May 11, 2018 submitted by High School Teacher Michael Kirby made by Mr. Cole; supported by Mrs. McCully.

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

OLD BUSINESS
MASB Delegate Assembly

Mr. Dignan inquired if anyone was available to attend the Michigan Association of School Boards 2017 Delegate Assembly scheduled for Thursday, November 9, 2017. He suggested if you're interested and available to attend to contact Mr. DeKeyser.

**ACADEMIC ACHIEVEMENT
PRESENTATION**

Director of Instruction Jill Henry provided the Board with an overview of the 2016-17 academic performance results. She also shared some highlights and benefits to students taking the newest Advanced Placement Computer Science Principles course offered to grades 9 – 12 at the WLHS.

SUPERINTENDENT'S REPORT

Mr. DeKeyser shared the following:

- 1) M-Step data is available on the MI School Data website. He also suggested ideas to increase resources and support in the classroom.
- 2) October 9, 2017 BOE Regular Mtg. – Possible modification to meeting to further discuss academic achievement.
- 3) Legislative Coffee – Monday, Oct. 2, 2017 7:30 a.m. at the Washtenaw Intermediate School District.
- 4) Sinking Fund update – LED lighting is complete in two areas at the MS/HS, track renovations begin this week, baseball / softball fields will begin after October 8, 2017.
- 5) Washtenaw ISD Special Education Millage Renewal will be on the November 7, 2017 ballot. A link to access the information will be available on the WLPS website.
- 6) Varsity Volleyball – Having a successful season, they will host their annual Volleyball Invitational this Saturday, September 30, 2017 beginning at 8:00 a.m. in the HS Gym.

OTHER INFORMATION

None

ANNOUNCEMENTS

The next Regular Meeting of the Board of Education will be held on Monday, October 9, 2017 at 7:00 p.m., unless modified, in the High School Media Center.

CALL TO THE PUBLIC

None

BOARD MEMBER REPORTS

Mr. Cole remarked he enjoyed helping with the supervision at the homecoming dance and could tell students were enjoying themselves. He also complemented the WLPS faculty and community members for the well behaved students who attended.

Mr. Dignan shared he also heard how much students enjoyed themselves at the homecoming dance.

ADJOURNMENT

Motion to adjourn the Regular Meeting at 8:30 p.m. made by Mr. Henry; Supported by Mr. Cole.

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

*Michelle L. Kritzman, Secretary, 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
Committee Meeting Minutes
Ad Hoc: Strategic Pathways
Monday, October 9, 2017, 7:00 p.m.
Whitmore Lake Public Schools District Office

Call to Order – 7:00 pm

Present: Tom DeKeyser, Jill Henry, Melissa Heuker, Denise Kerrigan, Maria Carter-Ewald, Sue Wanamaker, John Meadows, Laura Schwennesen, Shelley Kritzman

- 1) Short term goal setting:
 - a) Staffing levels for the 2017-18 school year
 - i) Recommendation of posting new hire for HS Special Ed – within scope of budget, will post -Recommendation to hire at Oct 23 meeting at earliest
 - ii) Para pro situation - one more to fill at High School – also within scope of original budget
 - b) Instructional strategies assessment – Heavily targeted at elementary
 - i) CITW – we follow this
 - ii) Everyday Math – Title IIA used to develop math strategies for teaching
 - iii) 5th and 6th Grade PBL and Personalized Learning – having positive results
 - iv) New Science and Social Studies (strategies aligned) – science 6th, 7th & 8th grade – right path to go down
 - v) Incorporation of 130 more Chromebooks – and Tech Coordinator
 - c) Curriculum assessment
 - i) State Standards at All Levels – the goal we are working towards
 - ii) Reproductive Health Review – discussed committee to review
 - d) Establish Student Growth measures
 - i) Tom recommended a plan for growth measures and also using this data for establishing goals and measurements for administrators
- 2) Overview of district improvement plan (DIP)
 - a) Melissa reviewed all plans
 - i) Be mindful of district goals the DIP establishes
 - ii) Example: Effective is “progress in 75%-89% of goals
 - iii) This is 10% of overall evaluation
- 3) Long Term Goal Discussion and Strategic Planning
 - a) Prefer using DIP, for now. Maybe should establish new long term goals
 - i) Get input from community – more buy-in
- 4) Facilities management
 - a) Reviewed sinking fund expenditures and the positive impact on general fund budget
- 5) Call to the Public - none
- 6) Adjournment at 8:47 pm

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Whitmore Lake Public Schools
Business Office Transactions

For the Month Ending:
September 30, 2017

<u>Payroll Transactions</u>	September 15, 2017	\$	185,522
	September 29, 2017	\$	206,190
		\$	<u>391,712</u>

<u>Accounts Payable Transactions</u>		\$	<u>442,351</u>
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Proposal for Overnight/Extended Student Trips

Type of Trip Gettysburg and Washington D.C. - 7th and 8th Grade Trip

Proposed Departure Date 3/18/2019 Return Date 3/21/2019

Proposer G. Conzelman and E. Kobeck Position Teachers

Date by which response is needed ASAP Proposal Date 10/18/2017

Background checks are required for all overnight chaperones that are not currently employed by the district. Please initial on the line below that you will complete the process for criminal history records checks for overnight chaperones no later than two (2) weeks prior to trip date. Initials _____.

A. Purpose

1. **What is the major place to be visited or event attended?**
 - Gettysburg Battlefield and Washington D.C. Monuments
2. **How is the trip related to the educational program of the district?**
 - Students take US History in 8th grade and geography in 7th grade. It is important for them to learn about our nation's capital and other historic events that shaped our great nation.
3. **In what ways will the students benefit?**
 - Students will benefit in multiple ways. They will learn to work cohesively in a group outside of the classroom. They will learn about our nation's capital, important battles during the civil war, the vietnam war, the korean war, different branches of the armed forces, and various national monuments that represent our amazing country. They will learn the importance of being an American citizen, and the effort that was put into protecting America.
4. **In what ways will the district benefit?**
 - The district will benefit in multiple ways as well. The district's students will learn new information and be able to visualize this information. The district's students will have the opportunity to leave Michigan, and travel to our nation's capital to experience hands on learning.
5. **How will the trip be evaluated to determine the extent to which these benefits were realized?**
 - Notes will be taken during the trip, and areas of strengths and improvements will be noted through discussion with other chaperones and students.

B. Students and Staff

1. **Which students (grade, class, organization) will be going?**
 - Students in the Classes of 2023 and 2024
2. **How many students in total?**
 - TBD- Hoping for 70 students
3. **How many students are currently experiencing academic problems?**
 - At this point, unknown. The trip is over a year and a half away.
4. **Which staff member(s) will be in charge?**
 - Genevieve Conzelman and Eric Kobeck
5. **What previous experience has the staff member had in conducting overnight or extended field trips?**

- Eric Kobeck has attended and helped chaperone multiple Washington D.C. trips in the past.
Genevieve Conzelman has helped and chaperoned two Washington D.C. trips in the past.

6. What other staff members will be going?

- 3 other teachers from WLHS/WLMS

7. How many chaperones, in addition to staff members, will be going?

- At this point, we are hoping for none. If parents are needed to fill space on the bus (if we don't meet our required numbers), then there will be a lottery to determine what parents will be able to attend.

8. What are their names and affiliations with the students?

- N/A

9. How many school days will be missed?

- Four

10. How will teachers be advised in advance that the students will be out of school?

- Teachers will receive a list of all students who be gone one month prior to the trip with a reminder the week before the trip.

C. School Work

1. How will missed work be made up?

- As determined by the classroom teacher. In years past, most of the students from 7th and 8th grade attend the trip, so no assignments are needed to be made up. Students don't miss school work.

2. What special assistance will be provided to students with academic problems?

- Since work will most likely not be assigned, special assistance will not need to be given, for makeup work.

D. Itinerary Please see attached itinerary

1. What is the destination?

- Gettysburg and Washington DC

2. What will be the mode of transportation? What liability insurance does the carrier have?

- Charter Bus - Motorcoach company is Trinity Transportation

3. Where will the group be housed and fed?

- The first breakfast and lunch are on your own (we recommended bringing \$10 per meal, or packing a breakfast and lunch since it is at the beginning of the trip). The rest of the breakfasts will be at the hotel. We will have vouchers for lunch and dinner at different locations in Washington DC, which are included in the cost of the trip.

Hotel: Holiday Inn Express - Largo, MD

Address: 9101 Basil Ct, Largo, MD 20774

Phone: (301) 636-6090

4. What en route or supplementary activities are planned?

- Movies (National Treasure or other DC related movies)

5. What arrangements have been made for dealing with emergency situations?

- Emergency Medical forms will be complete by attendee's parents. They will include phone numbers to call, insurance info, allergies, etc. Students can download an app from Student Adventures, and they will receive push notifications throughout the trip (especially if there is an

emergency). Students will be with adults all day (except for sleeping hours 10:30pm-5:30am), so adults will deal with emergency situations, if they arise.

6. If tour guides are involved, what liability insurance do they carry?

- Tour guides and directors have background checks.

E. Finances

1. What is the estimated total cost and cost per student?

- \$638 per student

2. What is the source of funds?

- Parents/Guardians

3. How will the funds be collected and safeguarded?

- Transactions will be conducted electronically directly with the Travel Company. Parents can purchase trip insurance.

4. How will any shortfall be made up or excess funds used?

- Parents are required to pay for their students trip. Emails will continue to go out updating parents about when the trip is and that payments are due. There is a list of dates by which chunks of the total payment should be made. Since parents are paying, there should be no excess funds.

5. What provision has been made for students who are financially unable to pay any necessary costs?

- We are spacing out the payments over the next year and a half, and parents can pay as much as they want at anytime throughout the next year.

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?

- Parent meetings and email, as necessary. If parents sign up for the student adventures app., they will get information about the places we visit as we visit them.

2. List telephone numbers at destination and where group will be housed.

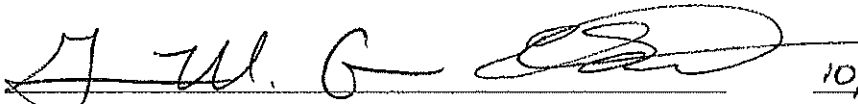
Holiday Inn Express - Largo, MD

Address: 9101 Basil Ct, Largo, MD 20774

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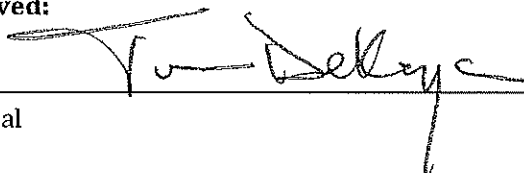
3. What information will be provided to the media and the community?

- Information will be sent to Maria Carter-Ewald to include Washington D.C. trip information in Whitmore Lake's News and Notes. Information will also be sent to put on the WLPS App.

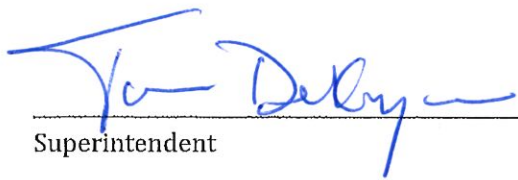

Signature of Requestor(s)

10/18/2017
Date

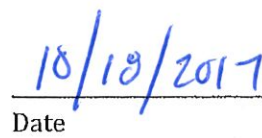
Approved:


Principal

10/18/2017
Date



Superintendent

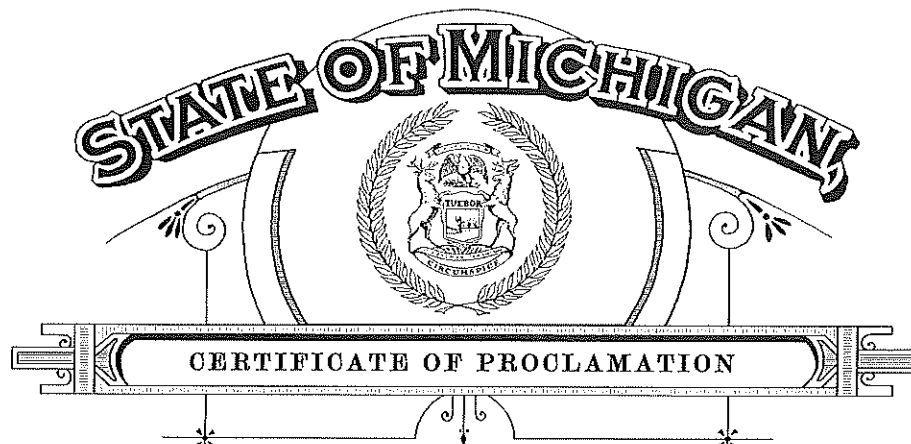


Date

Board of Education

Date

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ON BEHALF OF THE PEOPLE OF MICHIGAN

I, Rick Snyder, governor of Michigan, do hereby proclaim
October 2017

MICHIGAN PRINCIPALS MONTH

WHEREAS, energetic and inspiring school leadership is essential if Michigan's schools are to prepare students for success, both during their K-12 careers and afterward; and,

WHEREAS, principals serve as educational visionaries, instructional leaders, assessment experts, disciplinarians, community builders, facility managers, special programs administrators, and guardians of various legal, contractual, and policy mandates and initiatives. They are also entrusted with the educational development of young people; and,

WHEREAS, principals set the academic tone for their schools and work collaboratively with teachers and parents to develop and implement a clear mission, high curriculum standards and performance goals; and,

WHEREAS, principals play a vital role in the success of students by creating school environments that facilitate great teaching and learning as well as continuous school improvement; and,

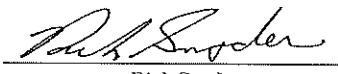
WHEREAS, much of the success of K-12 students can be attributed to principals who act as the liaison between the school and the community it serves, ensuring that parents and taxpayers are aware of student and school achievements; and,

WHEREAS, the celebration of Michigan Principals Month would honor elementary, middle level, and high school principals and recognize the importance of school leadership in ensuring that every child has access to a high-quality education; and,

WHEREAS, during this month, we join with educators, parents and students throughout Michigan to raise awareness of the importance of educational leadership. We also recognize and thank the hard-working principals in Michigan schools who set exemplary examples of service;

NOW THEREFORE, I, Rick Snyder, governor of Michigan, do hereby proclaim October 2017 as Michigan Principals Month.




Rick Snyder
Governor

