



**BOARD OF EDUCATION
REGULAR MEETING**
July 22, 2019 — 6:00 p.m.
Whitmore Lake Public Schools
Administration 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, July 22, 2019 – 6:00 p.m.

Whitmore Lake Public Schools Administration Office
Superintendent 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

CONSENT ITEMS

Approval of minutes from the June 24, 2019 Board of Education Regular Meeting. **(Attachment 1)**

Approve fund transfer of \$349,899 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$477,572 from Accounts Payable to cover the payrolls of June 14, 2019 and June 28, 2019. **(Attachment 2)**

NEW BUSINESS

Approval of Legal Counsel

Motion to retain the legal firms of Clark Hill PLC, and Thrun Law Firm as legal counsel for the Whitmore Lake Public School District for the 2019-2020 school year.

School Bond Loan Fund Resolution

Attachment 3 contains a copy of the School Bond Qualification and Loan Program Resolution for the 2019-2020 school year for approval. A Roll Call Vote is required.

Administration Contracts

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.

Motion to approve the ratification of the contract agreement between Whitmore Lake Public Schools and the Whitmore Lake Paraprofessional/Food Service Association, MEA/NEA. Approval is recommended.

SUPERINTENDENT'S REPORT

OTHER INFORMATION

Personnel

The following people recently submitted their resignations: High School Math Teacher, Molly Lindeman, MS/HS Social Worker, Maura Zindler, and High School Special Education Teacher, Stacy Flynn.

Jordan Craven and Lindsey Francis have accepted the position Under 18 lifeguard at \$9.75 per hour for Community Recreation. They have also accepted the position as Group Swim Instructor at \$10.25 and Private Swim Instructor at \$12.00 (Step 1).

Stacy Flynn has accepted the position as Behavioral Specialist at the High School with a start date of August 20, 2019. This position has an hourly pay rate of \$15.00.

Sheila Timmins has accepted the position as Special Education Administrative Assistant with a start date of August 1, 2019.

Ryan Allen has accepted the position as Paraprofessional at the High School with a hire date of July 17, 2019 and a start date of August 20, 2019. This position has an hourly pay rate of \$10.75 (Step 2 of the WLPA).

Luis Orellana has accepted the position as Paraprofessional at the High School with a hire date of July 18, 2019 and a start date of August 20, 2019. This position has an hourly pay rate of \$10.75 (Step 1 of the WLPA).

ANNOUNCEMENTS

The Elementary School Open House will be held on Wednesday, August 21, 2019 at 5:00 p.m.

The Middle/High School Parent Night will be held on Wednesday, August 21, 2019 at 7:00 p.m.

The next Regular Meeting of the Board of Education will be held on Monday, August 26, 2019 at 7:00 p.m. in the High School Media Center.

There will be another Board of Education Regular Meeting on Monday, September 23, 2019 at 7:00 p.m. in the High School Media Center.

CALL TO THE PUBLIC

BOARD MEMBER REPORTS

Mr. Cole, Mr. Dignan, Mr. Henry, Mrs. Kritzman, Mrs. McCully, Mr. Meadows, and Mrs. Schwennesen

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.

1



Whitmore Lake Public Schools

BOARD OF EDUCATION

Regular Meeting Minutes

June 24, 2019 – High School Media Center – 6:00 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

Laura Schwennesen (*President*)

ADMINISTRATORS PRESENT

Superintendent, Tom DeKeyser, Director of Finance & Operations, Denise Kerrigan, Elementary Principal and ECC Director, Sue Wanamaker, Director of Student Services, Melissa Heuker, Director of Instruction, Jill Henry, and Community Relations & Recreation Director, Maria Carter-Ewald

OTHERS PRESENT

Staff, parents and members of the community

CALL TO ORDER

At 6:00 p.m. by Vice President John Meadows.

APPROVAL OF AGENDA

Mr. DeKeyser requested to amend the agenda and add Livingston Classical Academy board member reduction under new business.

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

Ayes – 6; Nays – 0, motion carried

CALL TO THE PUBLIC

Carolyn Otterman expressed her concerns regarding the number of students in a classroom, administration wage increases and elementary building improvements.

Superintendent DeKeyser shared no administrative salary increases were given last year. He also shared during the 2014-2015 administrative realignment the district reduced administrative staff from twelve (12) to eight (8) members while increasing their duties. Mr. Meadows shared Superintendent DeKeyser is not receiving a wage increase during the 2019-2020 school year.

STUDENT COUNCIL

Student Council Representative, Alaina Di Dio, was unable to attend.

CONSENT ITEMS

Motion to approve the minutes from the June 10, 2019 Board of Education Regular Meeting was made by Mr. Dignan; supported by Mr. Cole.

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

OLD BUSINESS

*2018-2019 Final Budget Proposal
and Resolution*

Motion to approve the 2018-2019 Final Budget Summary as presented made by Mr. Dignan; supported by Mrs. Kritzman.

Director of Finance & Operations, Denise Kerrigan reviewed the Final Budget Summary for the 2018-2019 school year. She shared the general fund budget has an increase of \$4000 since the original budget. She then reviewed the Final Budget Summary regarding the Community Recreation Fund, Food Service Fund, and the Sinking Fund. Mrs. Kerrigan noted the Food Service

Fund is ending with a deficit of \$42,000, leaving a general fund balance of 6.0%.

Roll call vote: Mr. Dignan – yes, Mr. Henry – yes, Mrs. Kritzman – yes, Mrs. McCully – yes, Mr. Meadows – yes, Mr. Cole – yes.
Ayes – 6; Nays – 0, motion carried 6 – 0

*2019-2020 Budget Proposal
and Resolution*

Motion to approve the 2019-2020 Original Budget Summary made by Mr. Dignan; supported by Mr. Cole.

Mrs. Kerrigan shared that with a deduction of ACT 18 funding and projected student count, we are anticipating a decrease in revenue and expenditures. She also shared the budget is based on a \$110 per student state funding increase at this time. Mrs. Kerrigan then reviewed proposed budgets for Community Recreation, Food Service, Sinking Fund and the Student Activity Fund.

Roll Call vote: Mr. Henry – yes, Mrs. Kritzman – yes, Mrs. McCully – yes, Mr. Meadows – yes, Mr. Cole – yes, Mr. Dignan – yes.
Ayes – 6; Nays – 0, motion carried 6 – 0

NEW BUSINESS
Borrowing Resolution

Motion to approve the borrowing resolution for adoption for the 2019-2020 school year through the Michigan Financial Authority (MFA) for an amount not to exceed \$1,600,000 made by Mr. Henry; supported by Mr. Dignan.

Mr. Henry questioned the difference in the amount since 2018-2019. Mrs. Kerrigan shared it is the same amount and is used to meet cash flow needs.

Roll call vote: Mrs. Kritzman – yes, Mrs. McCully – yes, Mr. Meadows – yes, Mr. Cole – yes, Mr. Dignan – yes, Mr. Henry – yes.
Ayes – 6; Nays – 0, motion carried 6 – 0

*Common Representation
Conflict of Interests Waiver/Consent*

Motion to approve the Conflict of Interests Waiver/Consent Cooperative Education Agreement between W.E.O.C and Van Buren Public Schools as prepared by Thrun Law Firm made by Mr. Meadows; supported by Mr. Dignan. Roll call vote: Mrs. McCully – yes, Mr. Meadows – yes, Mr. Cole – yes, Mr. Dignan – yes, Mr. Henry – yes, Mrs. Kritzman – yes.
Ayes – 6; Nays – 0, motion carried 6 – 0

LCA Board Member Reduction

Motion to approve the reduction of the Livingston Classical Academy Board from a 7 member board to a 5 member board effective July 1, 2019 made by Mr. Dignan; supported by Mr. Henry.
Ayes – 6; Nays – 0, motion carried 6 – 0

Removal of Appointed LCA Board Member

Motion to approve the removal of the last appointed LCA Board member, John McLaughlin, effective July 1, 2019 made by Mr. Dignan; supported by Mr. Henry.
Ayes – 6; Nays – 0, motion carried 6 - 0

SUPERINTENDENT'S REPORT

Mr. DeKeyser shared the following:

1. Denise Kerrigan, Director of Finance & Operations has been approved by the State of Michigan to be a Food Service Director.
2. The Community Recreation Millage Proposal information will be posted on the WLPS website in the near future.

3. Rezoning Property –a discussion regarding the rezoning of Whitmore Lake Middle School and Jennings Road property. The property is currently zoned as residential, Superintendent DeKeyser is recommending to switch to commercial.

OTHER INFORMATION

The Board acknowledged the items of other information.

ANNOUNCEMENTS

The next Regular Meeting of the Board of Education will be held on Monday, July 22, 2019 at 6:00 p.m. in the Administration Office Superintendent Conference Room.

There will be another Regular Meeting on Monday, August 26, 2019, at 7:00 p.m. in the High School Media Center.

CALL TO THE PUBLIC

Alexis Dancik expressed to the Board her concerns involving discipline of students in the district.

Tracy Carbary addressed the Board to thank the administrative staff for taking extra rolls/duties and shared teachers have also accepted additional duties. She also expressed concerns involving wage and step freezes' with the WLEA.

BOARD MEMBER REPORTS

Mr. Cole stated he recently attended the Northfield Township Parks and Rec meeting. He shared concerns they have regarding regulations not being followed.

Mr. Henry shared he read an article that ranks the State of Michigan as number 48 out of 50 for the amount of funding spent in public schools.

Mrs. McCully shared Ice Hockey season has begun. Games will be played until the end of July at the Victory Ice Center in Plymouth, MI.

ADJOURNMENT

Motion to adjourn the Regular Meeting at 7:41 p.m. made by Mr. Dignan; supported by Mrs. McCully.

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

*Lisa C. McCully, Secretary, Board of Education
Whitmore Lake Public Schools*

Date

2

Whitmore Lake Public Schools
Business Office Transactions

For the Month Ending:
June 30, 2019

<u>Payroll Transactions</u>	June 14, 2019	\$	224,849
	June 28, 2019	\$	252,723
		\$	<u>477,572</u>
<u>Accounts Payable Transactions</u>		\$	<u>349,899</u>

3

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 July, 2019, 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 _____, _____.

Lisa C. McCully

(Type or Print Name of Secretary)

(Signature of Secretary)

Michelle L. Kritzman

(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 2019)	8.39	
Combined beginning balance owed to the SBLF and/or SLRF 06/30/2019		\$ 14,803,180.62
Estimated amount to borrow from or repay to the SBLF and/or SLRF		\$4,692,221.00
Estimated accrued interest		\$ 791,936.00
Estimated combined ending balance owed the SBLF and/or SLRF 06/30/2020		\$20,287,337.62

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 Finance and 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