



**BOARD OF EDUCATION  
REGULAR MEETING**

October 28, 2019 — 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 28, 2019 – 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

### STUDENT COUNCIL

Alaina Di Dio will present the student council report.

### COMMITTEE REPORTS

### CONSENT ITEMS

Approval of minutes from the September 30, 2019 Board of Education Regular Meeting, the September 30, 2019 Finance Committee Meeting, and the October 9, 2019 Executive Committee Meeting.  
(Attachment 1)

Approve fund transfer of \$161,196 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$420,015 from Accounts Payable to cover the payrolls of September 13, 2019 and September 30, 2019. (Attachment 2)

### NEW BUSINESS

*Overnight Trip Proposal*

Motion to approve the overnight trip to Fifth Grade Camp on May 12, 2020 to the Howell Nature Center submitted by Sarah Roberts.  
Approval is recommended. (Attachment 3)

*Financial Report*

Attachment 4 contains the Budget Performance Report for October 21, 2019. Director of Finance & Operations, Denise Kerrigan will update the Board with information regarding the financial report.

*BCC International Education Group*

Motion to authorize the Superintendent to engage in a contract with BCC International Group for the purpose of establishing an exchange Program with Chinese students.

*Charter Authorization*

Motion to authorize a request for proposals for charter authorization for the 2020-2021 school year. Approval is recommended. **(Attachment 5)**

**SUPERINTENDENT'S REPORT**  
*MSTEP*

Director of Instruction, Jill Henry, will present the MSTEP Academic Achievement report for the 2018-19 school year.

*Athletic Updates*

Athletic Director, Brad McCormack, will give an update on the new athletic conference and the performance of fall teams.

**OTHER INFORMATION**  
*MASB Delegate Assembly*

The Michigan Association of School Boards Delegate 2019 Assembly will begin Friday, November 8, 2019 at 5:30 p.m. at the Grand Traverse Resort in Acme, MI.

**ANNOUNCEMENTS**

**The next Regular Meeting of the Board of Education will be held on Monday, November 18, 2019 at 7:00 p.m. in the High School Media Center.**

**There will be another Regular Meeting of the Board on Monday, December 9, 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.

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**Whitmore Lake Public Schools**  
**BOARD OF EDUCATION**  
*Regular Meeting Minutes*  
**September 30, 2019 – High School Media Center – 7:00 p.m.**

**MEMBERS PRESENT**

Laura Schwennesen (*President*), John Meadows (*Vice President*), Michelle Kritzman (*Treasurer*), Lisa McCully (*Secretary*), Lee Cole (*Trustee*), Ken Dignan (*Trustee*) left at 8:05 p.m., and Bob Henry (*Trustee*)

**MEMBERS ABSENT**

**ADMINISTRATORS PRESENT**

Superintendent, Tom DeKeyser, Director of Finance & Operations, Denise Kerrigan, 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 7:00 p.m. by President Laura Schwennesen.

**APPROVAL OF AGENDA**

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

Ayes – 7; Nays – 0, motion carried

**SPECIAL PRESENTATION**

Jeff Straus from Maner Costerisan CPA's briefed the Board on the 2018-2019 audit report. He walked the Board through the report and shared there were no significant findings. Mr. Straus noted that the general fund balance had increased slightly. He commends Mr. DeKeyser and Mrs. Kerrigan for applying cost control measures with the decrease of student population, and leaving a 6.4% general fund balance.

**CALL TO THE PUBLIC**

Stanley Wutka addressed the board to share concerns and inquire if WLPS was aware that the township recently changed the distance of allowing marijuana operations from 1000' to 500' of a school.

Superintendent DeKeyser shared he was not aware of the modification of the ordinance.

**STUDENT COUNCIL**

Student Council Representative, Alaina Di Dio was unable to attend. Student Council Representative Jacob Medina shared the Student Council will be meeting soon to finalize the planning for Homecoming festivities.

**COMMITTEE REPORTS**

Mrs. Schwennesen shared the Finance Committee met earlier this evening and reviewed the 2018-2019 audit in detail with Jeff Straus from Maner Costerisan CPA's.

**CONSENT ITEMS**

Mr. Dignan requested to modify the August 26, 2019 closed session minutes to show he was absent.

*Motion to approve the minutes from the August 26, 2019 Board of Education Regular Meeting as presented, and the amended August 26, 2019 closed session meeting was made by Mr. Dignan; supported by Mr. Meadows.*

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

*Motion to approve fund transfer of \$84,718 in payments from Accounts Payable; further, to approve the transfer of \$344,586 from Accounts Payable*

to cover the payrolls of August 15, 2019 and August 30, 2019 made by Mr. Dignan; supported by Mr. Meadows.  
Ayes – 7; Nays – 0, motion carried 7 – 0

## **NEW BUSINESS**

### *School Bond Loan Fund and 2007 Refunding Bonds*

*Motion to approve the resolution authorizing the issuance and delegating the sale of Whitmore Lake Public School District 2019 refunding bonds as prepared by Thrun Law Firm made by Mrs. Schwennesen; supported by Mr. Cole.*

Mrs. Kerrigan shared that refinancing the bonds at a lower interest rate, could potentially realize a savings of 1.5 million in taxes to the residents of Whitmore Lake.

*Roll Call Vote: Mr. Dignan – yes, Mr. Henry – yes, Mrs. Kritzman – yes, Mrs. McCully – yes, Mr. Meadows – yes, Mrs. Schwennesen – yes, Mr. Cole – yes*  
Ayes – 7; Nays – 0, motion carried 7 – 0

### *Financial Report*

Mrs. Kerrigan updated the Board with information regarding the September 27, 2019 financial report.

## **SUPERINTENDENT'S REPORT**

### *Secondary Academic Achievement*

Director of Instruction, Jill Henry provided an overview of the 2018-2019 academic performance results in the Advanced Placement curriculum. She also shared that AP Calculus was added to the 2019-2020 curriculum.

Mr. DeKeyser shared the following:

1. MS/HS – October is known as college month but is also a big month for manufacturing. Fieldtrips are planned for students to travel to local manufacturing companies. He also shared an archery unit was added to the physical education course this year.
2. Sinking Fund – Priority for the next year is updating the sound system in the Elementary classrooms, updating the security system with new cameras and software in all buildings and facilities needs as necessary.
3. Community Recreation Millage – Initiated a road repair and maintenance upkeep by the Jennings Road facility.

## **OTHER INFORMATION**

The Board acknowledged the items of other information.

## **ANNOUNCEMENTS**

**An Executive Committee Meeting will be held on Wednesday, October 9, 2019 at 7:00 p.m. in the Administration Office Superintendent Conference Room.**

**The next Regular Meeting of the Board of Education will be held on Monday, October 28, 2019 at 7:00 p.m. in the High School Media Center.**

## **CALL TO THE PUBLIC**

None

## **BOARD MEMBER REPORTS**

Mrs. Kritzman announced the Education Foundation's fundraising Corn Hole Event is scheduled this weekend on Saturday, October 5<sup>th</sup> at 3:00 p.m. She also shared recently attended the Legislative Coffee held at the WISD.

Mr. Meadows shared he attended a few of the sporting events with our new league, MIAC, and all seems to be going well.

Laura Schwennesen thanked Mr. DeKeyser and Mrs. Kerrigan on behalf of the Board for their continued efforts in cost control and growth to the general fund balance.

**ADJOURNMENT**

*Motion to adjourn the Regular Meeting at 8:15 p.m. made by Mr. Henry; supported by Mr. Meadows.*

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

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

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*Date*





# WHITMORE LAKE PUBLIC SCHOOLS

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

[www.wlps.net](http://www.wlps.net)

*Exceptional, Personalized Education*

## Board of Education Finance Committee Meeting

September 30, 2019  
5:30 pm  
High School Counseling Office Conference Room

### MINUTES

I. Call to Order at 5:30 pm

Present: Tom DeKeyser, Denise Kerrigan, John Meadows, Laura Schwennesen and Shelley Kritzman, Jeff Strauss

II. Business

- Audit review and discussion with Jeff Strauss from Maner Costerisan
  - *Jeff Strauss reviewed the full audit with the committee and answered questions*

III. Other Items

- *None*

IV. Call to the Public

- *None*

V. Adjournment at 6:50 pm



# WHITMORE LAKE PUBLIC SCHOOLS

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

[www.wlps.net](http://www.wlps.net)

*Exceptional, Personalized Education*

## Whitmore Lake Board of Education Executive Committee Meeting

Wednesday, October 9, 2019  
7:00 p.m.

Whitmore Lake Public Schools Administration Office  
Superintendent Conference Room

- I. Call to order at 7:00 p.m.  
Present: Tom DeKeyser, Lee Cole, Laura Schwennesen, and Ken Dignan
- II. Business
  - Overview of idea/concept of charter
    - Superintendent DeKeyser went through the charter application process with committee members. A request for applications was discussed and approved for placement on a board agenda.
  - Enrollment update
    - Enrollment projections for this year are lower than predicted. Models for future use, which could lead to accurate predictions were discussed.
  - China
    - Superintendent DeKeyser shared with the committee his travel plans to China and the impact of enrolling several Chinese students during the 2020-21 school year.
- III. Informational Items
  - Next Executive Committee Meeting TBD
- IV. Call to the Public - None
- V. Adjournment at 8:30 p.m.

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

For the Month Ending:  
**September 30, 2019**

<u>Payroll Transactions</u>	September 13, 2019	\$	204,928
	September 30, 2019	\$	215,087
		\$	<u>420,015</u>

<u>Accounts Payable Transactions</u>		\$	<u>161,196</u>
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PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip 5<sup>th</sup> Grade Camp  
 Proposed Departure Date May 12, 2020 Return Date May 13, 2020  
 Proposer Sarah Roberts Position 5<sup>th</sup> Teacher  
 Date by which response is needed \_\_\_\_\_ Proposal Date 10/07/2019

A. Purpose

1. What is the major place to be visited or event to be attended?

Howell Nature Center

2. How is the trip related to the educational program of the District?

Activities from camp relate to core subject  
 Areas and build positive community and relationships  
 among students

3. In what ways will the students benefit?

Students will deepen their understanding of Michigan and  
 Native American History along with animal kingdom and Ecosystems.  
 They will bond together in team building activities and foster

4. In what ways will the District benefit?

independence / responsibility  
 Adding additional opportunities for learning  
 outside of school classroom.

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

Post survey of students and chaperones.

B. Students and Staff

1. Which students, (grade, class, or organization), will be going?

All 5<sup>th</sup> grade students.

B. Students and Staff (cont'd)

2. How many students in total?  
42 total students
3. How many students are currently experiencing academic problems?  
About 5 students
4. Which staff member will be in charge?  
Sarah Roberts
5. What previous experience has the staff member had in conducting overnight or extended field trips?  
• 5<sup>th</sup>/6<sup>th</sup> grade last year.  
• Chaperoned 10 camps with middle school youth group.
6. What other staff members will be going?  
Kara Weinstein and Elizabeth Levy
7. How many chaperones, in addition to staff members, will be going?  
5-6 chaperones
8. What are their names and affiliations with the students?  
Unknown, Parents of students
9. How many school days will be missed?  
2 days

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

5/6 staff and specials will be informed

C. School Work

1. How will missed work be made up?

5<sup>th</sup> grade camp will replace all assignments that would take place during a school day.

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

See above

D. Itinerary

1. What is the destination?

Howell Nature Center

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

Whitmore Lake Buses.

3. Where will the group be housed and fed?

We will stay onsite in snowshoe and grindley lodges. Students will bring lunch 5/13 and all other meals are through Howell Nature Center.



D. Itinerary (cont'd)

4. What enroute or supplementary activities are planned?

• Native American drumming, Pond Study, Predator Pray, Survival with shelter and fire building, Night Hike, fishing, Canoeing, Archery, and zipline

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

• Emergency kit will be brought

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

N/A

E. Finances

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

\$4,275 Total

\$95 per Students

2. What is the source of funds?

Students are responsible for funds.

Students can raise money with candy bars at home and bake sales at school functions.

3. How will the funds be collected and safeguarded?

I will make deposits into the

Camp account. All money is to be collected by me.

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

• Extra candy sales will cover shortfalls

• Excess will be used for snacks

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

• Candy bar sales and bake sales will help to cover cost.

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?
  - Emails and letters home will be sent out.
  - A meeting will be held 1-2 months before to inform parents of details
  
2. List telephone numbers at destination and where group will be housed.
 

Howell Nature Center  
1005 Triangle Lake Road  
Howell, MI 48843

517-546-0249
  
3. What information will be provided to the media and the community?
  - Pictures / Activities from Camp

Sarah Roberts  
Signature of the Requestor

10/7/19  
Date

Approved:

Lee Wammarka  
Principal

10/7/19  
Date

[Signature]  
Superintendent

10/7/19  
Date

\_\_\_\_\_  
Board of Education

\_\_\_\_\_  
Date

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**Whitmore Lake Public Schools  
Budget Performance Reports  
October 21, 2019**

<b>Revenue</b>	<b>Actual</b>	<b>Adopted Budget</b>	<b>Remaining Budget</b>	<b>% Used/Rec'd</b>
Fund 11 - General Fund Revenue Totals	\$556,613	\$9,998,827	\$9,442,214	5.57%
Fund 23 - Comm Rec Revenue Totals	\$26,874	\$331,058	\$304,184	8.12%
Fund 25 - Food Service Revenue Totals	\$32,687	\$352,500	\$319,813	9.27%
	<u>\$616,173.79</u>			

<b>Expenditures</b>	<b>Actual</b>	<b>Amended Budget</b>	<b>Remaining Budget</b>	<b>% Used/Rec'd</b>
Fund 11 - General Fund Expenditure Totals	\$2,061,173	\$9,979,744	\$7,918,571	20.65%
Fund 23 - Comm Rec Expenditure Totals	\$89,953	\$324,175	\$234,222	27.75%
Fund 25 - Food Service Expenditure Totals	\$79,434	\$352,000	\$135,169	22.57%
	<u>\$2,230,560</u>			

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**October 28, 2019**

NOTICE IS HEREBY GIVEN THAT THE BOARD OF EDUCATION OF WHITMORE LAKE PUBLIC SCHOOLS WILL RECEIVE PROPOSALS FOR CHARTER SCHOOLS TO BE AUTHORIZED BY WHITMORE LAKE PUBLIC SCHOOLS UNTIL **WEDNESDAY, November 27, 2019 @ 3:30 p.m.** AT THE ADMINISTRATION OFFICE OF WHITMORE LAKE PUBLIC SCHOOLS, 8845 MAIN STREET, WHITMORE LAKE, MI 48189

The Board of Education will not consider or accept a proposal received by the Board after the above-specified date and time for Proposal submission.

The Board of Education reserves the rights to waive any irregularity or informality in its Request for Proposals ("RFP") process, to reject any or all Proposals, and to accept the Proposal or Proposals which the Board determines will perform in the District's best interests. Ultimately, the group or groups whose proposal(s) represents the best educational opportunity for students will be selected for implementation. Proposals are to be presented in accordance with the RFP specifications.

### **INSTRUCTIONS FOR SUBMITTING PROPOSALS**

Respondents shall submit an original proposal and three (3) copies. Also include an electronic version of the proposal on a thumb drive. Proposals shall be sealed and clearly labeled "Charter School RFP".

Any proposal may be withdrawn or modified by written request made by the submitter, provided such request is received by the District at the above address prior to the date and time established for receipt of proposals.

**The costs of preparing a response to this RFP are the Submitter's sole responsibility and will not be reimbursed by the District.**

Questions on this RFP should only be directed to  
Tom Dekeyser (734) 449-4464  
[tom.dekeyser@wlps.net](mailto:tom.dekeyser@wlps.net)

### **WHITMORE LAKE PUBLIC SCHOOLS REQUEST FOR PROPOSALS**

#### **CHARTER SCHOOL PROPOSALS**

Whitmore Lake Public Schools (the "District") is currently accepting public school academy proposals with an emphasis on new and innovative teaching techniques or the documented ability to dramatically increase the academic achievement of students in their academies. The District is interested in academy proposals that provide skilled trades training to youth. Those interested must be concerned with the access to meaningful public education for children who need a thoughtful, caring, safe, and nurturing environment. Among other things, a successful proposal must demonstrate the ability to increase the academic achievement of students with less than exemplary educational histories. The District is particularly interested in management plans that incorporate a financially sound and challenging public school program that promotes mathematics, science, and technology while promoting retention and successful high school graduation. Consideration will be given to those who can document a successful history for the

delivery of charter school academy education in an alternative school, skilled trades, and/or traditional public education system in cooperation with the District or other recognized authorizer. Proposals must contain an appropriate and viable location along with a clear statement of purpose clearly outlining how the proposed school will align with the interests of The District. Proposals shall not exceed three (3) double spaced pages; proposals exceeding this limit will not be reviewed. Proposals will not be accepted via email.

The District is willing to consider proposals for new schools organized under Part 6A of the Revised School Code (the "Code"). Proposals will be accepted by the District from now until 3:30 PM on November 27, 2019. Proposals should be addressed to:

Superintendent Tom Dekeyser  
Whitmore Lake Public Schools  
8845 Main Street  
Whitmore Lake, MI 48189

After review, a successful submitter may be invited to negotiate the terms of a charter contract with the District as authorizer. The District reserves the right to accept or reject all proposals and all applications. The invitation to submit a proposal or an application to the District is not a guarantee or commitment by the District that a public charter school contract will be issued.