



**BOARD OF EDUCATION
REGULAR MEETING**

December 9, 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, December 9, 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

SPECIAL PRESENTATION

The Whitmore Lake FLL Jr.Trobits and the middle school Titanium Trojans robotics teams will present their projects.

STUDENT COUNCIL

Alaina Di Dio will present the student council report.

COMMITTEE REPORTS

CONSENT ITEMS

Approval of minutes from the November 18, 2019 Board of Education Regular Meeting and the December 4, 2019 Executive Committee Meeting. **(Attachment 1)**

Approve fund transfer of \$177,636 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$437,980 from Accounts Payable to cover the payrolls of November 15, 2019 and November 29, 2019. **(Attachment 2)**

NEW BUSINESS

2019 Refunding Resolution

Motion to approve the ratification of the resolution authorizing the refunding of Whitmore Lake Public School District’s 2019 Refunding Bonds, as prepared by Thrun Law Firm. A roll call vote is required **(Attachment 3)**

Financial Report

Attachment 4 contains the Budget Performance Report for November 30, 2019. Director of Finance & Operations, Denise Kerrigan will update the Board with information regarding the financial report.

Emergency Operations Plan

Motion to approve the Emergency Operations Plan as presented, approval is recommended.

Personnel

Motion to approve the hire of Kirstyn Love as a full time GSRP Preschool Teacher for the remainder of the 2019-20 school with a start date of December 9, 2019. This position has an hourly pay rate of \$21.74.

SUPERINTENDENT'S REPORT

OTHER INFORMATION

Personnel

Nina Milton has accepted the position of Paraprofessional at the Elementary School with a start date of December 4, 2019. This position has an hourly pay rate of \$10.75 (Step 1 of the WLPA).

Jacalynn Papazian has accepted the position of Paraprofessional at the Elementary School with a start date of December 9, 2019. This position has an hourly pay rate of \$10.75 (Step 1 of the WLPA).

Susan Orlewicz, High School Lunch Monitor, has submitted her letter of resignation effective December 16, 2019.

ANNOUNCEMENTS

The next Regular Meeting of the Board of Education will be held on Monday, January 13, 2020 at 7:00 p.m. in the High School Media Center.

There will be another Regular Meeting of the Board on Monday, February 10, 2020 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

CLOSED SESSION

The Board will adjourn to go into closed session for the purpose of discussing the superintendent's 2019 evaluation. **Roll call vote required.**

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
November 18, 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*), and Bob Henry (*Trustee*)

MEMBERS ABSENT

Ken Dignan (*Trustee*)

ADMINISTRATORS PRESENT

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

OTHERS PRESENT

Staff, parents and members of the community

CALL TO ORDER

At 7:01 p.m. by President Laura Schwennesen.

APPROVAL OF AGENDA

Motion to approve the agenda as presented made by Mr. Henry; supported by Mr. Meadows.

Ayes – 6; Nays – 0, motion carried

CALL TO THE PUBLIC

None

STUDENT COUNCIL

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

CONSENT ITEMS

Motion to approve the minutes from the October 28, 2019 Board of Education Regular Meeting was made by Mr. Meadows; supported by Mr. Henry.

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

Motion to approve fund transfer of \$459,407 in payments from Accounts Payable; further, to approve the transfer of \$445,988 from Accounts Payable to cover the payrolls of October 15, 2019 and October 31, 2019 made by Mr. Meadows; supported by Mr. Henry.

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

NEW BUSINESS

School of Choice

Motion to approve Whitmore Lake Public Schools as a School of Choice district with unlimited open enrollment for students K – 12 in all programs for the second semester of the 2019 – 2020 school year pursuant to Section 105 and 105(c) of the State School Aid Act was made by Mr. Henry; supported by Mr. Cole.

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

2020 Schedule of Meetings

Motion to approve the proposed 2020 Board of Education schedule of meetings made by Mrs. Schwennesen; supported by Mr. Henry.

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

Livingston Classical Academy

Motion to authorize the Superintendent to inform Livingston Classical Academy Board to appoint David Raney on the board of directors for LCA commencing the date upon which the oath of office is taken was made by Mr. Henry; supported by Mr. Cole.

Superintendent DeKeyser shared that Mr. Raney will be replacing Richard Streetman who recently resigned from the LCA Board.

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

SUPERINTENDENT'S REPORT

Mr. DeKeyser shared the following:

1. Sinking Fund – bids for updating the security cameras will open after Thanksgiving, with bid award in January, 2020 and installation beginning in February, 2020.
2. Refunding Bonds – refinancing of the School Bond Loan Fund and the 2007 Refunding Bonds with a lower interest rate will realize a savings of 1.9 million in taxes to the residents of Whitmore Lake.
3. China Visit Update – Had a great visit and will continue a discussion with the BCC International Education Group regarding an exchange student program.

OTHER INFORMATION

None

ANNOUNCEMENTS

The next Finance Committee Meeting will be held on Monday, December 9, 2019 at 6:00 p.m. in the High School Counseling Office Conference Room.

The next Regular Meeting of the Board of Education will be held on Monday, December 9, 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 awarded \$14,500 in grants to WLPS teachers.

Laura Schwennesen shared the Robotics Jr Team is planning a presentation for the Board at the December 9, 2019 meeting. She also shared the middle school robotics team, Titanium Trojans, placed tenth out of forty teams at their last competition.

Mrs. McCully shared the WL Hockey team has a game at 4:30 p.m. on Saturday, November 23, 2019 against Skyline High School.

ADJOURNMENT

Motion to adjourn the Regular Meeting at 7:28 p.m. made by Mr. Henry; supported by Mrs. McCully.

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

*Lisa C. McCully, 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

Superintendent Tom DeKeyser

Board of Education

Executive Committee Meeting

December 4, 2019

7:00 PM

Superintendent's Office Conference Room

MINUTES

I. Call to Order at 7:17 pm

Present: Tom DeKeyser, Ken Dignan, Laura Schwennesen

Absent: Lee Cole

II. Business

- Evaluation Tool

Reviewed MASB's superintendent Evaluation tool

Reviewed Superintendent Self Evaluation

Gave feedback to Superintendent to share a recommended evaluation to board as a whole

- Use of an alternate vendor for policies and guidelines

- Lusk Albertson School Policy Service was discussed for strengths and weaknesses when compared with NEOLA

- Committee agreed that a change would require a committee to spend time on the transition but that would be worthwhile work.

- An agreement for retaining services with Lusk Albertson will be reviewed and Superintendent DeKeyser will update BOE on progress.

- Emergency Operations Plan was discussed

- Marketing feedback was given regarding an infographic highlighting the district's successes.

III. Informational Items

- Next Executive Committee – a monthly format during the months of November through March was discussed.

- Superintendent DeKeyser agreed to bring a schedule to the January regular meeting

IV. Call to Public

None

V. Adjournment at 9:17 pm

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Whitmore Lake Public Schools
Business Office Transactions

For the Month Ending:
November 30, 2019

<u>Payroll Transactions</u>	November 15, 2019	\$	223,016
	November 29, 2019	\$	214,964
		\$	<u>437,980</u>
<u>Accounts Payable Transactions</u>		\$	<u>177,636</u>

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Whitmore Lake Public School District, Washtenaw and Livingston Counties, Michigan (the "Issuer")

A regular meeting of the board of education of the Issuer (the "Board") was held in the _____, within the boundaries of the Issuer, on the 9th day of December, 2019, at ____ o'clock in the ____m.

The 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. By resolution adopted on September 30, 2019 (the "Bond Resolution"), this Board authorized the issuance of not to exceed Eighteen Million Dollars (\$18,000,000) 2019 Refunding Bonds (General Obligation - Unlimited Tax) (Federally Taxable) (the "Bonds") for the purpose of (a) refunding that portion of the Issuer's 2007 Refunding Bonds which are callable on or after May 1, 2018, and are due and payable May 1, 2020 and May 1, 2028 (the "Refunded Bonds") and (b) refunding a portion of the Issuer's School Bond Loan Revolving Fund balance (the "Obligation"); and

2. In the Bond Resolution, the Issuer authorized the Superintendent of Schools and/or the Director of Finance and Operations (each an "Authorized Officer") to accept the offer of Stifel, Nicolaus & Company, Incorporated, Okemos, Michigan (the "Underwriter"), within the parameters set forth in such resolution; and

3. Based upon information provided by the Issuer's financial consulting firm and the Underwriter, the Issuer selected a negotiated sale to allow for flexibility in the timing, sale and structure of the Bonds in response to changing market conditions and to allow for flexibility in sizing the defeasance escrow necessary to accomplish the refunding of the Refunded Bonds; and

4. The Underwriter presented an offer to purchase the Bonds to an Authorized Officer on November 15, 2019, which an Authorized Officer accepted pursuant to the authority delegated in the Bond Resolution.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. An Authorized Officer's acceptance of the Underwriter's offer as set forth in the bond purchase agreement (the "Bond Purchase Agreement"), and the terms and conditions set forth therein, presented to an Authorized Officer on November 15, 2019, to purchase the Bonds in the principal amount of \$17,255,000 at a purchase price of \$17,192,019.25, which is the par value of the Bonds, less the Underwriter's discount of \$62,980.75, is hereby ratified and affirmed. The Bonds shall be issued in the aggregate principal sum of \$17,255,000 and designated 2019 Refunding Bonds (General Obligation - Unlimited Tax) (Federally Taxable). The Underwriter has agreed in the Bond Purchase Agreement that it shall initially offer the Bonds to the public at the yields set forth in Exhibit A hereto.

2. The Bonds shall be dated December 12, 2019, and shall mature on May 1 of the years 2020, and 2022 through 2029, inclusive, on which interest is payable commencing May 1, 2020 and semi-annually thereafter on November 1 and May 1 at the rates and in the principal amounts set forth in Exhibit A. The Bonds shall be initially offered to the public at the initial offering yields as set forth in Exhibit A hereto.

3. Bonds of this issue are not subject to redemption prior to maturity.

4. Blank Bonds with the manual or facsimile signatures of the President and Secretary of the Board affixed thereto, shall, upon issuance and delivery and from time to time thereafter as necessary, be delivered to the Paying Agent for safekeeping to be used for registration and transfer of ownership.

The Bonds are registered as to principal and interest and are transferable as provided in the Bond Resolution only upon the books of the Issuer kept for that purpose by the Paying Agent, by the registered owner thereof in person or by an agent of the owner duly authorized in writing, upon the surrender of the Bond together with a written instrument of transfer satisfactory to the Paying Agent duly executed by the registered owner or agent thereof and thereupon a new Bond or Bonds in the same aggregate principal amount and of the same maturity shall be issued to the transferee in exchange therefor as provided in the Bond Resolution, and upon payment of the charges, if any, therein provided. The Bonds are issuable in denominations of \$5,000, or any integral multiple thereof, not exceeding the aggregate principal amount for each maturity.

If any Bond shall become mutilated, the Issuer, at the expense of the holder of the Bonds, shall furnish or cause to be furnished, and the Paying Agent shall authenticate and deliver, a new Bond of like tenor in exchange and substitution of the mutilated Bond, upon surrender to the Paying Agent of the mutilated Bond. If any Bond issued under this resolution shall be lost, destroyed or stolen, evidence of the loss, destruction or theft and indemnity may be submitted to the Paying Agent, and if satisfactory to the Paying Agent and the Issuer, the Issuer at the expense of the owner, shall furnish or cause to be furnished, and the Paying Agent shall authenticate and deliver a new Bond of like tenor and bearing the statement required by Act 354, Public Acts of Michigan, 1972, as amended, being sections 129.131 to 129.134, inclusive, of the Michigan Compiled Laws, or any applicable law hereafter enacted, in lieu of and in substitution of the Bond so lost, destroyed or stolen. If any such Bond shall have matured or shall be about to mature, instead of issuing a substitute Bond, the Paying Agent may pay the same without surrender thereof.

5. The Huntington National Bank, Grand Rapids, Michigan, is hereby approved as Escrow Agent under the proposed Escrow Agreement (the "Escrow Agreement") presented to the Board. The Escrow Agreement providing for payment and redemption of the Refunded Bonds is hereby approved. The President or Secretary shall execute and deliver the Escrow Agreement substantially in the form presented to the Board with such changes and completions as shall be necessary as determined by Thrun Law Firm, P.C., in order to accomplish refunding the Refunded Bonds in accordance with the law and the Bond Resolution. The Escrow Agent is further authorized to act as the Issuer's Agent, an attorney-in-fact for the purpose of acquiring on behalf of the Issuer the federal securities, if necessary, as defined in the Escrow Agreement to meet the Board's obligations under the Escrow Agreement.

6. Upon delivery of the Bonds, the accrued interest, if any, shall be deposited in the Debt Retirement Fund for the Bonds and the balance of the Bond proceeds shall be used as follows:

A. The approximate sum of \$111,440.25 shall be used to pay the cost of issuance of the Bonds, and any balance remaining from that sum shall be deposited in the Debt Retirement Fund for the Bonds.

B. The sum of \$1,525,579.00 from the Bonds shall be paid to the Escrow Agent and then invested by it as provided in the Bond Resolution and Exhibit C of the Escrow Agreement for payment of principal and interest on the Refunded Bonds. Any funds from the Bond proceeds not used for the Escrow Account shall be deposited in the Bond Issuance Fund.

C. The approximate sum of \$15,555,000 shall be paid to the Michigan Department of Treasury for payment of the refunded Obligations.

7. The President and Secretary are hereby authorized to provide the Bonds in conformity with the specifications of this resolution by causing their manual or facsimile signatures to be affixed thereto, and upon the manual execution by the authorized signatory of the Paying Agent, the Treasurer be and is hereby authorized and directed to cause said Bonds to be delivered to the Underwriter upon receipt of the purchase price and accrued interest, if any.

8. The Preliminary Official Statement, dated November 8, 2019, is deemed final for purposes of SEC Rule 15c2-12(b)(1), relating to the Bonds and its use and distribution by the Underwriter is hereby authorized, approved and confirmed.

9. An Authorized Officer is authorized and directed to execute and deliver the final Official Statement on behalf of the Issuer. An Authorized Officer is further authorized to approve, execute and deliver any amendments and supplements to the final Official Statement necessary to assure that the statements therein are true, as of the time the Bonds are delivered to the Underwriter, and that it does not contain any untrue statement of a material fact and does not omit to state a material fact necessary in order to make the statements, in light of the circumstances under which they were made, not misleading. In the absence of an Authorized Officer, the President may execute the above documents.

10. The President or Vice President, the Secretary, the Treasurer, the Superintendent, the Director of Finance and Operations, and/or all other officers, agents and representatives of the Issuer and each of them shall execute, issue and deliver any certificates, statements, warranties, representations, or documents necessary to effect the purposes of this resolution, the Bonds or the Bond Purchase Agreement.

11. The officers, agents and employees of the Issuer are authorized to take all other actions necessary and convenient to facilitate sale and delivery of the Bonds.

12. The Issuer hereby appoints The Huntington National Bank, Grand Rapids, Michigan, as Paying Agent-Bond Registrar and directs an Authorized Officer to execute for and on behalf of the Issuer a Paying Agent-Bond Registrar Agreement.

13. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Whitmore Lake Public School District, Washtenaw and Livingston Counties, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a regular meeting held on December 9, 2019, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education

CJI/kmh

BOND PRICING

**Whitmore Lake Public School District
2019 Refunding Bonds
Final Numbers**

Bond Component	Maturity Date	Amount	Rate	Yield	Price
Serial Bonds:					
	05/01/2020	1,025,000	1.811%	1.811%	100.000
	05/01/2022	1,660,000	1.962%	1.962%	100.000
	05/01/2023	1,735,000	2.045%	2.045%	100.000
	05/01/2024	1,825,000	2.145%	2.145%	100.000
	05/01/2025	1,875,000	2.318%	2.318%	100.000
	05/01/2026	1,935,000	2.418%	2.418%	100.000
	05/01/2027	2,235,000	2.507%	2.507%	100.000
	05/01/2028	2,795,000	2.557%	2.557%	100.000
	05/01/2029	2,170,000	2.607%	2.607%	100.000
		17,255,000			

Dated Date	12/12/2019	
Delivery Date	12/12/2019	
First Coupon	05/01/2020	
Par Amount	17,255,000.00	
Original Issue Discount		
Production	17,255,000.00	100.000000%
Underwriter's Discount	-62,980.75	-0.365000%
Purchase Price	17,192,019.25	99.635000%
Accrued Interest		
Net Proceeds	17,192,019.25	

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**Whitmore Lake Public Schools
Budget Performance Reports
November 30, 2109**

Revenue	Actual	Adopted Budget	Remaining Budget	% Used/Rec'd
Fund 11 - General Fund Revenue Totals	\$1,619,536	\$9,998,827	\$8,379,291	16.20%
Fund 23 - Comm Rec Revenue Totals	\$39,405	\$331,058	\$291,653	11.90%
Fund 25 - Food Service Revenue Totals	\$104,566	\$352,500	\$247,934	29.66%
	<u>\$1,763,507</u>			

Expenditures	Actual	Amended Budget	Remaining Budget	% Used/Rec'd
Fund 11 - General Fund Expenditure Totals	\$3,295,118	\$9,979,744	\$6,684,626	33.02%
Fund 23 - Comm Rec Expenditure Totals	\$113,220	\$324,175	\$210,955	34.93%
Fund 25 - Food Service Expenditure Totals	\$122,883	\$352,000	\$135,169	34.91%
	<u>\$3,531,221</u>			