



**BOARD OF EDUCATION
ORGANIZATIONAL/REGULAR
MEETING**

January 13, 2020 — 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.*

ORGANIZATIONAL/REGULAR MEETING

Monday, January 13, 2020 – 7:00 p.m.

Whitmore Lake High School Media Center
7430 Whitmore Lake Rd.
Whitmore Lake, MI 48189

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ORGANIZATIONAL MEETING PROCEDURES

According to the Bylaws of the Board of Education, an election of a temporary chairperson shall be selected to serve as presiding officer over the meeting until the election of the officers of the Board.

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

ELECTION OF OFFICERS

The temporary chairperson shall call for nominations for **President** of the Board for the 2020 calendar year. A motion and vote shall follow.

The elected President of the Board will assume the chairmanship and shall call for nominations for the remaining positions of the board for the 2020 calendar year. A motion and vote shall follow each nomination.

Vice President

Secretary

Treasurer

SPECIAL PRESENTATION

January is School Board Recognition Month. Board Recognition will be shared by staff and students.

STUDENT COUNCIL

Alaina Di Dio will present the student council report.

CONSENT ITEMS

Approval of minutes from the December 9, 2019 Finance Committee meeting, the December 9, 2019 Board of Education Regular meeting, and the December 9, 2019 closed session (to be handed out at the meeting). (**Attachment 1**)

Approve fund transfer of \$181,405 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$432,589 from Accounts Payable to cover the payrolls of December 13, 2019 and December 31, 2019. **(Attachment 2)**

NEW BUSINESS

Designation of Depositories

Motion to designate Comerica, PNC Bank, MBIA Asset Management Group and J.P. Morgan Chase MILAF as depository of funds for General Funds, Sinking Funds, 2012 Bond Refunding, 2015 Series A and Series B Bond Refunding, 2016 Bond Refunding, 2019 Bond Refunding, Recreation Millage, and student activity.

Check Signature Authorizations

Motion to authorize the creation and use of the appropriate electronic signatures as listed for the various school district funds. **(Attachment 3)**

Electronic Transfer Officer

Motion to appoint Denise Kerrigan, Director of Finance & Operations, as the Electronic Transfer Officer (ETO) pursuant to policy 6144.

Authorization of Investments

Motion to authorize the superintendent or designee, in consultation with the school district's Board of Education, to invest available monies at the best rate of interest as provided by statute.

Designation of Posting Meetings

Motion to designate the superintendent and /or his designee as responsible for posting public notice of meetings.

Designation of Official Newspaper

Motion to designate the Washtenaw Legal News as the official newspaper for legal purposes for 2020.

Fee for Board Books

Motion to approve a charge of \$0.10 per page for individuals who request a printed Board packet.

Overnight Trip Proposal

Motion to approve proposal for an overnight WLHS Marching Band trip submitted by Elisa Fixler, High School Band Director, to travel to Romeo, MI for Band Camp from August 17, 2020 to August 21, 2020. Approval is recommended. **(Attachment 4)**

Financial Report

Attachment 5 contains the Budget Performance Report for December 31, 2019. Denise Kerrigan will update the Board with information regarding the financial report.

Charter Authorization

Motion to approve proposal for a Building Trades Charter School. Approval is recommended.

SUPERINTENDENT'S REPORT

OTHER INFORMATION

Personnel

Craig Benedict has accepted the position of Recreation Coordinator with a state date of January 6, 2020. This position has an hourly pay rate of \$15.00 per hour.

Phil Robinson of Maintenance & Facilities, submitted his letter of resignation. He will retire on January 31, 2020.

Elementary School Paraprofessional, Nina Milton, has submitted her resignation with an effective date of December 11, 2019.

WASB Legislative Coffee

Washtenaw Association of School Boards Legislative Coffee will be held on Monday, January 27, 2020 at 7:30 a.m. at the WISD Teaching and Learning Center.

ANNOUNCEMENTS

The next Regular Meeting of the Board of Education will be held 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. 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

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

www.wlps.net

Exceptional, Personalized Education

Board of Education Finance Committee Meeting

December 9, 2019

6:00 pm

High School Counseling Office Conference Room

MINUTES

I. Call to Order at 6:03 pm

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

II. Business

- Review Food Service Budget

*Reviewed revenues and expenditures compared to 18-19 school year.
Proposed and discussed changes for this year.*

- Budget Amendment for January

Presented revenue changes that may warrant an amendment in January.

III. Other Items

- *Discussed security camera bid timeframe and buses purchase*
- *Next Meeting: January 13, 2020 at 6:00 pm in the HS Counseling Office Conference Room*
- *Discussed the progress on re-zoning Middle School and Jennings Road properties so billboards are compliant and the District has future flexibility with property*

IV. Call to the Public - none

V. Adjournment at 6:52 pm



**Whitmore Lake Public Schools
BOARD OF EDUCATION
Regular Meeting Minutes
December 9, 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*), and Bob Henry (*Trustee*)

ADMINISTRATORS PRESENT

Superintendent, Tom DeKeyser, Director of Finance & Operations, Denise Kerrigan and Elementary Principal and ECC Director, Sue Wanamaker.

OTHERS PRESENT

Staff, parents and members of the community

CALL TO ORDER

At 7:02 p.m. by President Laura Schwennesen.

APPROVAL OF AGENDA

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

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

CALL TO THE PUBLIC

None

SPECIAL PRESENTATION

The Trobits, members of the Whitmore Lake FFL, Jr, demonstrated and explained their build for this year's project. Adam Muller, coach for the K-3 Trobits described the new program and hopes for future growth.

STUDENT COUNCIL

Student Council Representative, Alaina Di Dio was unable to attend. Student Council Representative Jacob Medina shared the Student Council are planning Spirit Week and the Holiday Assembly. They also are planning for Snowcoming festivities the last week of January and dance on February 1st.

COMMITTEE REPORTS

Mrs. Schwennesen reported the Executive Committee met on December 4th. She shared they discussed the superintendent's evaluation, possible change of policy provider, the Emergency Operations Plan and the District Infographic being assembled.

Mrs. Kritzman reported the Finance Committee met before the Board meeting to discuss the Food Service budget. They also discussed a possible budget amendment in January.

CONSENT ITEMS

Motion to approve the minutes from the November 18, 2019 Board of Education Regular Meeting and the December 4, 2019 Executive Committee Meeting made by Mr. Dignan; supported by Ms. Schwennesen.

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

Motion to approve fund transfer of \$177,636 in payments from Accounts Payable; further, to approve the transfer of \$437,980 from Accounts Payable to cover the payrolls of November 15, 2019 and November 29, 2019 made by Mr. Dignan; supported by Mrs. Schwennesen.

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

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 made by Mr. Meadows; supported by Mr. Henry.

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 November 30, 2019 financial report.

Emergency Operations Plan

Motion to approve the Emergency Operations Plan as presented made by Mr. Meadows; supported by Mr. Dignan.

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

Mr. DeKeyser described the School Board's role with the document. Every district is required to have an Emergency Operations Plan (EOP). The EOP is to be updated yearly or as needed with personnel or building changes.

Personnel

Motion to approve the hire of Kirstyn Love as a full time GSRP Preschool Teacher for the remainder of the 2019-20 school year with a start date of December 9, 2019 and an hourly pay rate of \$21.74 made by Mr. Henry; supported by Mr. Cole.

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

SUPERINTENDENT'S REPORT

Mr. DeKeyser shared the following:

1. There has been a delay of the security camera bid going out. He hopes to have a recommendation to the Board in January or February.
2. He is continuing to pursue a charter and is developing a rubric to help vet the application.
3. He met with a representative with BCC International to continue the process for the Chinese exchange student program.
4. With the Board's support, Mr. DeKeyser is moving forward with changing providers for school board policy service.

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, 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

Lindsay Collins shared information regarding the North Pole Night on December 11th at 6:00 p.m. All are welcome to attend.

BOARD MEMBER REPORTS

Mr. Cole shared the Northfield Township Parks and Recreation Committee met and have a new member.

Mr. Dignan shared a fundraising idea for the Board scholarship of "Dueling Pianos".

Mrs. Kritzman shared the middle school drama club's performance of *Bedtime Story* told by Dad was excellent. The next high school drama performance will be January 10th, 11th and 12th. The high school Holiday Choir Concert is December 12th at 7:00 p.m., the high school Holiday Band Concert is December 19th at 7:00 p.m. and the elementary 2nd & 3rd Grade Concert is December 18th at 7:00 p.m.

Mrs. McCully shared there are three high school hockey games at the Ann Arbor Ice Cube this week.

Mrs. Schwennesen thanked the Board members for their support of Northfield Township's "Adopt a Family".

CLOSED SESSION

Mrs. Schwennesen announced the board would adjourn to go into closed session.

Motion to adjourn into closed session meeting at 7:52 p.m. (with an 8 minute break) to discuss the superintendent's evaluation was made by Mrs. Schwennesen; supported by Mr. Meadows.

Roll call vote; Mr. Henry – yes, Mrs. Kritzman – yes, Mrs. McCully – yes, Mr. Meadows – yes, Mr. Cole – yes, Mr. Dignan – yes, Mrs. Schwennesen – yes. Ayes – 7; Nays – 0, motion carried 7 – 0

Call to Order

Open session called to order at 8:18 p.m. by President Laura Schwennesen.

Superintendent's Evaluation

Motion to approve the Superintendent's Evaluation as presented made by Mrs. Schwennesen; supported by Mr. Cole. Ayes - 7; Nays - 0, motion carried 7 - 0

ADJOURNMENT

Motion to adjourn the Regular Meeting at 8:18 p.m. made by Mr. Henry; supported by Mrs. Schwennesen. Ayes - 7; Nays - 0, motion carried 7 - 0

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

Date

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Whitmore Lake Public Schools
Business Office Transactions

For the Month Ending:
December 31, 2019

<u>Payroll Transactions</u>	December 13, 2019	\$	210,772
	December 31, 2019	\$	221,817
		\$	<u>432,589</u>
<u>Accounts Payable Transactions</u>		\$	<u>181,405</u>

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CHECK SIGNATURE AUTHORIZATION LIST

<u>Name of Account/Fund</u>	<u>Bank</u>	<u>Signature</u>
General Fund	Comerica	Superintendent
Reimbursement Care	Comerica	Wage Works
Sinking Fund	Comerica	Superintendent
Student Activity Fund	PNC	Superintendent

Interest Bearing Trust Funds

2012 Bond Refunded	Comerica	Superintendent/Director of Finance and Operations
2015 Series A Bond Refunded	Comerica	Superintendent/Director of Finance and Operations
2015 Series B Bond Refunded	Comerica	Superintendent/Director of Finance and Operations
2016 Bond Refunded	Comerica	Superintendent/Director of Finance and Operations
2019 Bond Refunded	Comerica	Superintendent/Director of Finance and Operations
Recreational Millage	Comerica	Superintendent/Director of Finance and Operations

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PROPOSAL FOR OVERNIGHT STUDENT TRIP
2340 F5

Type of Trip: Marching Band Camp

Proposed Departure Date: August 17, 2020, 7:30 AM Return Date: August 21, 5:00 PM

Proposed by Elisa Fixler

Position: 5-12 Band/7-12 Choir Director

Proposal Date: December 31, 2019

A) Purpose

- 1) *Place to be visited:* Simpson Park Camp in Romeo, Michigan
- 2) *Relationship to the district educational program:* Band camp is necessary to facilitate a successful marching band season.
- 3) *Student Benefit:* Band camp is necessary to facilitate group cohesion and learning in preparation for marching season. Intensive learning time, both in small groups and together as a whole are used to meet this need.
- 4) *District Benefit:* Improved marching band and performance season for the school and community.
- 5) *Evaluations of Realized Benefits:* Many of the benefits from this experience are intangible, the rest will be seen through improved performance.

B) Students and Staff

- 1) *Which Students:* Registered WLHS Marching Band students
- 2) *How many students:* 30-40 students plus chaperones
- 3) *How many students with academic problems:* Unknown as of yet
- 4) *Experience with overnight trips:* As a teacher: 1 trip (first teaching job) to Detroit (from Mancelona), 1 trip to Mackinaw Island, 1 trip to Chicago, and 4 years of Band Camp. Individually: France (8+), Switzerland (1), Germany (1), Austria (2), Italy (1), Czech Republic (1), Mali (West Africa) (6). Upcoming: New York trip.

5) What other staff members are going: Kat Jakrzewski.

6) How many Chaperones: For band camp, I will try to keep a seven to one ratio.

7) Names and affiliations: A list will be provided for background checks. Chaperones will be made up of parents and other teachers / staff that would want to go and Band/Music Boosters.

8) School days missed: None, this takes place before school begins.

9) Teacher Notification: N/A.

C) School Work

1) Missed Work: N/A.

2) Special assistance for students with academic problems: N/A.

D) Itinerary

1) Destination: Simpson Park Camp

2) Mode of Transportation: School Bus

3) Housing / Food / Planned Activities: Housing and food are included in camp experience. Standard camp activities on camp grounds (swimming, games, etc.).

4) Emergency situations: We will keep health forms and copies of insurance cards as well as contact information for everyone. Copies to go also to the school. Minor medications are kept with a designated parent who will also have a copy of the forms and contact information.

E) Finances

1) Student Cost: Approximately \$250 (still waiting on official numbers, past camps were \$325).


2) Source of Funds: Parents / Students via fundraising

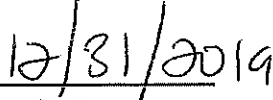
3) Safeguard of Funds: Band Booster control.

4) Students unable to pay: We have a number of fundraising opportunities through the course of the year that could enable them to participate, as well as possible scholarships from the Music Boosters.

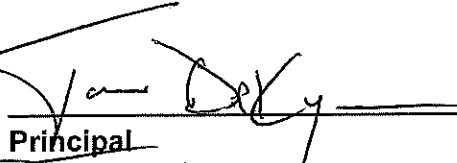
F) Communications

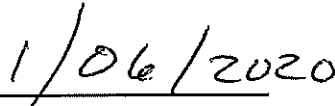
- 1) Communication to parents: E-mail, mailings, band camp meeting.
- 2) Telephone numbers of destination venues: These will be listed on the final itinerary and given to parents, chaperones, and school personnel. The camp's address is: 70199 Campground Road, Romeo, MI 48065, 586-752-3202
- 3) Information to media and community: Photos, social media.

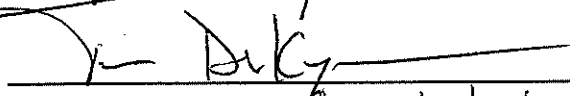

Signature of the Requester

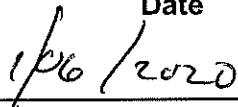

Date

Approved:


Principal


Date


~~Board of Education~~ Superintendent.


Date

Board of Education

Date

Board of Education

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Board of Education

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**Whitmore Lake Public Schools
Budget Performance Reports
December 31, 2019**

Revenue	Actual	Adopted Budget	Remaining Budget	% Used/Rec'd
Fund 11 - General Fund Revenue Totals	\$2,572,970	\$9,998,827	\$7,425,857	25.73%
Fund 23 - Comm Rec Revenue Totals	\$73,570	\$331,058	\$257,488	22.22%
Fund 25 - Food Service Revenue Totals	\$133,000	\$352,500	\$219,500	37.73%
	<u>\$2,779,540</u>			

Expenditures	Actual	Amended Budget	Remaining Budget	% Used/Rec'd
Fund 11 - General Fund Expenditure Totals	\$4,236,532	\$9,979,744	\$5,743,212	42.45%
Fund 23 - Comm Rec Expenditure Totals	\$128,011	\$324,175	\$196,164	39.49%
Fund 25 - Food Service Expenditure Totals	\$150,002	\$352,000	\$135,169	42.61%
	<u>\$4,514,545</u>			

General Fund Revenue vs. Expenditures	(\$1,735,005)
Community Recreation Revenue vs. Expenditures	(\$54,441)
Food Service Revenues vs. Expenditures	(\$17,002)
	<u>(\$1,806,448)</u>
 <i>State Aid Note of \$1,600,000</i>	 <u>\$1,600,000.00</u>
 Covered by Fund Balance	 (\$206,448.00)