



**BOARD OF EDUCATION  
REGULAR MEETING**

February 10, 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.*

## REGULAR MEETING

Monday, February 10, 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

### 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 January 13, 2020 Board of Education Organizational-Regular Meeting, and the January 13, 2020 Finance Committee Meeting. (**Attachment 1**)

Approve fund transfer of \$533,365 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$274,997 from Accounts Payable to cover the payrolls of January 15, 2020 and January 31, 2020. (**Attachment 2**)

### NEW BUSINESS

*2021 Washington D.C. Trip Proposal*

Motion to approve the proposal for a 7<sup>th</sup> & 8<sup>th</sup> grade overnight trip to Gettysburg and Washington D.C. from March 22, 2021 through March 25, 2021 submitted by MS/HS teachers Eric Kobeck and Kathryn Woods. Approval is recommended. (**Attachment 3**)

*2020-2021 Start Date*

Motion to approve the start date of August 31, 2020 for the 2020-2021 school year. Approval is recommended.

*Approval of 2020 Video Surveillance  
Project*

**Attachment 4** contains the bid tabulation and recommendation presented by Barton Malow. Motion to approve, awarding bid from Security 101 and Barton Malow Design and Management for the 2020 district-wide Video Surveillance Project. Approval is recommended.

*SEVP Application Execution Resolution*

Motion to authorize Board President, Laura Schwennesen, on behalf of the Board to take all actions necessary to finalize and execute the SEVP Petition, in substantially similar form to the draft presented to the Board, and any amendments or supplemental documents related to the SEVP Petition. **A roll call vote will be required. (Attachment 5)**

*Financial Report*

**Attachment 6** contains the Budget Performance Report for January 31, 2020. Director of Finance & Operations, Denise Kerrigan will update the Board with information regarding the financial report.

*Maintenance Vehicle Purchase*

Motion to approve purchase of a 2020 Ford F250 and a Western MVP3 Plow for the maintenance department not to exceed to the cost of \$45,000.

**SUPERINTENDENT'S REPORT**

**OTHER INFORMATION**

Jennifer Kramer, Athletic Trainer and Lifeguard at WLHS submitted her letter of resignation. Her last day will be February 29, 2020.  
**(Attachment 7)**

**ANNOUNCEMENTS**

**The next Regular Meeting of the Board of Education will be held on Monday, March 9, 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

**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**  
*Organizational/Regular Meeting Minutes*  
**January 13, 2020 – 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*)

**MEMBERS ABSENT**

**ADMINISTRATORS PRESENT**

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

**OTHERS PRESENT**

Staff, parents and members of the community

**CALL TO ORDER**

At 7:04 p.m. by Superintendent Tom DeKeyser.

**ORGANIZATIONAL  
MEETING PROCEDURES**

*Nomination for Mrs. Schwennesen to serve as the temporary chairperson made by Mr. Dignan; supported by Mr. Meadows.*  
Ayes – 7; Nays – 0

**APPROVAL OF AGENDA**

*Motion to approve the agenda as presented made by Mr. Dignan; supported by Mr. Cole.*  
Ayes – 7; Nays – 0, motion carried

**CALL TO THE PUBLIC**

None

**ELECTION OF OFFICERS**

Mrs. Schwennesen called for nominations for the position of President. Mr. Meadows nominated Laura Schwennesen for President of the Board; the nomination was supported by Mr. Dignan.

*Motion to close nominations and cast a vote for the nomination of Laura Schwennesen as President of the Board through December 2020 was made by Mr. Dignan; supported by Mr. Cole*  
Ayes – 7; Nays – 0, motion carried

*Motion to nominate John Meadows as Vice President of the Board through December 2020 was made by Mr. Cole; supported by Mrs. Schwennesen.*  
Ayes – 7; Nays – 0, motion carried

*Motion to nominate Lisa McCully as Secretary of the Board through December 2020 was made by Mr. Cole; supported by Mrs. Schwennesen.*  
Ayes – 7; Nays – 0, motion carried

*Motion to nominate Michelle Kritzman as Treasurer of the Board through December 2020 was made by Mr. Dignan; supported by Mr. Cole.*  
Ayes – 7; Nays – 0, motion carried

**SPECIAL PRESENTATION**

Board members were recognized for their service to the community with a gift from students in each building.

**STUDENT COUNCIL**

Student Council Representative, Alaina Di Dio, shared they have been busy planning for the Snowcoming festivities which begin the week of January 27, 2020 and end with a dance on February 1, 2020.

## CONSENT ITEMS

*Motion to approve the 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 was made by Mr. Meadows; supported by Mrs. McCully.*  
Ayes – 7; Nays – 0, motion carried 7 – 0

*Motion to approve fund transfer of \$181,405 in payments from Accounts Payable; further to approve the transfer of \$432,589 from Accounts Payable to cover the payrolls of December 13, 2019, and December 31, 2019 made by Mr. Meadows; supported by Mrs. McCully.*  
Ayes – 7; Nays – 0, motion carried 7 – 0

## 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 made by Mr. Dignan; supported by Mr. Meadows.*  
Ayes – 7; Nays – 0, motion carried 7 – 0

### *Check Signature Authorizations*

*Motion to authorize the creation and use of the appropriate electronic signatures as listed for the various school district funds made by Mrs. Schwennesen; supported by Mr. Dignan.*  
Ayes – 7; Nays – 0, motion carried 7 – 0

### *Electronic Transfer Officer*

*Motion to appoint Denise Kerrigan, Director of Finance & Operations, as the Electronic Transfer Officer (ETO) pursuant to policy 6144 made by Mr. Meadows; supported by Mr. Cole.*  
Ayes – 7; Nays – 0, motion carried 7 – 0

### *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 made by Mr. Dignan; supported by Mr. Meadows.*  
Ayes – 7; Nays – 0, motion carried 7 – 0

### *Designation of Posting Meetings*

*Motion to designate the superintendent and/or his designee as responsible for posting public notice of meetings made by Mr. Cole; supported by Mrs. Schwennesen.*  
Ayes – 7; Nays – 0, motion carried 7 – 0

### *Designation of Official Newspaper*

*Motion to designate the Washtenaw Legal News as the official newspaper for legal purposes for 2019 made by Mrs. McCully; supported by Mr. Meadows.*  
Ayes – 7; Nays – 0, motion carried 7 – 0

### *Fee for Board Books*

*Motion to approve a charge of \$0.10 per page for individuals who request a printed Board packet made by Mr. Cole; supported by Mrs. Schwennesen.*  
Ayes – 7; Nays – 0, motion carried 7 – 0

### *Overnight Trip Proposal*

*Motion to approve the overnight WLHS Marching Band Camp submitted by High School Band Director, Elisa Fixler to Romeo, MI from August 17, 2020 to August 21, 2020 made by Mr. Dignan; supported by Mr. Cole.*

The Board recommended Mr. DeKeyser adjust guidelines for fall sport athletes who participate in Marching Band due to conflicting dates.

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

<i>Financial Report</i>	Director of Finance & Operations, Denise Kerrigan, updated the Board with information regarding the December 31, 2019 financial report.
<i>Charter Authorization</i>	<p><i>Motion to accept and approve, as established under Part 6A of the Michigan Revised School Code, the Building Trades School. Authorizing Superintendent of Schools, Tom DeKeyser to negotiate and execute the required authorizing resolution, Charter Contract, and other required charter documents was made by Mr. Dignan; supported by Mrs. Schwennesen.</i></p> <p>Ayes – 7; Nays – 0, motion carried 7 - 0</p>
<b>SUPERINTENDENT’S REPORT</b>	<p>Superintendent DeKeyser shared the following:</p> <ol style="list-style-type: none"> <li>1) Finance – One maintenance vehicle is declining rapidly. A purchase request may be presented at the next meeting. Also awaiting notice of grant award to help purchase buses.</li> <li>2) High School Art Teacher, Megan Ormerod – Staff and students will be assisting with a fundraiser to help the family.</li> <li>3) China update – WLHS will host potential students in early February.</li> <li>4) WISD – will be applying for a pre-Labor Day start for public schools in Washtenaw County beginning the 2020 – 2021 school year.</li> </ol>
<b>OTHER INFORMATION</b>	The Board acknowledged the items of other information. They also thanked Phil Robinson of Maintenance & Facilities for his many years in the district and wished him well on his retirement.
<b>ANNOUNCEMENTS</b>	<b>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.</b>
<b>CALL TO THE PUBLIC</b>	None
<b>BOARD MEMBER REPORTS</b>	<p>Mrs. Kritzman shared the high school drama club’s performance of “And Then There Was One” and “And Then There Was One, Two” was amazing. She also shared on February 29, 2020 the high school band will sponsor a mattress sale fundraising event held at the high school gymnasium, and the next fundraising event for the Whitmore Lake Education Foundation will be an A Capella concert on March 13, 2020.</p> <p>Mrs. McCully shared there are two high school hockey games at the Ann Arbor Ice Cube this week.</p> <p>Mrs. Schwennesen thanked the Board members for her nomination to serve as Board President for her second year.</p>
<b>ADJOURNMENT</b>	<p><i>Motion to adjourn the Organizational-Regular Meeting at 8:06 p.m. made by Mrs. Schwennesen; supported by Mr. Cole.</i></p> <p>Ayes - 7; Nays - 0, motion carried 7 - 0.</p>

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

\_\_\_\_\_  
*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

January 13, 2020

6:00 pm

High School Counseling Office Conference Room

### MINUTES

#### I. Call to Order at 6:05 pm

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

#### II. Business

- Review General Fund Budget  
*Reviewed general fund budget fluctuations. Will hold off on budget amendment until more information is received on certain line items.*
- Maintenance Department  
*Plow Truck – Discussed the dire condition of the dump truck and the need to purchase a new district truck with a plow. Will bring to the full Board when quotes are received.*
- Charter School  
*Discussed the possibility of a new charter school authorized by WLPS*

#### III. Other Items

*Still awaiting news of bus grant*

#### IV. Call to the Public - none

#### V. Adjournment at 6:58 pm

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

For the Month Ending:  
**January 31, 2020**

<u>Payroll Transactions</u>	January 15, 2020	\$	133,460
	January 31, 2020	\$	141,537
		\$	<u>274,997</u>
<u>Accounts Payable Transactions</u>		\$	<u>533,365</u>

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## PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip: Gettysburg and Washington D.C. – 7<sup>th</sup> & 8<sup>th</sup> Grade Trip

Proposed Departure Date: Mar 22<sup>nd</sup>, 2021      Return Date: Mar 25<sup>th</sup>, 2021  
*Mon*      *Thur*

Proposer: E. Kobeck & K. Woods      Position: Teachers

Date by which response is needed: ASAP      Proposal Date: 2/10/20

### **A. Purpose**

- 1. What is the major place to be visited or event to be attended?**  
Gettysburg Battlefield, Mount Vernon, and Washington D.C.
- 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. Student and Staff**

- 1. Which students, (grade, class, or organization), will be going?**  
-Students in the Classes of 2025 and 2026
- 2. How many students in total?**  
-A minimum of 70 Students is the goal
- 3. How many students are currently experiencing academic problems?**  
-Unknown at the time.
- 4. Which staff member will be in charge?**  
-Eric Kobeck and Katie Woods
- 5. What previous experience has the staff member had in conduction overnight or extended field trips?**  
Kobeck- Multiple D.C. Trips along with a Toronto trip  
Woods- D.C. Trip in 2019
- 6. What other staff members will be going?**  
Casey Livingston  
Anna Rickard
- 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?**  
-3½ Days
- 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

**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 who don't go on the trip will still be required to attend school

**2. What special assistance will be provided 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**

**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

**3. Where will the group be housed and fed?**

- For Housing, Hampton Inn - Alexandria South. 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,

**4. What enroute 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**

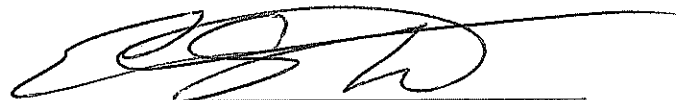
1. **What is the estimated total cost and cost per student?**
  - \$636 per student
2. **What is the source of funds?**
  - Parent/Guardian
3. **How will the funds be collected and safeguarded?**
  - Transactions will be conducted electronically directly with the Travel Company
4. **How will any short fall 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 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.**
  - Hampton Inn - Alexandria South (703) 671-4800
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.

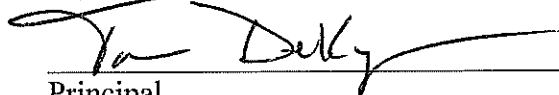


Signature of Requestor

1/23/20

Date

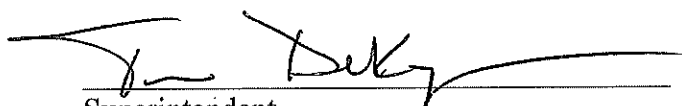
Approved:



Principal

1/28/2020

Date



Superintendent

1/28/2020

Date

Board of Education

Date

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February 3, 2020

Mr. Tom DeKeyser  
Superintendent of Schools  
Whitmore Lake Public Schools  
8845 Main Street  
Whitmore Lake, MI 48836

RE: 2020 Video Surveillance Project

Dear Mr. DeKeyser,

Bid documents were issued for Bid Package T1 for district-wide video surveillance on December 12, 2019. In addition to contacting known interested bidders, bids were advertised on the state bid website, and in the local paper. A pre-bid meeting was held on December 17, 2019, where six bidders attended and walked the buildings. Eight bids were received and publicly opened on January 10, 2020.

**Bid Evaluation Summary and Recommendations**

After reviewing the proposals received, Barton Malow and Whitmore Lake Public Schools' staff participated review meetings with the low three bidders. Further, the team evaluated proposals to ensure they were inclusive of the scope of work and schedule, and gather information on bidder's related experience. After evaluating bids, the group determined that the low bidder offered a solution that would fit the districts' needs. References were called and provided approving reviews. The attached bid tabulation indicates the bid pricing received.

Based upon the evaluation of the project team, we present the following for consideration by the administration and Board of Education.

**Security 101**

Base Bid:	\$140,159.00
Alternates:	None
<b>Total Contract Amount:</b>	<b>\$140,159.00</b>

**Barton Malow Design and Management**

Design and Management Fee (2.5% of project contractor cost):	\$3,503.98
Project Designer (48 hours @ \$97/hr):	\$4,656.00
Project Manager (40 hours @ \$97/hr):	\$3,880.00
<b>Total Amount:</b>	<b>\$12,039.98</b>

Sincerely,

Brian Jessie  
Barton Malow Company

c: WLPS: T. DeKeyser, K. Sterzik

170949: Whitmore Lake Public Schools BPT1 - Video Surveillance

Prepared by Barton Malow - 1274 Library St, Detroit, MI 48226, USA

Bid Package Lead: Brian Jesse (brian.jesse@barton-malow.com)

Project Location: Whitmore Lake, MI, United States of America

28 2300: Video Surveillance

Generated January 19, 2025

Base Bid

Security 101

\$ 140,159.00

Siemens Logistics LLC

Submitted by David Bonafino

\$ 145,105.00

Electronic Safety Inc

Submitted by Robert Watson

\$ 157,256.00

Presidio Inc

Submitted by Todd Winne

\$ 162,842.00

Amcomm Telecommunication

Submitted by Matthew Higgins

\$ 171,450.00

Security Corp

Submitted by Jeffrey Starna

\$ 220,198.00

Moss Telecom

Submitted by Alex Luvieros

\$ 222,694.00

Metro Detroit Integrated Syst

Submitted by Jason Hanne

\$ 266,408.00

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**RESOLUTION OF THE WHITMORE LAKE PUBLIC SCHOOLS BOARD OF  
EDUCATION REGARDING SEVP APPLICATION EXECUTION**

**WHEREAS**, the Whitmore Lake Public Schools Board of Education (the "Board") intends to submit a Petition for Approval of School for Attendance by Nonimmigrant Student (the "Petition");

**WHEREAS**, the purpose of the Petition is to permit Whitmore Lake High School to admit F-1 nonimmigrant students for a one (1) year academic student exchange and visitor program ("SEVP");

**WHEREAS**, the Board has been presented with the attached proposed Form I-17 Petition containing the required information for submission to the U.S. Department of Justice Immigration and Naturalization Service; and

**WHEREAS**, the Board wishes to appoint a designee to take any and all required actions to finalize and execute the SEVP Petition, in substantially similar form to the attachment, and any amendments or supplemental documents related to the Petition.

**NOW THEREFORE Be It Resolved As Follows:**

The Board authorizes Board President Laura Schwennesen on behalf of the Board to take all actions necessary to finalize and execute the SEVP Petition, in substantially similar form to the attachment, and any amendments or supplemental documents related to the SEVP Petition.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

The Secretary of the Board certifies that the above resolution was duly passed by a majority of the Board at a duly convened meeting of the Board held in the City of Whitmore Lake on the 10th day of February 2020.

\_\_\_\_\_  
Board Secretary

## Petition for Approval of School for Attendance by Nonimmigrant Student

START HERE- Please read instructions before beginning. Type or print in black or dark blue ink.					
<b>THIS SECTION IS TO BE COMPLETED BY THE SCHOOL.</b> If more space is needed to fully answer any items on this form, use a separate sheet(s). Identify each answer with the letter and number of the corresponding item and sign and date each sheet. Indicate that an item is not applicable with "N/A." If the answer is "none," please write "none." This application must be filed with the required evidence as noted below, be properly signed and submitted with the correct fee.					
<b>To the Immigration and Naturalization Service:</b> 1. Petition is made for approval, or continuation of approval, of this institution as a school for attendance by nonimmigrant alien students under (complete as appropriate): a. <input checked="" type="checkbox"/> Section 101(a)(15)(F) of the Act (academic and language students), b. <input type="checkbox"/> Section 101(a)(15)(M) of the Act (vocational students), c. <input type="checkbox"/> Both of the above sections of the Act,					
2. Name of school: <b>Whitmore Lake Public Schools</b>					
3. Mailing address of school: <b>8845 Main Street, Whitmore Lake, Michigan 48189</b>					
4. This school is a: a. <input checked="" type="checkbox"/> Publicly owned institution (Leave No.10 blank). b. <input type="checkbox"/> Private Institution (Complete No.10).					
5. This school is engaged in: (Check appropriate blocks and explain further if necessary). a. <input type="checkbox"/> Elementary education including lower, middle and junior high schools. b. <input checked="" type="checkbox"/> High school education (academic or vocational). c. <input type="checkbox"/> Vocational or technical education (other than high school). d. <input type="checkbox"/> Language training. e. <input type="checkbox"/> Higher education (issuing one or more of the following recognized degrees: Bachelor's, Associate's, Master's, Ph.D.). f. <input type="checkbox"/> Other (explain)					
6. This school's sessions are based on: a. <input checked="" type="checkbox"/> Semesters      c. <input type="checkbox"/> Quarters b. <input type="checkbox"/> Trimesters      d. <input type="checkbox"/> Other (explain)					
7. Provide the date and month registration begins for EACH session during a calendar year, including the summer session, if your school has one. a. _____ d. _____ g. _____ j. _____ b. _____ e. _____ h. _____ k. _____ c. _____ f. _____ i. _____ l. _____ If there is no beginning registration date, please explain: <u>rolling open registration</u>					
8. Date school was established: (i.e., enrolled first class of students)  <u>1944</u>		9. Location of school: (if different from mailing address)  <u>Same</u>		10. Name, address and telephone number of owner:  <u>N/A</u>	
11. Petition is for: a. <input checked="" type="checkbox"/> Initial approval. b. <input type="checkbox"/> Continuation of approval. Please complete the following: (i) Date of original approval _____ (ii) INS school code _____					
12. The school operates under the following state, local or other license or approval (if none, write "none"):  <u>none</u>			13. The school has been approved by the following nationally recognized accrediting association or agency (if none, write "none"):  <u>N/A</u>		
Received	Ret'd-Trans. Out	Trans. In	Completed		

14. Nature of subject matter taught (check as many as are appropriate):

- a. ☐ Liberal Arts (i.e., those fields of study of general cultural concern such, as philosophy or history and, in some cases, theology).  
b. ☐ Fine Arts (i.e., those that exist chiefly for beauty, such as sculpture and painting, as opposed to utility).  
c. ☐ Professional Studies (e.g., architecture, engineering, law, medicine and education).  
d. ☐ Religious  
e. ☐ Language  
f. ☐ Vocational or Technical Training (i.e., training relating to a trade, technique or mechanical or industrial skill).  
g. ☒ Other (Explain): College Preparation common core courses

15. List the degrees available from the school:

High School Diploma

16. Check as appropriate and explain further if necessary:

If the school is engaged in elementary or secondary education, it: ☐ does ☐ does not qualify its graduates for acceptance by accredited schools of higher educational level.

If the school is engaged in higher education, it: ☐ does ☐ does not confer recognized bachelor's, master's, doctor's, professional or divinity degrees.

Its degrees ☐ are ☐ are not transferable to institutions of study that confer such degrees.

If the school is engaged in vocational or technical education, it ☐ does ☐ does not qualify its graduates for employment.

17. Sessions are held as follows: a. ☐ Day only b. ☐ Night only c. ☐ Day and night

18. Requirements for admission:

None

19. Courses of study and time necessary to complete each course:

N/A

20. Requirements for graduation:

N/A

21. Causes for expulsion:

N/A

22. Average annual number of: a. Classes: N/A b. Students: N/A  
c. Teachers or instructors: N/A d. Non-teaching employees: N/A

23. Approximate annual total cost of room, board, tuition, etc., per student. \$ N/A



## Record of Designated School Officials

### Instructions

(1) Form I-17, Supplement A, listing up to five designated school officials for each school or campus within a school system (except an elementary or secondary school system as noted below), must be attached to each Form I-17, Petition for Approval of School for Admittance by Nonimmigrant Students. If there is a change in designated school officials, a new Supplement A must be completed and submitted within 30 days to the Immigration and Naturalization Service (INS) office having jurisdiction over the school.

(2) "Designated School Official" (DSO), as defined in 8 CFR 214.3, means a regularly employed member of the school administration whose office is located at the school and whose compensation does not come from commissions for recruitment of foreign students. A DSO may not delegate this designation to any other person. An individual whose principal obligation to the school is to recruit foreign students for compensation may not be a DSO. The DSO is required to have a thorough knowledge of the regulations, policies and procedures governing nonimmigrant students.

Each school or institution may have up to five DSOs at any one time. In an elementary or secondary school system, however, the entire school system is limited to a total of five designated officials at any one time.

### DSO Intention to Comply With Pertinent INS Student/School Regulations

I, **THE UNDERSIGNED**, have read the Immigration and Naturalization Service's regulations relating to nonimmigrant students, namely 8 CFR 214.1, 8 CFR 214.2(f) and/or 8 CFR 214.2(m); the INS regulations relating to change of nonimmigrant classification for students, namely 8 CFR 248; the INS regulations relating to school approval and withdrawal of school approval, namely 8 CFR 214.3 and 214.4, and intend to comply with these regulations at all times.

Designated Official: Last and First Name:	(Print or Type)	Title	Signature	Telephone number
DeKeyser, Thomas John		Superintendent		734-449-4464
<input checked="" type="checkbox"/> Initial designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation		

Designated Official: Last and First Name	(Print or Type)	Title	Signature	Telephone number
Fraley, Dorene				734-449-4464
<input checked="" type="checkbox"/> Initial designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation		

Designated Official: Last and First Name	(Print or Type)	Title	Signature	Telephone number
Timmins, Sheila Eileen				734-449-4464
<input checked="" type="checkbox"/> Initial designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation		

Designated Official: Last and First Name	(Print or Type)	Title	Signature	Telephone number
<input type="checkbox"/> Initial designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation		

Designated Official: Last and First Name	(Print or Type)	Title	Signature	Telephone number
<input type="checkbox"/> Initial designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation		

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### Certification By President, Owner or Head of School or School System

I, the undersigned president, owner or head of the school or school system named below certify that the above individuals are designated school officials of the school or school system. Further, I certify that I will be responsible for providing the resources and training necessary for these officials to properly implement the above referenced regulations.

**Laura Schwennesen**

**Board President**

Name (*Print or Type*)

Title (*Print or Type*)

Signature

Name of school system, school or campus (list all schools or campuses and their three-digit suffixes for which the above officials are designated, if for more than one school or campus, but not for the entire school system).

INS FILE No., if known: \_\_\_\_\_ 214F \_\_\_\_\_ Date: \_\_\_\_\_  
(If this is a multi-campus institution or school system, use the 3-digit suffix for the main or initial campus.)

Address of school system, school or campus: **8845 Main Street, Whitmore Lake, Michigan 48189**

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**Whitmore Lake Public Schools  
Budget Performance Reports  
January 31, 2020**

Revenue	Actual	Adopted Budget	Remaining Budget	% Used/Rec'd
Fund 11 - General Fund Revenue Totals	\$3,601,877	\$9,998,827	\$6,396,950	36.02%
Fund 23 - Comm Rec Revenue Totals	\$249,484	\$331,058	\$81,574	75.36%
Fund 25 - Food Service Revenue Totals	\$159,327	\$352,500	\$193,173	45.20%
	<u>\$4,010,688</u>			

Expenditures	Actual	Amended Budget	Remaining Budget	% Used/Rec'd
Fund 11 - General Fund Expenditure Totals	\$5,060,759	\$9,979,744	\$4,918,985	50.71%
Fund 23 - Comm Rec Expenditure Totals	\$141,607	\$324,175	\$182,568	43.68%
Fund 25 - Food Service Expenditure Totals	\$174,384	\$352,000	\$135,169	49.54%
	<u>\$5,376,750</u>			

**Monthly Sum of Revenues Minus Expenditures**

	October	November	December	January
General Fund	(\$1,504,560)	(\$1,675,582)	(\$1,663,562)	(\$1,458,882)
Community Recreation	(\$63,079)	(\$73,815)	(\$54,441)	\$107,877
Food Service	(\$46,747)	(\$18,317)	(\$17,002)	(\$15,057)

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January 13, 2020

Kelly & Maria,

It is with mixed emotions and much sadness that I announce I will be leaving the high school setting and moving into clinic full time. Due to this change in my hours at the clinic, I will unfortunately not be able to continue as a lifeguard at the pool. As for when the transition out of the school and into the clinic will happen is unknown at this time. I will plan to continue picking up shifts at the pool through the end of February as I am available.

I have greatly enjoyed my time as the Athletic Trainer and Lifeguard at Whitmore Lake High School and thank you for the opportunity to work in WL Community Recreation as a lifeguard. I will take lots of great memories with me and truly thank each and every one of you for making Whitmore Lake the great place that it is.

Thank you,

Jennifer Kramer