



BOARD OF EDUCATION
Regular Meeting and Budget Hearing
June 15, 2020 — 6:00 p.m.
Virtual Meeting

Executive Order 2020-110 prohibits indoor public gatherings
Not to exceed ten (10) people until further notice.



WHITMORE LAKE PUBLIC SCHOOLS BOARD OF EDUCATION

Mission Statement

*Partnering with students, parents, and the community to
provide exceptional, personalized education.*

REGULAR MEETING

Monday, June 15, 2020 – 6:00 p.m.

Virtual Meeting per Executive Order 2020-110

CALL TO ORDER

PLEDGE OF ALLEGIANCE

BOARD OF EDUCATION ROLL CALL

APPROVAL OF AGENDA

BUDGET HEARING

The Proposed Budget recommendations for the 2020 – 2021 school year will be reviewed. Adoption at the June 29, 2020 regular meeting will be recommended. (Attachment 1)

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

COMMITTEE REPORTS

CONSENT ITEMS

Approval of minutes from the May 11, 2020 Board of Education Regular Meeting, and the May 14, 2020 Board of Education Workshop Meeting. (Attachment 2)

Approve fund transfer of \$362,294 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$397,559 from Accounts Payable to cover the payrolls of May 15, 2020, and May 29, 2020. (Attachment 3)

NEW BUSINESS

MHSAA Resolution

Motion to adopt the Michigan High School Athletic Association Resolution for the year August 1, 2020 through July 31, 2021. **Roll call vote required.** (Attachment 4)

2021 New York City Trip Proposal

Motion to approve the 7th – 12th grade band, choir, and drama students overnight trip proposal to New York City for 4 days beginning April 29, 2021 submitted by High School Music Director Elisa Fixler. (Attachment 5)

Technology Enhancements

Motion to approve the expenditure of not more than \$198,000 of 2020 Sinking Fund dollars to update classrooms with interactive tablets, chromebooks, and other devices to improve the flexibility of instruction. Approval is recommend

Personnel

Motion to approve the hire of Jill Henry for the administrative position Middle/High School Principal and Director of Secondary Instruction for the 2020-2021 school year.

Motion to approve the hire of Heidi Roy-Borland for the administrative position Elementary Lead Teacher/Curriculum and Professional Development Coordinator and Early Literacy Coach for the 2020-2021 school year.

SUPERINTENDENT'S REPORT

OTHER INFORMATION

Personnel

Elementary Principal and ECC Director, Sue Wanamaker and Elementary School Lunchroom Monitor, Joy Bradley, submitted their letters of resignation. They will retire at the end of the 2019-2020 school year. **(Attachment 6)**

High School Teacher, Emily Reifert has submitted her letter of resignation with an effective date of June 10, 2020.

WISD Superintendent

Congratulations to Dr. Menzel, Washtenaw Intermediate School District Superintendent, on his retirement at the end of the 2019-2020 school year. **(Attachment 7)**

ANNOUNCEMENTS

The next Regular Meeting of the Board of Education will be held on Monday, June 29, 2020 at 6:00 p.m. in the High School Media Center, unless an Executive Order still requires to be held virtual.

There will be another Regular Meeting on Monday, July 13, 2020, at 6:00 p.m. in the Administration Office, Superintendent Conference Room.

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

2020-2021 Original Budget Summary

To Be Presented for First Reading and Public Hearing
June 15, 2020

To be Presented for Adoption
June 29, 2020

Whitmore Lake Public Schools
Budget Hearing
Monday, June 15, 2020

2020 General Fund

Maximum amount allowable to levy is 18.0 mils

| | Available Mils | Headlee Millage Reduction Fraction | Levied |
|------|----------------|---------------------------------------|---------|
| 2021 | 18.4649 | | |
| 2020 | 18.8283 | 0.9807 | 18.0000 |
| 2019 | 19.4406 | 0.9685 | 18.0000 |
| 2018 | 19.4562 | 0.9992 | 18.0000 |
| 2017 | 19.4972 | 0.9979 | 18.0000 |
| 2016 | 19.4972 | n/a - election | 18.0000 |

2020 Recreation Fund

| | Available Mils | Headlee Millage Reduction Fraction | Levied |
|------|----------------|---------------------------------------|--------|
| 2021 | 0.9867 | | |
| 2020 | 1.0000 | 0.9867 | 0.9867 |
| 2019 | 1.0000 | n/a - election | 1.0000 |
| 2018 | 0.5920 | 0.9939 | 0.5883 |
| 2017 | 0.5975 | 0.9909 | 0.5920 |
| 2016 | 0.6001 | 0.9957 | 0.5975 |

2020 Sinking Fund

| | Available Mils | Headlee Millage Reduction Fraction | Levied |
|------|----------------|---------------------------------------|--------|
| 2021 | 0.9719 | | |
| 2020 | 0.9851 | 0.9867 | 0.9719 |
| 2019 | 1.0000 | 0.9851 | 0.9851 |
| 2018 | 1.0000 | n/a - election | 1.0000 |
| 2017 | 1.0000 | 0.9909 | 0.9909 |
| 2016 | 1.0000 | n/a - election | 1.0000 |

Whitmore Lake Public Schools

General Fund

BUDGET SUMMARY

| | 2019-20 ORIGINAL BUDGET | 2019-20 AMENDED BUDGET | 2019-20 FINAL BUDGET | 2020-21 ORIGINAL BUDGET |
|--|-------------------------------|------------------------------|----------------------------|-------------------------------|
| Revenues and Other Sources | 9,998,827 | 10,053,087 | 9,877,035 | 9,811,117 |
| Expenditures and Other Uses | 9,979,744 | 10,048,490 | 10,014,083 | 10,036,630 |
| Excess (Shortfall) of Revenues over Expenditures | 19,083 | 4,597 | (137,047) | (225,513) |
| Fund Balance - Beginning of Year | 612,297 | 653,613 | 653,613 | 516,566 |
| Transfer Out - Food Service | | | | |
| Fund Balance - End of Year | 631,380 | 658,210 | 516,566 | 291,053 |
| Total Fund Balance as a Percent of Revenue | 6.3% | 6.5% | 5.2% | 2.97% |

WHITMORE LAKE PUBLIC SCHOOLS

General Fund

Revenues and Operating Transfers

| Property Type | Taxable Values | Estimated Tax Revenues | Estimated Tax Revenues |
|-------------------------|----------------|------------------------|------------------------|
| PRE & Qual Agricultural | \$ 252,085,157 | \$ - | \$ - |
| Commercial Personal | \$ 6,518,900 | \$ 39,113 | \$ - |
| Non-PRE | \$ 122,840,809 | \$ 2,211,135 | \$ - |
| Total Taxable Value | \$ 381,444,866 | \$ 2,250,248 | \$ - |

Non-PRE Levy: 18.0000 Mills
Commercial Personal Levy: 6.0000 Mills

| | 2019-20 ORIGINAL BUDGET | 2019-20 AMENDED BUDGET | 2019-20 FINAL BUDGET | 2020-21 ORIGINAL BUDGET |
|-------------------------------------|-------------------------------|------------------------------|----------------------------|-------------------------------|
| LOCAL REVENUE: | | | | |
| Property Taxes | 2,055,093 | 2,154,684 | 2,159,732 | 2,191,608 |
| Delinq/PILT Tax Collections | 10,000 | 10,000 | 11,855 | 10,000 |
| Interest on Investments | 28,000 | 28,000 | 33,000 | 28,000 |
| Kids Club, Tuition Presch | 108,000 | 108,000 | 67,000 | 108,000 |
| Billboards & Facility Rental | 370,000 | 401,230 | 318,061 | 401,320 |
| Athletics | 70,000 | 79,000 | 69,459 | 75,000 |
| Other Local | 100,000 | 93,000 | 74,993 | 93,000 |
| TOTAL LOCAL REVENUE | \$ 2,741,093 | \$ 2,873,914 | \$ 2,734,100 | \$ 2,906,928 |
| STATE REVENUE: | | | | |
| Proposal A | 1,342,902 | 1,046,452 | 1,032,372 | 1,073,474 |
| Special Ed. Headlee | 558,939 | 622,556 | 627,408 | 614,955 |
| Discretionary | 2,233,099 | 2,224,072 | 2,220,743 | 2,075,790 |
| At Risk - Section 31A | 240,211 | 244,883 | 244,697 | 244,697 |
| Computer Adaptive Test | 4,794 | 0 | 0 | 0 |
| CTE Per Pupil Incentive | 5,375 | 5,475 | 5,475 | 5,475 |
| Early Literacy Targeted Instruction | 11,389 | 12,094 | 12,094 | 12,094 |
| Summer Reading Program | | | 2,836 | 2,836 |
| Financial Analytic Tools | 1,681 | 0 | 0 | 0 |
| First Robotics Grant | 4,300 | 7,650 | 7,650 | 17,795 |
| Vocational Education | 14,735 | 17,565 | 17,565 | 17,565 |
| Data Collection Headlee Oblig. | 19,073 | 17,820 | 17,795 | 17,795 |
| High School Pupil Supports | 6,407 | 0 | 0 | 0 |
| Hold Harmless Guarantee | 6,647 | 6,169 | 6,161 | 6,161 |
| MPERS Cost Offset | 75,082 | 70,665 | 70,665 | 70,665 |
| MPERS Normal Cost Offset | 59,363 | 108,933 | 108,933 | 108,933 |
| MPERS REFORMS - DC | 0 | 6,946 | 6,946 | 6,946 |
| MPERS UAAL Rate Stabilization | 695,451 | 652,637 | 652,637 | 652,637 |
| Prior Year State Aid Adjustments | 15,000 | 25,000 | 20,446 | 25,000 |
| TOTAL STATE REVENUE | 5,294,448 | 5,068,917 | 5,054,423 | 4,952,818 |
| FEDERAL REVENUE: | | | | |
| Funded Grants | 627,453 | 593,367 | 598,367 | 677,367 |
| TOTAL FEDERAL REVENUE | 627,453 | 593,367 | 598,367 | 677,367 |
| OTHER REVENUE: | | | | |
| County Special Education PA-18 | \$ 984,187 | \$ 1,099,585 | \$ 1,099,585 | \$ 961,624 |
| Medicaid Proceeds | 75,000 | 178,876 | 178,876 | 75,000 |
| WISD Misc; GSRP | 104,380 | 114,506 | 100,387 | 104,380 |
| Services Provided To/By Other LEAs | 172,266 | 123,922 | 111,297 | 133,000 |
| TOTAL OTHER REVENUE | \$ 1,335,833 | \$ 1,516,889 | \$ 1,490,145 | \$ 1,274,004 |
| TOTAL REVENUES | \$ 9,998,827 | \$ 10,053,087 | \$ 9,877,035 | \$ 9,811,117 |

WHITMORE LAKE PUBLIC SCHOOLS

General Fund

Expenditures and Operating Transfers

| | Function | 2019-20 ORIGINAL BUDGET | 2019-20 AMENDED BUDGET | 2019-20 FINAL BUDGET | 2020-21 ORIGINAL BUDGET |
|------|-------------------------------------|-------------------------------|------------------------------|----------------------------|-------------------------------|
| 1111 | Elementary | 1,745,053 | 1,731,907 | 1,747,717 | 1,737,380 |
| 1113 | High School | 1,904,429 | 1,879,908 | 1,924,623 | 1,928,058 |
| 1118 | Pre-School | 280,150 | 273,225 | 262,046 | 278,481 |
| | Total Basic Programs | 3,929,632 | 3,885,040 | 3,934,386 | 3,943,919 |
| 1122 | Special Education | 536,395 | 530,610 | 491,598 | 516,863 |
| 1125 | Compensatory Education | 151,126 | 150,326 | 149,147 | 161,221 |
| 1127 | Career & Technical Education | 103,635 | 103,635 | 102,020 | 107,635 |
| | Total Added Needs | 791,156 | 784,571 | 742,765 | 785,719 |
| | Total Instruction | 4,720,788 | 4,669,611 | 4,677,151 | 4,729,638 |
| 1212 | Guidance | 123,256 | 120,826 | 115,449 | 122,810 |
| 1213 | Health | 89,331 | 107,503 | 92,926 | 109,526 |
| 1214 | Psychology | 20,000 | 10,000 | 6,225 | 10,000 |
| 1215 | Speech | 208,896 | 175,171 | 181,026 | 185,115 |
| 1216 | Social Workers | 146,560 | 179,690 | 183,025 | 180,980 |
| 1218 | Teacher Consultants | 799,111 | 815,146 | 845,540 | 838,095 |
| 1219 | Other Pupil Support | 36,780 | 35,600 | 38,245 | 35,600 |
| | Total Pupil Support | 1,423,934 | 1,443,936 | 1,462,436 | 1,482,126 |
| | Total Instruction and Pupil Support | 6,144,722 | 6,113,547 | 6,139,587 | 6,211,764 |
| 1221 | Improvement of Instruction | 278,307 | 257,215 | 264,260 | 126,758 |
| 1222 | Media Services | 44,725 | 51,830 | 46,255 | 45,930 |
| 1226 | Supervision of Instructional Staff | 141,878 | 214,895 | 208,289 | 206,194 |
| 1227 | Academic Student Assessment | 28,020 | 26,768 | 27,312 | 27,198 |
| | Total Instructional Staff Services | 492,930 | 550,708 | 546,116 | 406,080 |
| 1231 | Board of Education | 82,038 | 109,605 | 105,355 | 77,908 |
| 1232 | Executive Administration | 213,875 | 220,975 | 241,925 | 257,125 |
| | Total General Administration | 295,913 | 330,580 | 347,280 | 335,033 |
| 1241 | Office of the Principal | 510,059 | 509,951 | 455,877 | 532,433 |
| 1249 | Other School Administration | 825 | 825 | 2,000 | 825 |
| | Total School Administration | 510,884 | 510,776 | 457,877 | 533,258 |
| 1252 | Fiscal Services | 318,430 | 315,820 | 309,175 | 299,920 |
| 1259 | Other Business Services | 66,600 | 66,600 | 60,300 | 66,600 |
| | Total Business Services | 385,030 | 382,420 | 369,475 | 366,520 |
| 1261 | Operating Buildings Services | 839,160 | 831,644 | 897,512 | 834,070 |
| 1266 | Safety and Security | 5,500 | 7,800 | 9,000 | 7,800 |
| | Total Operations and Maintenance | 844,660 | 839,444 | 906,512 | 841,870 |
| 1271 | Pupil Transportation | 635,745 | 612,675 | 573,666 | 612,675 |
| | Total Pupil Transportation | 635,745 | 612,675 | 573,666 | 612,675 |
| 1282 | Communications | 97,833 | 87,659 | 84,006 | 87,659 |
| 1283 | Personnel | 14,225 | 14,225 | 23,785 | 23,315 |
| 1284 | Technology Services | 162,950 | 177,432 | 182,895 | 182,432 |
| 1285 | Pupil Accounting | 36,035 | 38,965 | 48,925 | 45,965 |
| | Total Central Support Services | 311,043 | 318,281 | 339,611 | 339,371 |
| 1293 | Support Service-Athletics | 262,465 | 287,215 | 237,630 | 287,215 |
| | Total Support Service-Athletics | 262,465 | 287,215 | 237,630 | 287,215 |
| 1311 | Community Services | | 6,413 | 6,413 | 6,413 |
| 1331 | Community Activities | 9,300 | 10,366 | 10,366 | 10,366 |
| 1351 | Custody & Care of Children | 53,710 | 53,810 | 56,870 | 53,810 |
| 1371 | Non-Public School Pupils | 13,967 | 15,230 | 15,230 | 15,230 |
| 1391 | Community Services | 19,375 | 17,025 | 7,450 | 17,025 |
| | Total Community Activities | 96,352 | 102,844 | 96,329 | 102,844 |
| | Total Expenditures | 9,979,744 | 10,048,490 | 10,014,083 | 10,036,630 |

WHITMORE LAKE PUBLIC SCHOOLS

Sinking Fund Revenues and Expenditures

| Property Type | Taxable Values | Estimated Tax Revenues |
|-------------------------|-----------------------|------------------------|
| PRE & Qual Agricultural | \$ 252,085,157 | \$ 245,002 |
| Commercial Personal | \$ 6,518,900 | \$ - |
| Non-PRE | \$ 122,840,809 | \$ 119,389 |
| Total Taxable Value | <u>\$ 381,444,866</u> | <u>\$ 364,391</u> |

PRE and Non-PRE Levy: 0.9719 Mills

| | 2019-20 ORIGINAL BUDGET | 2019-20 FINAL BUDGET | 2020-21 ORIGINAL BUDGET |
|---|-------------------------------|----------------------------|-------------------------------|
| Revenues: | | | |
| Property Taxes | \$ 340,000 | \$ 348,300 | \$ 360,000 |
| Rebates | \$ - | \$ 3,289 | \$ - |
| Interest | \$ 500 | \$ 85 | \$ 85 |
| Total Revenues | <u>\$ 340,500</u> | <u>\$ 351,674</u> | <u>\$ 360,085</u> |
| Expenditures: | | | |
| Management Fee | \$ - | \$ - | \$ 7,000 |
| Contracted Services | \$ 20,000 | \$ 26,715 | \$ 5,500 |
| Equipment | \$ 200,000 | \$ 337,387 | \$ 259,000 |
| Advertisement | \$ - | \$ - | \$ - |
| Dues & Fees | \$ 250 | \$ 250 | \$ 250 |
| Total Expenditures | <u>\$ 220,250</u> | <u>\$ 364,352</u> | <u>\$ 271,750</u> |
| Excess (shortage) of Revs over (under) Exps | \$ 120,250 | \$ (12,678) | \$ 88,335 |
| Fund Balance - Beginning of Year | \$ 241,285 | \$ 251,227 | \$ 238,549 |
| Fund Balance - End of Year | <u>\$ 361,535</u> | <u>\$ 238,549</u> | <u>\$ 326,884</u> |

WHITMORE LAKE PUBLIC SCHOOLS

Community Recreation Fund

Revenues and Expenditures

| Property Type | Taxable Values | Estimated Tax Revenues |
|-------------------------|-----------------------|------------------------|
| PRE & Qual Agricultural | \$ 252,085,157 | \$ 248,732 |
| Commercial Personal | \$ 6,518,900 | \$ - |
| Non-PRE | \$ 122,840,809 | \$ 121,207 |
| Total Taxable Value | <u>\$ 381,444,866</u> | <u>\$ 369,939</u> |

PRE and Non-PRE Levy: 0.9867 Mills

| | 2019-20 AMENDED BUDGET | 2019-20 FINAL BUDGET | 2020-21 ORIGINAL BUDGET |
|---|------------------------------|----------------------------|-------------------------------|
| Revenues: | | | |
| Property Taxes | \$ 360,000 | \$ 361,000 | \$ 369,000 |
| Community Recreation Programs | 28,000 | 26,489 | 26,489 |
| Aquatic Programs | 75,000 | 42,892 | 55,000 |
| Aquatic Facility Rentals | 5,000 | 5,168 | 5,168 |
| Interest on Investments | 58 | 40 | 40 |
| Total Revenues | <u>\$ 468,058</u> | <u>\$ 435,589</u> | <u>\$ 455,697</u> |
| Expenditures: | | | |
| Community Recreation | | | |
| Salaries & Benefits | \$ 60,000 | \$ 48,500 | \$ 60,000 |
| Contracted Services | 41,250 | 31,000 | 45,000 |
| Equipment and Supplies | 7,600 | 6,690 | 5,000 |
| Capital Outlay | 9,000 | 0 | 9,000 |
| Advertisement | 4,260 | 3,900 | 3,900 |
| Dues & Fees | 250 | 0 | 250 |
| Total Community Education | <u>\$ 122,360</u> | <u>\$ 90,090</u> | <u>\$ 123,150</u> |
| Aquatic | | | |
| Salaries & Benefits | \$ 85,000 | \$ 74,300 | \$ 85,000 |
| Contracted Services | 12,000 | 16,000 | 16,000 |
| Utilities | 163,000 | 163,000 | 163,000 |
| Equipment and Supplies | 10,000 | 8,900 | 8,900 |
| Capital Outlay | 61,000 | 43,700 | 25,000 |
| Dues & Fees | 2,000 | 2,200 | 2,200 |
| Total Pool | <u>\$ 333,000</u> | <u>\$ 308,100</u> | <u>\$ 300,100</u> |
| Total Expenditures | <u>\$ 455,360</u> | <u>\$ 398,190</u> | <u>\$ 423,250</u> |
| Excess (Shortage) of Revs over (under) Exps | \$ 12,698 | \$ 37,399 | \$ 32,447 |
| Fund Balance - Beginning of Year | <u>\$ 16,984</u> | <u>\$ 16,984</u> | <u>\$ 54,383</u> |
| Fund Balance - End of Year | <u>\$ 29,682</u> | <u>\$ 54,383</u> | <u>\$ 86,830</u> |

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Whitmore Lake Public Schools
BOARD OF EDUCATION
Regular Meeting Minutes
May 11, 2020 – Virtual Meeting – 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, Director of Finance & Operations, Denise Kerrigan, Director of Instruction, Jill Henry, Director of Student Services, Melissa Heuker, High School Dean of Students, Linda Lupi, Athletic Director, Brad McCormack, Community Relations & Recreation Director, Maria Carter-Ewald, and Director of Technology, Karen Sterzik

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 presented made by Mrs. Schwennesen; supported by Mr. Meadows.

Roll Call Vote. Ayes – 6; Nays – 0, motion carried

CALL TO THE PUBLIC

None

STUDENT COUNCIL

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

COMMITTEE REPORTS

None

CONSENT ITEMS

Motion to approve the minutes from the April 13, 2020 Board of Education Regular Meeting was made by Mr. Meadows; supported by Mr. Cole.

Roll Call Vote. Ayes – 6; Nays – 0, motion carried

Motion to approve fund transfer of \$189,578 in payments from Accounts Payable; further, to approve transfer of \$390,194 from Accounts Payable to cover the payrolls of April 15, 2020 and April 30, 2020 made by Mr. Meadows; supported by Mr. Cole.

Roll Call Vote. Ayes – 6; Nays – 0, motion carried

OLD BUSINESS
Sinking Fund Update

Mr. DeKeyser updated Board members on the status of the district wide video surveillance project. He shared they are about 85% complete with the wiring at the middle school building, when complete they will move on to the high school building and then the elementary school building.

NEW BUSINESS
Middle School Lease

Motion to approve Superintendent to negotiate a lease with Building Trades School for the 2021-2022 school year was made by Mrs. Schwennesen; supported by Mr. Cole.

Mr. DeKeyser shared information regarding the lease and answered questions from Board members.

Roll Call Vote. Ayes – 6; Nays – 0, motion carried

Personnel
MS/HS Principal and Dir. of Instruction

Motion to approve administrative position Middle/High School Principal and Director of Secondary Instruction for the 2020-2021 school year was made by Mr. Meadows; supported by Mrs. Schwennesen.

Superintendent DeKeyser shared highlights of the Administrative restructuring for the 2020-2021 school year. He also shared that he will perform the dual role, as Superintendent and Elementary School Principal, for the 2020-2021 school year.

Roll Call Vote. Ayes – 6; Nays – 0, motion carried

*ES Lead Teacher/Curriculum and
Profession Dev. Coordinator*

Motion to approve administrative position Elementary Lead Teacher/Curriculum and Professional Development Coordinator and Early Literacy Coach for the 2020-2021 school year was made by Mrs. Schwennesen; supported by Mrs. McCully.

Mr. DeKeyser answered questions from the Board regarding both administrative positions. Mr. Meadows noted he would like to see an Elementary Principal position return to the building within three years.

Roll Call Vote. Ayes – 6; Nays – 0, motion carried

Athletic Co-operative Program

Motion to approve an athletic co-operative program between WLPS and Livingston Classical Academy at the varsity level and to extend the middle school (6,7,8) and junior varsity levels for the 2020-21 and 2021-22 school years was made by Mr. Cole; supported by Mr. Henry.

Mr. DeKeyser shared this is a modification of a program currently in existence, this request will add the varsity level and continue the current co-operative for the next two years.

Roll Call Vote. Ayes – 6; Nays – 0, motion carried

2020-2023 Athletic Training Contract

Motion to approve the 2020-2023 Multiyear Athletic Training Management Agreement with MedSport, a Program of the Regents of the University of Michigan was made by Mr. Meadows; supported by Mrs. McCully.

Roll Call Vote. Ayes – 6; Nays – 0, motion carried

WISD Budget Resolution

Motion to approve the resolution to support the WISD Budget for 2020-2021 made by Mr. Henry; supported by Mrs. McCully.

Superintendent DeKeyser summarized the WISD Budget for 2020-2021 with Board members. He shared the supplemental support services provided by the WISD are included with their budget.

Roll Call Vote: Mr. Henry – yes, Mrs. Kritzman – yes, Mrs. McCully – yes, Mr. Meadows – yes, Mr. Cole – yes, Mrs. Mrs. Schwennesen – yes.

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

SUPERINTENDENT'S REPORT

Mr. DeKeyser shared the following:

1. End of year events – Graduation; due to COVID-19, and the stay safe – stay home executive order we are looking at end of June / first of July before we can bring large gatherings on campus. Communication will be sent to seniors on events planned. All other events including Senior Award Night, Underclassmen Awards, Elementary School Awards and 6th grade graduation will be held virtually.

2. 2020-2021 school year – We are planning to open the doors on August 31, 2020 unless we hear additional information from the Governor’s Office.

OTHER INFORMATION

None

ANNOUNCEMENTS

The rescheduled Board of Education Workshop will be conducted virtually via Zoom meeting on Thursday, May 14, 2020 at 5:00 p.m.

The next Regular Meeting of the Board of Education will be held on Monday, June 15, 2020 at 6:00 p.m. in the High School Media Center, unless the Executive Order still requires to be held virtual.

CALL TO THE PUBLIC

None

BOARD MEMBER REPORTS

Mrs. Kritzman and Mrs. McCully sent out a huge thank you to whomever was involved in setting up the adopt-a-senior program and the tribute to staff members.

ADJOURNMENT

Motion to adjourn the Regular Meeting at 7:59 p.m. made by Mrs. McCully; supported by Mrs. Schwennesen.

Roll Call Vote. Ayes - 6; Nays - 0, motion carried 6 - 0.

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

Date



Whitmore Lake Public Schools
BOARD OF EDUCATION
Workshop Meeting Minutes
May 14, 2020 – Virtual Meeting – 5:00 p.m.

MEMBERS PRESENT

Laura Schwennesen (*President*), Michelle Kritzman (*Treasurer*), Lisa McCully (*Secretary*), Lee Cole (*Trustee*), Ken Dignan (*Trustee*), and Bob Henry (*Trustee*)

MEMBERS ABSENT

John Meadows (*Vice President*)

ADMINISTRATORS PRESENT

Superintendent, Tom DeKeyser, Director of Finance & Operations, Denise Kerrigan, and High School Dean of Students, Linda Lupi

OTHERS PRESENT

None

CALL TO ORDER

At 5:03 p.m. by President Laura Schwennesen.

APPROVAL OF AGENDA

Motion to approve the agenda as presented made by Mr. Dignan; supported by Mrs. Schwennesen.

Roll Call Vote. Ayes – 6; Nays – 0

CALL TO THE PUBLIC

None

OLD BUSINESS

School Board Policies

Attorney Robert Lusk of Lusk Albertson, PLC reviewed the Proposed School Board Policies under 2000 (Program), 3000 (Professional Staff), and 4000 (Support Staff) with the Board members.

SUPERINTENDENT'S REPORT

None

ANNOUNCEMENTS

The next Regular Meeting of the Board of Education will be held on Monday, June 15, 2020 at 6:00 p.m. in the High School Media Center, unless the Executive Order still requires to be held virtual.

CALL TO THE PUBLIC

None

BOARD MEMBER REPORTS

None

ADJOURNMENT

Motion to adjourn the Workshop Meeting at 6:57 p.m. made by Mr. Dignan; supported by Mr. Cole.

Roll Call Vote. Ayes - 6; Nays - 0

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

Date

3

Whitmore Lake Public Schools
Business Office Transactions

For the Month Ending:
May 31, 2020

| | | | |
|--------------------------------------|--------------|----|----------------|
| <u>Payroll Transactions</u> | May 15, 2020 | \$ | 194,079 |
| | May 29, 2020 | \$ | 203,480 |
| | | \$ | <u>397,559</u> |
| | | | |
| <u>Accounts Payable Transactions</u> | | \$ | <u>362,294</u> |

4



2020-21

1661 Ramblewood Drive
East Lansing, MI 48823
(517) 332-5046

The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of public, private and parochial junior high/ middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules. It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in ALL MHSAA Tournament sports.

Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests, and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for its junior high/middle and senior high schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Please return one signed copy for our files and retain one copy for your files. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

MEMBERSHIP RESOLUTION

For the year August 1, 2020 — through July 31, 2021

LIST ON BACK

_____ the School(s) which are under the direction of this Board of Education/Governing Body.

(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2020-21 must be listed on the back of this form)

Whitmore Lake Public Schools City of Whitmore Lake

County of Washtenaw, of State of Michigan, are hereby:

(A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and

(B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current *HANDBOOK* as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2020 and shall remain effective until July 31, 2021, during which the authorization may not be revoked.

RECORD OF ADOPTION

The above resolution was adopted by the Board of Education/Governing Body of the

_____ School(s), on the _____ day of _____, 2020,
and is so recorded in the minutes of the meeting of the said Board/Governing Body.

(Governing Body Name)

(Address)

(City & Zip Code)

(Contact E-mail)

Board Secretary Signature
or Designee

☐ Check if Designee

Schools Which Are To Be MHSAA Members During 2020-21

NOTE: Pursuant to the MHSAA Constitution, all high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has enrollment and onsite attendance of at least 15 students, whether for grades 6 through 8 or 9, grades 7 through 8 or 9, or grades 9 or 10 through 12; and (b) if a nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization. To reach the 15-student minimum for middle school membership, schools may join the MHSAA at the 6th-grade level whether or not 6th-grade students participate in athletics.

- A. This Section does not require school districts to become member schools at the junior high/middle school level and does not require school districts to sponsor any interscholastic athletics for 6th-grade students.
- B. If a school district's MHSAA Membership Resolution lists a junior high/middle school as an MHSAA member school, and if the school sponsors a 6th-grade team in any sport or permits a 6th-grade student to participate with 7th- and/or 8th-grade students in any sport, then all of Regulations III and IV apply to all 6th-graders in all sports involving 6th-graders on teams sponsored by that school. If the school does not allow any 6th-graders to participate in a sport, MHSAA rules do not apply in that sport.

Name the Member High School(s)

List separately from JH/MS even if all grades are housed in the same building.

1. Whitmore Lake High School
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

If necessary, list additional schools for either column on a separate sheet.

Name the Member Junior High /Middle School(s)

(member 6th, 7th and 8th-grade buildings)

List separately from HS even if all grades are housed in the same building.

1. Whitmore Lake Middle School
 Name of Member School
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): 7-8
 Provide anticipated 2020-21 7th and 8th-grade enrollment 81
 Provide anticipated 2020-21 6th-grade enrollment 42
 1. Yes or No (circle one) 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, complete No. 2.
 2. Yes or No (circle one) If 6th-graders are participating & not housed in the same building, add the name of the building that houses 6th-graders to the Membership Resolution.
Whitmore Lake Elementary
2. _____
 Name of Member School
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): _____
 Provide anticipated 2020-21 7th and 8th-grade enrollment _____
 Provide anticipated 2020-21 6th-grade enrollment _____
 1. Yes or No (circle one) 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, complete No. 2.
 2. Yes or No (circle one) If 6th-graders are participating & not housed in the same building, add the name of the building that houses 6th-graders to the Membership Resolution.

3. _____
 Name of Member School
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): _____
 Provide anticipated 2020-21 7th and 8th-grade enrollment _____
 Provide anticipated 2020-21 6th-grade enrollment _____
 1. Yes or No (circle one) 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, complete No. 2.
 2. Yes or No (circle one) If 6th-graders are participating & not housed in the same building, add the name of the building that houses 6th-graders to the Membership Resolution.

5

PROPOSAL FOR OVERNIGHT STUDENT TRIP

2340 F5

Type of Trip: **Music Department Trip to New York City**

Proposed Departure Date: **April 29, 2021, 6:30 AM** Return Date: **May 2, 11:00 PM**

Proposed by **Elisa Fixler**

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

Proposal Date: **May 1, 2020**

A) Purpose

1) Place to be visited: New York City

2) Relationship to the district educational program: Related to the performing arts it is the departments view to expose students to fine performance and culture as much as possible. New York is certainly a prime destination to see that happen. Considering the itinerary of the trip I believe students will fulfill some of the district's desire to see students experience a wide range of venue that lend to the student's "well rounded" education.

3) Student Benefit: Besides the historical sites of national importance students will have opportunity to experience the arts on a personal level with experience that may not be duplicated in the lives of some. Of the itinerary experiences that stand out in this regard is the live Broadway show and the clinic that takes place there and the tour the tour of the Radio City Music Hall.

4) District Benefit: This trip is truly a diversified educational experience. Students will gain insight into the historical nature of sites such as Liberty Island, Ellis Island and the National 9/11 Memorial, and experience the culture of Times Square and the entertainment events listed in the itinerary.

5) Evaluations of Realized Benefits: Most benefits from this experience are intangible and I don't know if you can measure them, but certainly through group discussion and perhaps written survey their thoughts and impressions can be shared. At the least music students would be more appreciative of the arts and as well the historical sites they would see.

B) Students and Staff

(2)

- 1) Which Students: Band, Choir, and Drama Students; grades 7 through 12
- 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).
- 5) What other staff members are going: At least Kat Jakrzewski, possibly Carol Spilak.
- 6) How many Chaperones: I try to keep a five to one ratio
- 7) Names and affiliations: A list will be provided for background checks. Chaperons will be made up of parents and other teachers / staff that would want to go and Band/Music Boosters.
- 8) School days missed: Two; April 29 & 30. Students arrive back at 11:00 pm on May 2 after the night ride back to Whitmore Lake.
- 9) Teacher Notification: Teachers will be notified in the fall 2020, and then reminded through email several times.

C) School Work

- 1) Missed School Work: There is a lot of notice here. Students are expected to turn in assignments before leaving on the trip. Other than that students will ask for accommodation from the teacher for make up work and then meet their requirements.
- 2) Special assistance for students with academic problems: If a teacher or a parent decides as a matter of judgement that a student should not go for academic reasons I would back the teachers decision. The trip is not a requirement but is available to everyone in the performing arts department.

D) Itinerary

(3)

- 1) Destination: New York City
- 2) Mode of Transportation: Motor Coach
- 3) Housing / Food / Planned Activities: See attached itinerary
- 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: \$1089 based on quad occupancy and current carry-over paying participants. Many participants have already paid this amount toward the trip that was cancelled due to the Covid-19 situation, and their money will carry over. Additional students may add in at the same amount.
- 2) Source of Funds: Parents / Students via fundraising
- 3) Safeguard of Funds: We will not handle funds. All financial transactions are made through Bob Rogers Travel Agency. All payments are deposited online by parents to Bob Rogers Travel.
- 4) Trip Assurance Program/Insurance: Bob Rogers travel has a Trip Assurance Program page within their website () which includes FAQs and this pledge: "If your group cancels its trip for reasons beyond its control, we will be your advocate to get you the largest refund possible." This assurance is being seen in action during the current Covid-19 situation. In addition, travel insurance is offered.
- 5) Students unable to pay: The trip is not required, but for those who wish to go and cannot pay we have a number of fundraising opportunities through the course of the year that could enable them to participate..

F) Communications

(4)

- 1) Communication to parents: Upon approval we will have a general information meeting followed by periodic updates from myself as well as Bob Rogers Travel. Parents will be responsible for returning health / permission forms as well. After the trip the Music Boosters and myself will evaluate the trip. Then parents will have an opportunity to evaluate through a survey to gain their insight.
- 2) Telephone numbers of destination venues: These will be listed on the final itinerary and given to parents, chaperons, and school personnel.
- 3) Information to media and community: A photo and review article of the trip to the Courant.



5/1/2020

Signature of the Requester

Date

Approved:

Principal

Date

Board Member

Date

Board Member

Date



TOUR PROPOSAL

Every Bob Rogers Travel tour comes with these essentials:

- Motor coach operators that adhere to the strict USDOT standards for safety
- Payment options tailored to fit your group's needs and schedule (*including the option to have BRT automatically collect payments from travelers through our Individual Payment System*)
- Professional liability insurance and a consumer protection plan as recommended by the Student & Youth Travel Association
- The same high level of service and attention to detail which the company was founded on in 1981

**YOU WANT TO GIVE YOUR
STUDENTS THE WORLD.
WE HELP YOU TAKE THEM THERE.**



Founded by a former music educator, Bob Rogers Travel has been making student travel simple since 1981. Our team's singular focus is to allow you to keep yours – because when you can focus on inspiring students while we handle your trip, we all do our best work. Our team is comprised of educators, musicians and travel professionals. Together, we've planned over 6,000 memorable student travel experiences.

Founded by
a music
educator in
1981

carried over
550,000
travelers in over
6,500
trips

450 years
of performing arts
experience and
400 years
of travel experience
combined

every trip is
custom
no two trips
are alike

Contact **Caro Uhlemann-Short** at (800)-373-1423 ext. 224 or caro@bobrogerstravel.com



TOUR PROPOSAL

TOUR FEATURES

MOTOR COACH

- 1 - 55 passenger motor coach(es)
- Gratuities for your motor coach driver(s)
- 4 Ride MetroCard

HOTEL

- 3 Nights' accommodations at La Quinta Inn and Suites Clifton/Rutherford
- Breakfast at hotel
- Hotel Room for the Motor Coach Driver(s)
- All Students will pay Quad Occupancy Price (Quad Occupancy must be maximized)

SECURITY

- 1 Dedicated overnight chaperone(s)

MEALS

- Group Dinner at Crossroads Restaurant Marriott Marquis Dinner Buffet
- Cash Back Per Itinerary
- Group Lunch at Ellen's Stardust Diner
- Group Dinner at Naples 45 Ristorante E Pizzeria

ATTRACTIONS

- Group Photo in Times Square
- Admission to Top of the Rock
- Admission to the National September 11 Memorial and Museum
- Tour of Radio City Music Hall
- Step on Guided Tour of New York City
- Admission to Statue Cruises to Liberty & Ellis Island

THEATER / ATTRACTION TICKETS

- Ticket to Broadway Show of your Choice - \$85 budget

CLINICS

- Participation in Broadway Classroom Workshop - Broadway 101

OTHER

- IPS - Individual Payment System
- 2 Complimentary Director Package(s) (based on single occupancy)
- BRT Drawstring bag for every participant
- BRT Luggage Tags
- BRT Video Souvenir & Tracking/Messaging App
- 1 Onsite Company Tour Director(s)

Contact **Caro Uhlemann-Short** at (800)-373-1423 ext. 224 or caro@bobrogerstravel.com

Whitmore Lake High School

NJ Hotel



Bob Rogers Travel

Proposal Q-00996

Touring from **Apr 29, 2021**
through **May 2, 2021**

TOUR PROPOSAL

TOUR PRICING

| Occupancy | Paying Participants | | |
|-----------|---------------------|---------|---------|
| | 35-39 | 46-55 | 40-45 |
| Quad | \$1,089 | \$959 | \$1,010 |
| Triple | \$1,149 | \$1,020 | \$1,085 |
| Double | \$1,200 | \$1,089 | \$1,149 |
| Single | \$1,429 | \$1,349 | \$1,389 |

Non-inclusions/Options

- Meals stated at student cost
- Rental costs for stands, instruments or keyboards for performances/clinics (BRT can assist in arranging the rental of these items)
- Travel Protection is optional (though highly suggested) and available for purchase. We offer two options through Travel Insured International – Student Protection Plan with or without the CFAR* (Cancel For Any Reason) benefit. *CFAR coverage is 75% of the nonrefundable trip cost. Trip cancellation must be 48 hours or more prior to scheduled departure. CFAR must be purchased at the time of plan purchase and within 14 days of initial deposit. This benefit is not available to residents of New York. Link to purchase Travel Protection Plan:
<http://www.travelinsured.com/agency?agency=49046>

Contact **Caro Uhlemann-Short** at (800)-373-1423 ext. 224 or caro@bobrogerstravel.com

VALID THRU 05/30/2020

bobrogerstravel.com

(800) 373-1423

Since
1981

TRAVEL PROTECTION PLAN

FOR STUDENT GROUP TRAVEL

SCHEDULE OF INSURANCE COVERAGE AND OTHER NON-INSURANCE SERVICES

| | |
|--|--------------------|
| Trip Cancellation** | Trip Cost* |
| Trip Interruption** | 150% of Trip Cost* |
| Travel Delay – 6 hours | \$750 (\$150/day) |
| Missed Connection – 3 hours | \$500 |
| Baggage/Personal Effects | \$1,500 |
| Baggage Delay – 24 hours | \$300 |
| Non-Medical Emergency Evacuation | \$150,000 |
| Accident & Sickness Medical Expense | \$25,000 |
| Emergency Evacuation & Repatriation | \$100,000 |
| Cancel for Any Reason (CFAR)*** | Optional |
| Non-Insurance Worldwide Emergency Assistance Services | Included |

Coverages may vary and not all coverage is available in all jurisdictions.

* Up to the lesser of the Trip Cost paid or the limit of Coverage for which benefits are requested and the appropriate plan cost has been paid. Maximum limit of \$10,000

** For \$0 Trip Cost, there is no Trip Cancellation and Trip Interruption is limited to \$500 return air only

*** CFAR coverage is 75% of the nonrefundable trip cost. CFAR is optional and available for individuals or your entire group. Trip cancellation must be 48 hours or more prior to scheduled departure. **CFAR must be purchased within 14 days of your initial trip deposit.** This benefit is not available to residents of New York State.

PER PERSON RATES

| Cost of Trip | Rates | With CFAR* | Cost of Trip | Rates | With CFAR* |
|-------------------|-------|------------|--------------------|-------|------------|
| \$0 | \$7 | N/A | \$4,001 - \$4,500 | \$121 | \$181.50 |
| \$1 - \$200 | \$12 | \$18.00 | \$4,501 - \$5,000 | \$135 | \$202.50 |
| \$201 - \$400 | \$17 | \$25.50 | \$5,001 - \$5,500 | \$149 | \$223.50 |
| \$401 - \$600 | \$21 | \$31.50 | \$5,501 - \$6,000 | \$163 | \$244.50 |
| \$601 - \$800 | \$25 | \$37.50 | \$6,001 - \$6,500 | \$177 | \$265.50 |
| \$801 - \$1,000 | \$30 | \$45.00 | \$6,501 - \$7,000 | \$190 | \$285.00 |
| \$1,001 - \$1,500 | \$41 | \$61.50 | \$7,001 - \$7,500 | \$204 | \$306.00 |
| \$1,501 - \$2,000 | \$54 | \$81.00 | \$7,501 - \$8,000 | \$218 | \$327.00 |
| \$2,001 - \$2,500 | \$68 | \$102.00 | \$8,001 - \$8,500 | \$233 | \$349.50 |
| \$2,501 - \$3,000 | \$81 | \$121.50 | \$8,501 - \$9,000 | \$247 | \$370.50 |
| \$3,001 - \$3,500 | \$94 | \$141.00 | \$9,001 - \$10,000 | \$261 | \$391.50 |
| \$3,501 - \$4,000 | \$108 | \$162.00 | | | |

The above rates are for trips up to 30 days -- for each day over 30 add \$3.00 per person per day.

*Cancel For Any Reason (CFAR) benefit not available to residents of New York State

All of the above rates are for the plan which includes insurance and non-insurance services.



Bob Rogers Travel

PAYMENT INFO:

To purchase the Protection Plan for your tour with or without Cancel for Any Reason, please click the link below:

[www.travelinsured.com/
agency?agency=49046](http://www.travelinsured.com/agency?agency=49046)

PLEASE NOTE - FOR CANCEL FOR ANY REASON COVERAGE

When purchasing a plan online, in order to apply for Cancel for Any Reason Coverage, you need to click the checkbox next to the coverage on the purchase page.

You must purchase your protection plan within 14 days of your initial trip deposit to be eligible for CFAR coverage*

Bob Rogers Travel strongly encourages you to take the CFAR option.

*Cancel For Any Reason (CFAR) benefit not available to residents of New York State



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INTERNATIONAL**
A CRUM & FORSTER COMPANY

Travel Insured International
844-440-8113
groups@travelinsured.com
www.travelinsured.com

GENERAL LIMITATIONS AND EXCLUSIONS

Insurance benefits are not payable for any loss due to, arising or resulting from: 1. suicide, attempted suicide or any intentionally self-inflicted injury of You, a Traveling Companion, Family Member or Business Partner booked to travel with You, while sane or insane; 2. an act of declared or undeclared war; 3. participating in maneuvers or training exercises of an armed service, except while participating in weekend or summer training for the reserve forces of the United States, including the National Guard; 4. riding or driving in races, or speed or endurance competitions or events; 5. mountaineering (engaging in the sport of scaling mountains generally requiring the use of picks, ropes, or other special equipment); 6. participating as a member of a team in an organized sporting competition; 7. participating in bodily contact sports, skydiving or parachuting, hang gliding or bungee cord jumping; 8. piloting or learning to pilot or acting as a member of the crew of any aircraft; 9. being intoxicated, or under the influence of any controlled substance unless as administered or prescribed by a Legally Qualified Physician; 10. the commission of or attempt to commit a felony or being engaged in an illegal occupation; 11. normal childbirth or pregnancy (except Complications of Pregnancy) or voluntarily induced abortion; 12. dental treatment (except as coverage is otherwise specifically provided); 13. amounts which exceed the Maximum Benefit Amount for each coverage as shown in the Schedule of Benefits; 14. due to a Pre-Existing Condition, as defined in the Policy. The Pre-Existing Condition Limitation does not apply to the Emergency Medical Evacuation or return of remains coverage; 15. medical treatment during or arising from a Trip undertaken for the purpose or intent of securing medical treatment; 16. a mental or nervous condition, unless hospitalized for that condition while the Policy is in effect for You; 17. due to loss or damage (including death or injury) and any associated cost or expense resulting directly from the discharge, explosion or use of any device, weapon or material employing or involving chemical, biological, radiological or similar agents, whether in time of peace or war, and regardless of who commits the act and regardless of any other sequence thereto.

The following limitation applies to Trip Cancellation: All cancellations must be reported directly to the Travel Supplier within 72 hours of the event causing the need to cancel, unless the event prevents it, and then as soon as is reasonably possible. If the cancellation is not reported within the specified 72 hour period, the Company will not pay for additional charges, which would not have been incurred had You notified the Travel Supplier in the specified period. If the event prevents You from reporting the cancellation, the 72-hour notice requirement does not apply; however, You must, if requested, provide proof that said event prevented him or her from reporting the cancellation within the specified period.

Additional Limitations and Exclusions Specific to Baggage and Personal Effects: Benefits are not payable for any loss caused by or resulting from: breakage of brittle or fragile articles; wear and tear or gradual deterioration; confiscation or appropriation by order of any government or custom's rule; theft or pilferage while left in any unlocked or unattended vehicle; property illegally acquired, kept, stored or transported; Your negligent acts or omissions; or property shipped as freight or shipped prior to the Scheduled Departure Date; or electrical current, including electric arcing that damages or destroys electrical devices or appliances.

Cancel For Any Reason Protection: Optional Coverage applies only when requested on the application and the appropriate additional plan cost has been paid. CFAR must be purchased within 14 days of your initial trip deposit. If You purchase the Cancel For Any Reason protection and You cancel Your Trip for any reason not otherwise covered by this plan, the Insurer will reimburse You for up to 75% of the prepaid, forfeited, non-refundable payments or deposits You paid for Your Trip provided You cancel Your Trip more than 48 hours prior to Your Scheduled Departure Date. **This benefit is not available to residents of New York State.**

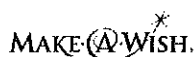
Purchase up to final Trip Payment for Pre-Existing Condition Waiver!

The Pre-Existing Condition Exclusion will be waived if the protection plan is purchased before final trip payment for the trip, for the full non-refundable cost of the trip and the booking for the covered trip is the first and only booking for this travel period and you are not disabled from travel at the time you pay the premium.

PLEASE REFER TO THE PLAN DOCUMENTS FOR A COMPLETE DESCRIPTION OF COVERAGE.

This document contains highlights of the plan. The plan contains insurance benefits underwritten by the United States Fire Insurance Company. C&F and Crum & Forster are registered trademarks of United States Fire Insurance Company. The Crum & Forster group of companies is rated A (Excellent) by AM Best Company 2016. The plan also contains non-insurance Travel Assistance Services that are provided by an independent organization, and not by United States Fire Insurance Company or Travel Insured International. Coverages may vary and not all coverage is available in all jurisdictions.

Associations



- Student Youth Travel Association (SYTA)
- National Tour Association (NTA)
- American Bus Association (ABA)
- International Air Transport Association (IATA)
- American Choral Directors Association (ACDA)
- Members of 25 State Music Associations
- Official Sponsor of Make-A-Wish
- Producer of the Thanksgiving Parade of Bands

Accolades

- Top Producer for Broadway.com (since 2010)
- Top Producer for the Chicago Symphony Orchestra (since 2013)
- A Disney Youth Programs PremEar Travel Planner
- Top Producer for Disney Performing Arts OnStage at Walt Disney World (since 2011)
- Top Producer for Festival Disney (since 2014)
- Universal Orlando Resort Preferred Youth Travel Planner



Walt Disney World® Resort
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For exemplary leadership and achievement within the student travel industry providing quality experiences and demonstrating business integrity, while embracing and promoting the Magic of Disney.



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TODAY
"TODAY!" Award

Presented to an ABA member demonstrating that it has what it takes to make an impact in the group travel industry—today.

Financial Protection and Insurance

When you travel with BRT your investment is protected

- Professional liability insurance
- Optional Trip Cancellation Insurance
- Consumer Protection Plan

6

June 1, 2020

Dear Whitmore Lake Public School Community,

It is with great difficulty that I write this letter of resignation, I have actually been writing it now for over 3 months, as I retire and leave my position as Principal for Whitmore Lake Elementary School and Director of Early Childhood programs effective July 1, 2020.

In my 15 years with WLPS it has been my pleasure to work with such dedicated, caring and responsible staff, administrators and school board members as well as children, families and the community. From the bus drivers who bring the children safely to school each day, the teachers and paraprofessionals who teach our children, food service staff who ensure healthy meals each day, custodian and maintenance staff who kept the buildings clean and maintained, to the secretaries and administration staff who keep it all connected and moving each day, I commend each and every one for working together as a team, even through the toughest of times!

We have persevered together through some rough times and are still fighting strong to keep this school district thriving for children and families. Through these hard times, many staff and families have moved on, but those that have stayed have demonstrated compassion, dedication and perseverance. I have watched children grow and flourish over the years. I have seen sadness and need. I have seen staff and administrators come and go. But through all of this, I see a school and community that is genuine, caring and connected. The staff and families remain as dedicated as ever!

As I leave this position of providing leadership for programs for children from preschool through 6th grade, I will always keep in my heart the children and families of WLPS who are strong and caring and always want the best for their children. The staff who stayed even through the hardest of times, the new staff who helped to build an even stronger school district and those who left and are still connected.

When I came here 15 years ago I remember thinking, I know nothing about this community and it is different than where I am from, however staff, families and the community embraced me and helped me to learn the area, get to know families and to appreciate small town living. I will greatly miss leading this team, partnering with families, teaming with administrators and all these wonderful children!

Thank you so much for my 15 years with you! Take care!

Sincerely,

A handwritten signature in cursive script that reads "Sue Wanamaker".

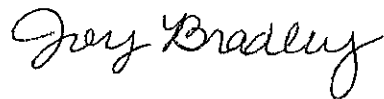
Sue Wanamaker

June 2, 2020

To whom it may concern:

I, Joy Bradley with a heavy heart have decided to retire on June 5, 2020. I have been part of the Whitmore Lake family for 30 years and truly will miss every one here.

Sincerely,

A handwritten signature in cursive script that reads "Joy Bradley". The signature is written in black ink and is positioned below the word "Sincerely,".

Joy Bradley

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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

Superintendent Tom DeKeyser

June 12, 2020

Dr. Scott Menzel and the WISD Board of Education
1819 S. Wagner Rd.
Ann Arbor, MI
48106-1406

Dear Dr. Menzel and WISD Board of Education,

Whitmore Lake Public Schools welcomed Scott Menzel as its superintendent in 2002. Even though he moved on, we still consider him and the Menzel family part of our team of supporters. It is with that special relationship in mind that we now offer congratulations to Dr. Menzel on his retirement and thank him for his service and dedication to the Washtenaw Intermediate School District and to children and families in Washtenaw and Livingston Counties.

Our region's ability to care for school aged children and young adults is a direct reflection of Dr. Menzel's leadership and commitment to guiding educators through issues related to literacy, early childhood education, finance, and equity. We are proud of the programs and opportunities he has created. And, the programs he has preserved have only gotten better during his tenure as WISD superintendent.

While his presence and leadership will certainly be missed we look forward to our continued partnership with WISD. We want to wish Dr. Menzel all the best as he moves on to his next adventure in Scottsdale, AZ.

On behalf of the WLPS Board of Education and the community of Whitmore Lake, congratulations, Dr. Menzel!

Best wishes,

Tom DeKeyser
Superintendent, Whitmore Lake Public Schools