



BOARD OF EDUCATION

Regular Meeting

July 13, 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, July 13, 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

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

CONSENT ITEMS

Approval of minutes from the June 29, 2020 Board of Education Regular Meeting. (**Attachment 1**)

Approve fund transfer of \$452,890 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$420,345 from Accounts Payable to cover the payrolls of June 15, 2020 and June 30, 2020. (**Attachment 2**)

NEW BUSINESS

Approval of Legal Counsel

Motion to retain the legal firms of Clark Hill PLC, Lusk Albertson PLC, and Thrun Law Firm as legal counsel for the Whitmore Lake Public School District for the 2020-2021 school year.

School Bond Loan Fund Resolution

Attachment 3 contains a copy of the School Bond Qualification and Loan Program Resolution for the 2020-2021 school year for approval. **A Roll Call Vote is required.**

L-4029 Tax Rate

Attachment 4 contains L-4029 Tax Rate Request. Approval is recommended.

SUPERINTENDENT’S REPORT

OTHER INFORMATION

Personnel

Community Recreation Swim Team Coach, Ben Newcomb has submitted his letter of resignation with an effective date of June 30, 2020.

ANNOUNCEMENTS

The rescheduled Board of Education Workshop will be conducted virtually via Zoom meeting on Wednesday, July 15, 2020 at 6:00 p.m.

The next Regular Meeting of the Board of Education will be held on Monday, August 10, 2020 at 6:00 p.m. in the Administration Office, Superintendent Conference Room, unless an Executive Order still requires to be held virtual.

CALL TO THE PUBLIC

BOARD MEMBER REPORTS

Mr. Cole, Mr. Dignan, Mr. Henry, Mrs. Kritzman, Mrs. McCully, Mr. Meadows, and Mrs. Schwennesen

CLOSED SESSION

The Board will adjourn to go into closed session to discuss calendar negotiations. **Roll call vote required**

ADJOURNMENT

Please fill out a "Public Participation Request" form if you wish to address the Board prior to the Public Comment section of the meeting. Please include your name, address and topic you wish to speak on. Those wishing to speak in Public Comment are limited to three (3) minutes.

0000 – BYLAWS

0160 - MEETINGS

0167.3 – Public Participation at Board Meetings

Tape or video recordings are permitted subject to the following conditions:

- A. No obstructions are created between the Board and the audience.
- B. No interviews are conducted in the meeting room while the Board is in session.
- C. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.

The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment.

M.C.L. 15.253(4)(5)(6), 380.1808

Revised 9/27/2010

Use of Recording Devices

Anyone attending a school event who wishes to record the activity on a visual recording device shall be asked to abide by the following rules:

- A. The recorder must operate the device within the area designated by the principal or director of the activity.
- B. The camera must not block the view of any other attendees or interfere with others who seek to record the activity.
- C. Those who record or assist a recorder must not block any passageways nor interfere with any other attendee's participation or observation of the activity.
- D. If sound is also being recorded, the recorder must not ask other attendees to be quiet or to change their behavior in order to improve the quality of the sound.
- E. If the District is recording the activity, the principal may arrange for a person to obtain a copy providing s/he agrees to provide a tape and pay whatever the principal may need to charge to cover the costs of transfer.

Where the District does not possess the appropriate license or permission to allow the recording of a copyrighted work or performance, notice will be given, when possible, prior to the exhibit or performance. Announcements shall be made at the beginning of any such exhibit or performance.

1



Whitmore Lake Public Schools
BOARD OF EDUCATION
Regular Meeting Minutes
June 29, 2020 – Virtual Meeting – 6:00 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

None

ADMINISTRATORS PRESENT

Superintendent, Tom DeKeyser, Director of Finance & Operations, Denise Kerrigan, MS/HS Principal, Jill Henry, Elementary Lead Teacher and Literacy Coach, Heidi Roy-Borland, Director of Student Services, Melissa Heuker, High School Dean of Students, Linda Lupi, Athletic Director, Director of Technology, Karen Sterzik, and Community Relations & Recreation Director, Maria Carter-Ewald

OTHERS PRESENT

Staff, parents and members of the community

CALL TO ORDER

At 6:00 p.m. by President Laura Schwennesen.

APPROVAL OF AGENDA

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

Roll Call Vote. Ayes – 7; Nays – 0, motion carried

CALL TO THE PUBLIC

None

CONSENT ITEMS

Motion to approve the minutes from the June 15, 2020 Board of Education Regular Meeting was made by Mrs. Schwennesen; supported by Mr. Henry.

Roll Call Vote. Ayes – 7; Nays – 0, motion carried

OLD BUSINESS

*2019-2020 Final Budget Proposal
and Resolution*

Motion to approve the 2019-2020 Final Budget Summary as presented was made by Mrs. Schwennesen; supported by Mr. Cole.

Mr. DeKeyser shared that a decrease in revenue, due to unoccupied buildings during the COVID-19 pandemic, will leave the general fund balance below the projected amount.

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

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

*2020-2021 Budget Proposal
and Resolution*

Motion to approve the 2020-2021 Original Budget Summary was made by Mrs. Schwennesen; supported by Mr. Meadows.

Mr. Dignan shared his concerns and aggravation regarding the state and unknown foundation allowance. He also shared he is not comfortable using 41% of the Fund Balance to create a budget proposal.

Mr. Meadows remarked we need to be careful with spending and flexible with the ups and downs from the state to deliver the best possible education to our students. Mrs. Schwennesen shared the proposed budget may change many

times, until the state can figure out their budget and what is going to occur due to the COVID-19 pandemic.

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

NEW BUSINESS

Borrowing Resolution

Motion to approve the borrowing resolution for adoption for the 2020-2021 school year through the Michigan Financial Authority (MFA) for an amount not to exceed \$1,900,000 made by Mrs. Schwennesen; supported by Mr. Cole.

Mrs. Kerrigan shared in order to meet cash flow needs, the district needs to borrow funds. She also shared the increase of \$600,000 is to allow us the cash needed, if we receive a large cut from the state aid.

Mr. Dignan inquired if WLPS would benefit from collecting school taxes in the summer vs the winter. Mrs. Kerrigan shared typically districts who benefit receive more in their tax revenue than from their state aid.

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

Administration Contracts

Motion to approve the renewal contract of Director of Finance and Operations, Denise Kerrigan; and to approve the new contracts of Middle/High School Principal and Director of Instruction, Jill Henry-Peters, and Elementary Lead Teacher/Curriculum & Professional Development Coordinator and Early Literacy Coach, Heidi Roy-Borland made by Mrs. Schwennesen; supported by Mr. Dignan.

Mr. Henry excused himself from voting due to a conflict of interest with the position of Middle/High School Principal and Director of Instruction.

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

SUPERINTENDENT'S REPORT

Mr. DeKeyser shared the following:

1. Thanked Board members for attending the Class of 2020 Graduation event and the Northfield Township Department of Public Safety for their part in making it a success.
2. Linda Lupi of the Whitmore Lake Health Equity Leadership Team shared information on a drive-up COVID-19 testing site scheduled on July 11, 2020 from 12:00 – 6:00 p.m. at the former Middle School building on Main Street.
3. Livingston Classical Academy – 2020-2021 Budget was approved last week by their Board. They proposed a forty student increase and a \$500 deduction in State Aid. He also shared that 2020-2021 is the last year of their original five year contract with WLPS.
4. Building Trades School – approved initial four board members, next step is the lease approval. These two items will allow them to begin the process to open for the 2021–2022 school year.
5. July 14, 2020 6:00 p.m. is tentative date for the rescheduled BOE Workshop with Robert Lusk of Lusk Albertson, PLC to continue review of proposed board policies.

OTHER INFORMATION

The Board acknowledged all other items of information.

ANNOUNCEMENTS

The next Regular Meeting of the Board of Education will be held on Monday, July 13, 2020 at 6:00 p.m. in the Administration Office, Superintendent Conference Room, unless the Executive Order still requires to be held virtual.

There will be another Board of Education Regular Meeting on Monday, August 10, 2020 at 6:00 p.m. in the Administration Office, Superintendent Conference Room.

CALL TO THE PUBLIC

Patti Kobeck, mother of a graduate, thanked everyone involved in making the Class of 2020 graduation an amazing event.

BOARD MEMBER REPORTS

Mrs. Schwennesen announced that July 21, 2020 is the deadline to file a petition with the Washtenaw County Clerk's Office for Board members wishing to seek re-election at the November general election.

Mrs. Kritzman announced the Education Foundation will host an auction at the Whitmore Lake Athletic Golf Outing scheduled for August 1, 2020.

ADJOURNMENT

Motion to adjourn the Regular Meeting at 7:07 p.m. made by Mrs. Schwennesen; supported by Mr. Dignan

Roll Call Vote. Ayes - 7; Nays - 0, motion carried 7 - 0.

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

Date

2

Whitmore Lake Public Schools
Business Office Transactions

For the Month Ending:
June 30, 2020

<u>Payroll Transactions</u>	June 15, 2020	\$	196,044
	June 30, 2020	\$	224,301
		\$	<u>420,345</u>

<u>Accounts Payable Transactions</u>	\$	<u>452,890</u>
--------------------------------------	----	----------------

3

School Bond Qualification and Loan Program
School Loan Revolving Fund
Bureau of Bond Finance
Michigan Department of Treasury
430 W. Allegan
Lansing, MI 48922

ANNUAL LOAN/REPAYMENT ACTIVITY APPLICATION

For Participation in the School Bond Qualification and Loan Program

Legal Name of School District	District Code No.	County
Whitmore Lake Public Schools	81-140	Washtenaw County

CERTIFICATE

I, the undersigned, Secretary of the Board of Education, do certify hereby that the following constitutes a true and complete copy of a resolution adopted by the Board of Education of this School District, at a regular meeting held on the 13 day of July, 2020, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with Act 267 of the Public Acts of 1976 (Open Meetings Act).

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, _____.

Lisa C. McCully

(Type or Print Name of Secretary)

(Signature of Secretary)

Michelle L. Kritzman

(Type or Print Name of Treasurer, Board of Education)

(Signature of Superintendant of Schools)

RESOLUTION

A meeting was called to order by _____, President.

Present: Members _____

Absent: Members _____

The following preamble and resolution were offered by Member _____

and supported by Member _____

WHEREAS:

1. Act 92 of the Public Acts of Michigan, 2005, enacted pursuant to Article IX, Section 16, of the Michigan Constitution of 1963, provides the procedure, terms and conditions for obtaining a loan from the Michigan School Loan Revolving Fund.
2. Pursuant to Executive Order No. 1993-19, the state activities related to bond qualification and state borrowing functions for the provision of loans by the State of Michigan to school districts were transferred from the Department of Education to the Department of Treasury. The State Treasurer is responsible for prescribing the forms and procedures regarding the application for loan from the School Loan Revolving Fund.

3. This district has taken all necessary actions to comply with all legal and procedural requirements for borrowing from the School Loan Revolving Fund.

NOW, THEREFORE, LET IT BE RESOLVED THAT:

1. The district approves the estimated amount to be borrowed from or repaid to the School Bond Qualification and Loan Program and certifies the amount of qualified debt millage to be levied in accordance with the following:

Qualified bond debt millage (Tax Year 2020)	8.39	
Combined beginning balance owed to the SBLF and/or SLRF 06/30/2020		\$ 4,187,722.52
Estimated amount to borrow from or repay to the SBLF and/or SLRF		\$7,640,903
Estimated accrued interest		\$591,431
Estimated combined ending balance owed the SBLF and/or SLRF 06/30/2021		\$12,420,056

2. The district agrees to levy the debt millage tax as indicated above in the current tax year and to levy the debt millage tax required by law on the taxable valuation of the district for each subsequent year until all loans are repaid in full to the State of Michigan.

3. The district agrees to take actions and to refrain from taking any actions as necessary to maintain the tax exempt status of tax exempt bonds or notes issued by the State or the Michigan Finance Authority for the purpose of financing loans to school districts.

4. The district agrees to file a draw request with the State Treasurer not less than 30 days prior to the time when disbursement proceeds will be necessary in order to pay maturing principal or interest or both and to provide any other pertinent facts which may be required to be included in the request.

5. The (title of authorized officer) Director of Finance and Operation is authorized and directed to file with the Department of Treasury the Annual Loan/Repayment Activity Application and any draw request documents necessary for borrowing from the SLRF.

6. In the event that the district fails to perform any actions as identified in this application or required by law, the district will submit to the State Treasurer a board approved resolution which indicates the actions taken and procedures implemented to assure future compliance.

7. The district board members have read this application, approved all statements and representations contained herein as true to the best knowledge and belief of said board, and authorized the Secretary of the Board of Education to sign this application and submit same to the State Treasurer for his review and approval.

Ayes: Members

Nayes: Members

4

2020 Tax Rate Request

(This form must be completed and submitted on or before September 30, 2020)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

Carefully read the instructions on page 2.

County(ies) Where the Local Government Unit Levies Taxes WASHTENAW	2020 Taxable Value of ALL Properties in the Unit as of 5-26-2020 282,210,248
Local Government Unit Requesting Millage Levy WHITMORE LAKE PUBLIC SCHOOLS	For LOCAL School Districts: 2020 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. 82,133,294

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2020 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2019 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2020 Current Year "Headlee" Millage Reduction Fraction	(7) 2020 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
VOTED	OPERATING - NH	8-2016	19.4972	18.8283	.9807	18.4649	1.0000	18.0000	0	18.0000	12-2025
EX-VOTED	'12 DEBT	NA	NA	NA	1.0000	NA	1.0000	NA	0	0.2890	NA
EX-VOTED	'15A DEBT	NA	NA	NA	1.0000	NA	1.0000	NA	0	2.5680	NA
EX-VOTED	'15B DEBT	NA	NA	NA	1.0000	NA	1.0000	NA	0	5.1170	NA
EX-VOTED	'15A DEBT	NA	NA	NA	1.0000	NA	1.0000	NA	0	0.1820	NA
EX-VOTED	'19 DEBT	NA	NA	NA	1.0000	NA	1.0000	NA	0	0.2340	NA
VOTED	SINKING FUND	8-2018	1.0000	0.9851	0.9867	0.9719	1.0000	0.9719	0	0.9719	12-2027
VOTED	RECREATION MILLAGE	8-2019	1.0000	NA	0.9867	0.9867	1.0000	0.9867	0	0.9867	12-2028

Prepared by Denise Kerrigan	Telephone Number (734) 839-6301	Title of Preparer Director of Finance & Operations	Date 07/13/2020
---------------------------------------	---	--	---------------------------

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		Lisa C. McCully	07/13/2020
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		Laura M. Schwennesen	7/13/2020

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only: Complete if requesting millage to be levied. See STC Bulletin 2 of 2020 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	6.0
For all Other	18.0

2020 Tax Rate Request

(This form must be completed and submitted on or before September 30, 2020)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes LIVINGSTON	2020 Taxable Value of ALL Properties in the Unit as of 5-26-2020 106,204,005
Local Government Unit Requesting Millage Levy WHITMORE LAKE PUBLIC SCHOOLS	For LOCAL School Districts: 2020 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. 45,552,563

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2020 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2019 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2020 Current Year "Headlee" Millage Reduction Fraction	(7) 2020 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
VOTED	OPERATING - NH	8-2016	19.4972	18.8283	.9807	18.4649	1.0000	18.0000	0	18.0000	12-2025
EX-VOTED	'12 DEBT	NA	NA	NA	1.0000	NA	1.0000	NA	0	0.2890	NA
EX-VOTED	'15A DEBT	NA	NA	NA	1.0000	NA	1.0000	NA	0	2.5680	NA
EX-VOTED	'15B DEBT	NA	NA	NA	1.0000	NA	1.0000	NA	0	5.1170	NA
EX-VOTED	'15A DEBT	NA	NA	NA	1.0000	NA	1.0000	NA	0	0.1820	NA
EX-VOTED	'19 DEBT	NA	NA	NA	1.0000	NA	1.0000	NA	0	0.2340	NA
VOTED	SINKING FUND	8-2018	1.0000	0.9851	0.9867	0.9719	1.0000	0.9719	0	0.9719	12-2027
VOTED	RECREATION MILLAGE	8-2019	1.0000	NA	0.9867	0.9867	1.0000	0.9867	0	0.9867	12-2028

Prepared by Denise Kerrigan	Telephone Number (734) 839-6301	Title of Preparer Director of Finance & Operations	Date 07/13/2020
---------------------------------------	---	--	---------------------------

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		Lisa C. McCully	07/13/2020
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		Laura M. Schwennesen	7/13/2020

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2020 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	6.0
For all Other	18.0