



**BOARD OF EDUCATION  
REGULAR MEETING**  
November 8, 2021 — 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, November 8, 2021 – 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

Jamie Meadows will present the student council report.

## COMMITTEE REPORTS

## CONSENT ITEMS

Approval of minutes from the October 25, 2021 Board of Education Regular Meeting. (**Attachment 1**)

Approve fund transfer of \$479,162 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$460,346 from Accounts Payable to cover the payrolls of October 15, 2021 and October 29, 2021. (**Attachment 2**)

## NEW BUSINESS

### *School of Choice*

Pursuant to Sections 105 and 105(c) of the State School Aid Act, it is recommended that the Board adopt unlimited open enrollment for students grade levels 7 – 12 and limited enrollment for grade levels in K - 6 in all programs for the second semester of the 2021-2022 school year.

### *2022 Schedule of Meetings*

**Attachment 3** contains the proposed 2022 Board of Education schedule of meetings. Approval is recommended.

### *Financial Report*

**Attachment 4** contains the Budget Performance Report for October 31, 2021. Director of Finance & Operation, Denise Kerrigan will update the Board with information regarding the financial report.

## **SUPERINTENDENT'S REPORT**

### **OTHER INFORMATION**

#### *Personnel*

Patrisha Packard has accepted the position of Head Start/GSRP Paraprofessional for the Early Childhood Center with a start date of November 1, 2021. This position has an hourly pay rate of \$12.00 (Step 2 of the WLPA).

### **ANNOUNCEMENTS**

**The next Regular Meeting of the Board will be held on Monday, December 13, 2021 at 7:00 p.m. in the High School Media Center**

### **CALL TO THE PUBLIC**

### **BOARD MEMBER REPORTS**

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

### **CLOSED SESSION**

The Board will adjourn to go into closed session for the purpose of discussing the superintendent's 2021 evaluation. **Roll Call vote is required.**

### **ADJOURNMENT**

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

#### 0000 – BYLAWS

#### 0160 - MEETINGS

##### 0167.3 – Public Participation at Board Meetings

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

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

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

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

Revised 9/27/2010

#### Use of Recording Devices

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

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

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

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**Whitmore Lake Public Schools**  
**BOARD OF EDUCATION**  
*Regular Meeting Minutes*  
**October 25, 2021 – High School Media Center – 7:00 p.m.**

**MEMBERS PRESENT**

John Meadows (*President*), Laura Schwennesen (*Treasurer*), Lisa McCully (*Secretary*), Lee Cole (*Trustee*), and Frank Zolenski (*Trustee*)

**MEMBERS ABSENT**

Michelle Kritzman (*Vice President*), and Bob Henry (*Trustee*)

**ADMINISTRATORS PRESENT**

Superintendent, Tom DeKeyser, Director of Finance & Operations, Denise Kerrigan, MS/HS Principal, Jill Henry, Elementary Principal, Heidi Roy-Borland, Student Services Director, Melissa Heuker, and Athletic Director, Brad McCormack

**OTHERS PRESENT**

Staff, parents and members of the community

**CALL TO ORDER**

At 7:01 p.m. by President John Meadows.

**APPROVAL OF AGENDA**

*Motion to approve the agenda as presented made by Mr. Meadows; supported by Mr. Cole.*  
Ayes – 5; Nays – 0, motion carried

**CALL TO THE PUBLIC**

None

**STUDENT COUNCIL**

Student Council President, Jamie Meadows shared the successful homecoming week events with the Board. She also shared planning will begin soon for the holiday assembly.

**COMMITTEE REPORTS**

Mrs. Schwennesen shared the Executive Committee met on September 21, 2021 and discussed contract matters.

**CONSENT ITEMS**

*Motion to approve the minutes from the September 20, 2021 Board of Education Regular Meeting, the September 20, 2021 closed session, and the October 18, 2021 Workshop Meeting was made by Mr. Meadows; supported by Mr. Cole.*  
Ayes – 5; Nays – 0, motion carried 5 – 0

*Motion to approve fund transfer of \$306,406 in payments from Accounts Payable; further to approve the transfer of \$469,510 from Accounts Payable to cover the payrolls of September 15, 2021, and September 30, 2021 made by Mr. Meadows; supported by Mr. Cole.*  
Ayes – 5; Nays – 0, motion carried 5 – 0

**NEW BUSINESS**

*Copier Purchase*

*Motion to approve the purchase of four new copiers from Cannon for an amount not to exceed \$35,000 was made by Mrs. Schwennesen; supported by Mrs. McCully.*

Mr. DeKeyser shared that the five year lease-to-own agreement with Ricoh has expired. The purchase from Cannon would replace the two larger machines that seem to break down frequently. Mrs. Kerrigan shared copier bids received with the Board members and informed them this would be an outright purchase. Mrs. Kerrigan also answered all Board member questions sharing the per-copy cost covers the service agreement for the machines. If approved we would have a service agreement with, both Canon and Ricoh for their machine types.

Ayes – 5; Nays – 0, motion carried 5 - 0

### *Approval of Facilities RFP*

Mr. Meadows shared during the Board Workshop Meeting, members reviewed and discussed the facilities proposals received. He also shared presentations were conducted this past week from those companies with the Ad-hoc Committee.

Mr. DeKeyser requested to add his recommendation, Kingscott and Clark, into the motion and shared Kingscott has experience with schools of our size, financial position and most on point with their proposal.

*Motion to select Kingscott and Clark as architect and construction management firms and approve proposal to complete a facilities and program assessment for Whitmore Lake Public Schools was made by Mrs. Schwennesen; supported by Mr. Zolenski.*

Board members from the Ad-hoc committee updated members on the information and answered all questions regarding the presentations and their thoughts on the companies understanding the needs of the district.

Ayes – 5; Nays – 0, motion carried

### *Off-Schedule Payments*

*Motion to approve employee off-schedule payments in the amount not to exceed \$60,000 was made by Mr. Cole; supported by Mr. Zolenski.*

Superintendent DeKeyser briefed the Board with the plan and shared this amount is based on current employees, who worked during the 2020–2021 school year. Board members shared their appreciation and thanked all employees for going above and beyond in keeping the schools open and operating for students.

Ayes – 5; Nays – 0, motion carried

### *Financial Report*

Mrs. Kerrigan updated the Board information regarding the September 30, 2021, financial report.

## **SUPERINTENDENT'S REPORT**

Mr. DeKeyser shared the following:

- 1) WLHS – October is dedicated as College Month. Every Monday students and staff wear their college shirt.
- 2) Athletics update – Athletic Director, Brad McCormack shared the MS/HS highlights from the fall sports season with Board members. Mr. DeKeyser added that John Holt and Ethan Drouillard from Community Recreation along with Mr. McCormack, are working together to offer additional youth sports to the community.
- 3) COVID update – Have had a few cases and continue to seek solutions in buildings regarding the lunchrooms, no classroom isolation or quarantine through close contact, students and staff continue to wear masks, waiting for guidance from the health department for winter sports.
- 4) Staff update – Continue to seek additional teacher and paraprofessionals, this is a county wide problem, generally in the special education department.

## **OTHER INFORMATION**

### *Personnel*

Mr. Meadows, on behalf of the board, congratulated Catherine Schneider, elementary teacher, and LuAnn Easlick, high school teacher, on their plans to retire at the end of the 2021-2022 school year. He also noted their years of service and wished them well.

The Board acknowledged all other personnel and award information.

## **ANNOUNCEMENTS**

**The next Regular Meeting of the Board of Education will be held on Monday, November 8, 2021 at 7:00 p.m. in the High School.**

## CALL TO THE PUBLIC

Lindsey Collins shared the Education Foundation raised \$3,500 from the Cornhole tournament fundraiser.

## BOARD MEMBER REPORTS

Mrs. Schwennesen announced Board members will again participate in the Northfield Human Services Adopt-a-Family this year. She also volunteered to do all the shopping for the family.

Mr. Cole shared he attended the Northfield Township Park & Rec committee meeting on October 19, 2021. He also shared the disc-golf course is now open at the park.

Mr. Zolenski gave kudos to HS Marching Band Director, Elisa Fixler, for continuing the plan to perform their last performance even though the home football game was cancelled.

## ADJOURNMENT

*Motion to adjourn the Regular Meeting at 8:06 p.m. made by Mr. Meadows; supported by Mrs. McCully.*

Ayes - 5; Nays - 0, motion carried 5 - 0.

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

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*Date*



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

For the Month Ending:  
**October 31, 2021**

<u>Payroll Transactions</u>	October 15, 2021	\$	232,903
	October 29, 2021	\$	227,443
		\$	<u>460,346</u>

<u>Accounts Payable Transactions</u>		\$	<u>479,162</u>
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## Whitmore Lake Public Schools

### BOARD OF EDUCATION 2022 Meeting Schedule

Whitmore Lake Public Schools  
8845 Main Street  
Whitmore Lake, MI 48189  
(734) 449-4464

If BOE meetings need to be conducted virtually during the COVID-19 pandemic. A link to join the meeting will be posted on the District website under Featured Info & Events as needed. WLPS will follow the advice and Epidemic Orders of the Michigan Department of Health and Human Services.

			LOCATION
January 17, 2022	Organizational/Regular Meeting	7:00 p.m.	High School
February 14, 2022	Regular Meeting	7:00 p.m.	High School
March 14, 2022	Regular Meeting	7:00 p.m.	High School
April 11, 2022	Regular Meeting	7:00 p.m.	High School
May 9, 2022	Regular Meeting	7:00 p.m.	High School
June 13, 2022	Budget Hearing /Reg. Mtg	6:00 p.m.	High School
June 27, 2022	Regular Meeting	6:00 p.m.	High School
July 18, 2022	Regular Meeting	6:00 p.m.	Middle School
August 15, 2022	Regular Meeting	6:00 p.m.	Middle School
September 19, 2022	Regular Meeting	7:00 p.m.	High School
October 17, 2022	Regular Meeting	7:00 p.m.	High School
November 7, 2022	Regular Meeting	7:00 p.m.	High School
December 12, 2022	Regular Meeting	7:00 p.m.	High School

Upon request to the Superintendent, the District shall make reasonable accommodation for a person with disabilities to be able to participate in these meetings.

Please note the location is subject to change. View [wlps.net](http://wlps.net) for location update.

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**Whitmore Lake Public Schools  
Budget Performance Reports  
October 31, 2021**

Revenue	Actual	Adopted Budget	Remaining Budget	% Used/Rec'd
Fund 11 - General Fund Revenue Totals	\$306,948	\$11,084,813	\$10,777,865	2.77%
State Aid Note (SAN)	\$1,493,259			
	<u>\$1,800,207</u>			
Fund 23 - Comm Rec Revenue Totals	\$41,664	\$462,040	\$420,376	9.02%
Fund 25 - Food Service Revenue Totals	\$103,815	\$375,350	\$271,535	27.66%

Expenditures	Actual	Adopted Budget	Remaining Budget	% Used/Rec'd
Fund 11 - General Fund Expenditure Totals	\$2,896,613	\$10,520,917	\$7,624,304	27.53%
Fund 23 - Comm Rec Expenditure Totals	\$110,401	\$320,600	\$210,199	34.44%
Fund 25 - Food Service Expenditure Totals	\$117,387	\$325,800	\$208,413	36.03%

**Audited Fund Balance 6-30-2021**

Fund 11 - General Fund	\$1,053,362
Fund 23 - Community Recreation	\$211,857
Fund 25 - Food Service	\$85,810