



**BOARD OF EDUCATION  
ORGANIZATIONAL / REGULAR  
MEETING**

January 17, 2022 — 7:00 p.m.  
Whitmore Lake High School Media Center



# WHITMORE LAKE PUBLIC SCHOOLS BOARD OF EDUCATION

## Mission Statement

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

### ORGANIZATIONAL / REGULAR MEETING

Monday, January 17, 2022 – 7:00 p.m.

Whitmore Lake High School Media Center

7430 Whitmore Lake Rd.

Whitmore Lake, MI 48189

#### CALL TO ORDER

Trustee Meadows will call to order the Organizational / Regular Meeting.

#### 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

#### ELECTION OF BOARD OFFICERS

Trustee Meadows shall call for nominations for President of the Board for the 2022 calendar year. A motion to close the nominations and vote shall follow.

The elected President of the Board will assume the meeting and shall call for nominations for the remaining positions of the board for the 2022 calendar year. A motion to close the nominations and vote shall follow each nomination.

**Vice President**

**Secretary**

**Treasurer**

#### STUDENT COUNCIL

Jamie Meadows will present the student council report.

#### CONSENT ITEMS

Approval of minutes from the December 13, 2021 Board of Education Regular Meeting, and the December 13, 2021 closed session (to be handed out at the meeting). **(Attachment 1)**

Approve fund transfer of \$375,179 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$464,342 from Accounts Payable to cover the payrolls of December 15, 2021 and December 31, 2021. **(Attachment 2)**

**NEW BUSINESS**

*Financial Report*

**Attachment 3** contains the Budget Performance Report for December 31, 2021. Director of Finance & Operation, Denise Kerrigan will update the Board with information regarding the financial report.

**SUPERINTENDENT'S REPORT**

**OTHER INFORMATION**

*Personnel*

Jenna Peloso has accepted the position as Paraprofessional at the High School with a start date of January 4, 2022. This position has an hourly pay rate of \$12.00 (Step 1 of the WLPA).

Melanie Clawson has accepted the promotion for the position as Elementary Intervention Specialist with a start date of January 17, 2022. This position has an hourly pay rate of \$20.00.

Erica Szotek has accepted the position as Paraprofessional for the Elementary Montessori Magnet Program with a start date of January 18, 2022. This position has an hourly pay rate of \$13.46 (Step 5 of the WLPA).

**ANNOUNCEMENTS**

**The next Regular Meeting of the Board will be held on Monday, February 14, 2022 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

**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*  
**December 13, 2021 – High School Media Center – 7:00 p.m.**

**MEMBERS PRESENT**

John Meadows (*President*), Michelle Kritzman (*Vice President*), Laura Schwennesen (*Treasurer*), Lisa McCully (*Secretary*), Lee Cole (*Trustee*), Bob Henry (*Trustee*), and Frank Zolenski (*Trustee*)

**MEMBERS ABSENT**

None

**ADMINISTRATORS PRESENT**

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

**OTHERS PRESENT**

Members of the community

**CALL TO ORDER**

At 7:00 p.m. by President John Meadows.

**APPROVAL OF AGENDA**

*Motion to approve the agenda as presented made by Mr. Meadows; supported by Mrs. Kritzman.*

Ayes – 7; Nays – 0, motion carried

**CALL TO THE PUBLIC**

None

**STUDENT COUNCIL**

Student Council President, Jamie Meadows shared the events planned for Spirit Week and the Holiday Assembly.

**COMMITTEE REPORTS**

Mrs. Kritzman shared the Finance Committee met on November 16, 2021. Topics included current/projected enrollment in the Montessori Magnet Program, possibly expanding services, property sale and OSHA requirements.

Mrs. Schwennesen shared the Executive Committee met on November 30, 2021. Topics included the superintendent evaluation, and personal and contract matters.

**CONSENT ITEMS**

*Motion to approve the minutes from the November 8, 2021 Board of Education Regular Meeting and the November 8, 2021 closed session was made by Mrs. Schwennesen; supported by Mrs. McCully.*

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

*Motion to approve fund transfer of \$530,614 in payments from Accounts Payable; further to approve the transfer of \$498,741 from Accounts Payable to cover the payrolls of November 15, 2021, and November 30, 2021 made by Mrs. Schwennesen; supported by Mrs. McCully.*

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

**NEW BUSINESS**

*Sale of Property Resolution*

*Motion to adopt the resolution For Sale of School District Real Property accepting the \$25,000 offer made by Nasos Investments LLC d/b/a/ Stop-N-Store and direct the Superintendent to finalize and sign any documents necessary to complete the sale was made by Mrs. Schwennesen; supported by Mr. Cole.*

Mr. DeKeyser shared Nasos Investments, LLC was the only offer received, the district will pay for costs covered in the purchase agreement and attorney fees, and the buyer

is responsible for all the property line changes with the township. He then answered all Board member questions regarding the sale.

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

#### *Financial Report*

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

#### **SUPERINTENDENT’S REPORT**

Mr. DeKeyser shared the following:

- 1) Middle/High School – First semester ends this week, hosting a second vaccine clinic on Thursday, December 13, 2021 between 12:00 p.m. and 3:00 p.m. The vaccine clinic is open to the public, and their annual Christmas assembly will be on Friday, December 17, 2021.
- 2) Security – reviewing procedures with both Northfield and Green Oak Township police department, and the Sheriff Departments in Livingston and Washtenaw Counties. Staff will receive an overview of the procedures at the next professional development day.

#### **OTHER INFORMATION**

##### *Personnel*

The Board acknowledged the items of other information. Mr. Meadows then recognized the retirement of Julie Fleury and Dianne (Dee) Koehler and thanked them for their years of service.

#### **ANNOUNCEMENTS**

**The next Regular/Organizational Meeting of the Board of Education will be held on Monday, January 17, 2022 at 7:00 p.m. in the High School Media Center.**

#### **CALL TO THE PUBLIC**

None

#### **BOARD MEMBER REPORTS**

Mr. Cole shared that he recently attended a special Park N’ Rec meeting where they revealed the initial plans from the architectural and landscaping firm. He also shared that Northfield Township won a grant that will help pay for the Park.

Mrs. Kritzman gave a shout-out to both the MS and HS Drama Clubs for a great performance. She also shared that the Drama Club will host a can drive on January 2, 2022, and Project Graduation is hosting a fundraising event on January 22, 2022 to include a euchre tournament and silent auction.

Mrs. McCully announced HS Ice Hockey is in full swing and the team is doing great. She then shared that students can get in the home game with their student ID.

Mrs. Schwennesen shared The Titanium Trojans, MS Robotics Team, are competing in the state championship this weekend. She also shared they are ranked 7<sup>th</sup> place in the state of Michigan.

#### **CLOSED SESSION**

*Motion to adjourn into closed session meeting at 7:34 p.m. (with a 5 minute break) to discuss the superintendent’s evaluation was made by Mr. Meadows; supported by Mr. Schwennesen. Roll call vote: Mrs. Kritzman – yes, Mrs. McCully – yes, Mr. Meadows – yes, Mrs. Schwennesen – yes, Mr. Zolenski – yes, Mr. Cole – yes, Mr. Henry – yes*  
Ayes – 7; Nays – 0, motion carried 7 - 0

#### **Call to Order**

Open session called to order at 8:08 p.m. by President John Meadows.

## **Superintendent Evaluation**

*Motion to add extra duty as further compensation for services performed to A) create contracts, B) establish and maintain Board of Directors, for Charters, C) develop lease agreement, D) work with contract and service providers, and E) other, the contract as outlined in Appendix A, B, and C was made by Mr. Meadows; supported by Mr. Henry.*

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

The WLPS BOE completed Mr. DeKeyser's annual evaluation with a rating of Effective.

*Motion to extend the Superintendent's contract to June 30, 2026 was made by Mr. Meadows; supported by Mr. Cole.*

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

## **ADJOURNMENT**

*Motion to adjourn the Regular Meeting at 8:12 p.m. made by Mr. Henry; supported by Mrs. McCully.*

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

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

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*Date*

2

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

For the Month Ending:  
**December 2021**

<u>Payroll Transactions</u>	December 15, 2021	\$	228,576
	December 31, 2021	\$	235,766
		\$	<u>464,342</u>
<u>Accounts Payable Transactions</u>		\$	<u>375,179</u>

3

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

<b>Revenue</b>	<b>Actual</b>	<b>Adopted Budget</b>	<b>Remaining Budget</b>	<b>% Used/Rec'd</b>
<b>Fund 11 - General Fund Revenue Totals</b>	<b>\$2,364,231</b>	<b>\$11,084,813</b>	<b>\$8,720,582</b>	<b>21.33%</b>
<b>State Aid Note (SAN)</b>	<b>\$1,493,259</b>			
	<b>\$3,857,490</b>			
<b>Fund 23 - Comm Rec Revenue Totals</b>	<b>\$66,305</b>	<b>\$462,040</b>	<b>\$395,735</b>	<b>14.35%</b>
<b>Fund 25 - Food Service Revenue Totals</b>	<b>\$236,725</b>	<b>\$375,350</b>	<b>\$138,625</b>	<b>63.07%</b>

<b>Expenditures</b>	<b>Actual</b>	<b>Adopted Budget</b>	<b>Remaining Budget</b>	<b>% Used/Rec'd</b>
<b>Fund 11 - General Fund Expenditure Totals</b>	<b>\$4,958,650</b>	<b>\$10,520,917</b>	<b>\$5,562,267</b>	<b>47.13%</b>
<b>Fund 23 - Comm Rec Expenditure Totals</b>	<b>\$164,264</b>	<b>\$320,600</b>	<b>\$156,336</b>	<b>51.24%</b>
<b>Fund 25 - Food Service Expenditure Totals</b>	<b>\$201,980</b>	<b>\$325,800</b>	<b>\$123,820</b>	<b>62.00%</b>

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

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