



**BOARD OF EDUCATION  
REGULAR MEETING**  
October 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.*

## REGULAR MEETING

Monday, October 17, 2022 – 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

“This meeting of the Board of Education in public is 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

Kimberlee Ventura will present the student council report.

### CONSENT ITEMS

Approval of minutes from the September 19, 2022 Board of Education Regular Meeting. (**Attachment 1**)

Approve fund transfer of \$565,834 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of ~~\$565,834~~ **\$576,128** from Accounts Payable to cover the payrolls of September 15, 2022 and September 30, 2022. (**Attachment 2**)

### OLD BUSINESS

#### *Board Policies*

Miller Johnson policies, regarding Superintendent of Schools, Organization and Functioning of the Board, Admission and Enrollment, and Behavior with Personal Electronic Devices and Food Deliveries updates and revisions second reading (**Attachment 3**). Approval is recommended.

### NEW BUSINESS

#### *Athletic Co-operative Program*

Motion to approve an athletic co-operative program between WLPS and Livingston Classical Academy at the junior **varsity** and varsity levels for baseball and softball for the 2022-23 and the 2023-24 school years.

#### *Reproductive Health Advisory Committee*

Michigan school districts choosing to implement sex education must have a Sex Education Advisory Board (SEAB) and identify committee chairs in compliance with Michigan Compiled Laws related to sex education and reproductive health. The superintendent has provided the BOE with a list of recommended SEAB members. SEAB approval is recommended.

*Financial Report*

**Attachment 4** contains the Budget Performance Report for September 30, 2022. Director of Finance & Operation, Denise Kerrigan will update the Board with information regarding the financial report.

**SUPERINTENDENT'S REPORT**

**OTHER INFORMATION**

*Personnel*

Lucinda (Sara) Lupi has accepted the position as MS/HS Lunchroom Supervisor with a start date of October 3, 2022, and Barbara Cook has accepted the position as MS/HS Food Service Worker with a start date of October 11, 2022. These positions has an hourly pay rate of \$12.00 (Step 2) and \$13.50 (Step 1) per hour, respectively.

Debra Busuito has accepted the full time position as Elementary Paraprofessional with a start date of October 10, 2022. This position has an hourly pay rate of \$18.00 (Step 5 of the WLPa).

Vanessa Holden has accepted the position as MS/HS Administrative Assistant with a start date of October 10, 2022. This position has an hourly pay rate of \$15.00 (Step 1 of the WLOPA)

**ANNOUNCEMENTS**

**The next Regular Meeting of the Board will be held on Monday, November 7, 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.

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**Whitmore Lake Public Schools**  
**BOARD OF EDUCATION**  
*Regular Meeting Minutes*  
**September 19, 2022 –High School Media Center – 7:00 p.m.**

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Lee Cole (*Trustee*)

**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**

Staff, parents and members of the community

**CALL TO ORDER**

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

**APPROVAL OF AGENDGA**

*Motion to approve agenda as presented was made by Mr. Meadows; supported by Mr. Henry.*

Ayes – 6; Nays – 0, motion carried

**CALL TO THE PUBLIC**

None

**SPECIAL PRESENTATION**

Jeff Straus from Maner Costerisan CPA's briefed the Board on the 2021-2022 audit report. He walked the Board through the report sharing it was a good clean and an unmodified audit. He also shared the district expenditures did increase slightly, from the past two years, due to an increase in federal funding and accomplished a \$2.3 million decrease on long term debt over the current year. Mr. Straus noted that the general fund balance is 10.32%.

**STUDENT COUNCIL**

Student Council President, Kimberlee Ventura shared the events planned for Homecoming with the Board. She also shared they will purchase microwaves for the cafeteria upon approval.

**COMMITTEE REPORTS**

Mrs. Schwennesen shared the Executive Committee met on September 6, 2022. Topics included hiring of a Nurse and a Psychologist, facility review, engaging an outside polling firm, and the Operational Non-Homestead Millage campaign.

Mrs. Kritzman shared the Finance Committee met on September 14, 2022. Topics included pool issues, facility review, sinking fund, drainage repair, and tree removal.

Superintendent DeKeyser added what the hiring of a survey firm can do for the district in regards to the facility review by Kingscott. He also shared he met with Epic MRA today and discussed topics to include on a survey with the community.

**CONSENT ITEMS**

*Motion to approve the minutes from the August 15, 2022 Board of Education Regular Meeting made by Mr. Meadows; supported by Mr. Zolenski.*

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

*Motion to approve the fund transfer of \$293,532 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$416,167 from Accounts Payable to cover the payrolls of August 15, 2022 and August 31, 2022 made by Mr. Meadows; supported by Mr. Zolenski.*

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

**NEW BUSINESS**

*Personnel*

*Motion to approve the hire of the following with a start date of August 24, 2022:*

*Jamie Gibbons as a full time Elementary Teacher at Level 1 on the WLEA BA salary scale,*

*Nicole Cotton (Takla) as a full time MS/HS Social/Emotional/Mental Health Specialist at Level 10 on the WLEA MA salary scale, and*

*Catherine Bergren as a full time MS/HS Special Education Teacher at Level 7 on the WLEA BA salary scale was made by Mr. Henry; supported by Mrs. McCully.*  
Ayes – 6; Nays – 0, motion carried

*Motion to approve the internal transfer of Amber Masterson from the WLES School Social Worker position to become the WLES Social/Emotional/Mental Health Specialist at Level 12 on the WLEA MA salary scale with a start date of August 24, 2022 was made by Mr. Meadows; supported by Mr. Henry.*  
Ayes – 6; Nays – 0, motion carried

*WLPS Course Catalog*

*Motion to approve the Whitmore Lake Public Schools student course catalog was made by Mrs. Kritzman; supported by Mr. Henry.*  
Ayes – 6; Nays – 0, motion carried

*Building Trades School*

*Motion to approve the request by Superintendent, Tom DeKeyser to revoke the July 21, 2021 contract to charter the Building Trades School, a Public School Academy, Pursuant to the procedures set forth in Section 10.03 was made by Mr. Henry; supported by Mrs. Kritzman.*

*Roll Call Vote: Mr. Henry – yes, Mrs. Kritzman – yes, Mrs. McCully – yes, Mr. Meadows – yes, Mrs. Schwennesen – yes, Mr. Zolenski – yes*  
Ayes – 6; Nays – 0, motion carried 6 – 0

*Designation of Depositories*

*Motion to designate Bank of Ann Arbor as a depository for Student Activity funds was made by Mrs. Kritzman; supported by Mr. Henry.*  
Ayes – 6; Nays – 0, motion carried

*Board of Education Policies*

Superintendent DeKeyser shared changes required for policies regarding Superintendent of Schools, Organization and Functioning of the Board, Admission and Enrollment, and Behavior with Personal Electronic Devices and Food Deliveries with the Board for a first reading. He then answered questions from Board members and added if there are any additional questions they should be directed to him prior to the next board meeting on October 17, 2022 where approval will be recommended.

**SUPERINTENDENT'S REPORT**

Superintendent DeKeyser shared the following:

- 1) Continuity of Learning Plan and goals for the 2022-2023 school year - Our Learning Plan is in-person with goals to increase literacy in reading and math. He also shared MAP testing results will be reviewed for verifying our goal achievement.
- 2) Officer Howe has been hired as our District Resource Office, you may see him in and around the district buildings.

**OTHER INFORMATION**

*Personnel*

The board acknowledged the resignations of Elementary Behavior Specialist, Jacqueline Victor, and High School Food Service, Michelle Donner. The board also acknowledged hiring of Brooke McGee as ES Lunchroom Supervisor, Stephanie Wilson as Kids Club Child Care Worker, Madeline Green as ES Paraprofessional, Lisa Ely as HS Behavior Specialist, Mary Murphy returning as the District English Language Tutor and through the Supplemental Services Program with the WISD, Jason Towler, Kristin Davis, Nicole Kur, and Mark McIntyre.

**ANNOUNCEMENTS**

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

**CALL TO THE PUBLIC**

None.

**BOARD MEMBER REPORTS**

Mrs. Kritzman shared the Education Foundation is hosting a Cornhole Tournament at the Rod N' Gun Club on October 1, 2022. She also announced the Whitmore Lake Parent

Advisory Committee for Special Education has a vacant position and if you know a parent who would be interested have them contact the WISD where the meetings are held.

Mrs. Schwennesen and Mr. Zolenski thanked Mrs. Kerrigan for the clean audit.

**ADJOURNMENT**

*Motion to adjourn the Regular Meeting at 8:20 p.m. made by Mr. Meadows; supported by Mr. Zolenski.*

Ayes - 6; Nays - 0, motion carried 6 - 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:  
**September 30, 2022**

<u>Payroll Transactions</u>	September 15, 2022	\$ 292,937
	September 30, 2022	\$ 283,191
		<u>\$ 576,128</u>
 <u>Accounts Payable Transactions</u>		 <u>\$ 565,834</u>

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## 2022-23 Policy Changes

Changes recommended are **in bold font**.

Policy 0003, Superintendent of Schools. Two additions to this policy should bring clarity to the powers of the Superintendent to make employment decisions in certain circumstances and to address the Superintendent's role in constructing a negotiation team for collective bargaining:

The Board will employ a Superintendent of Schools in conformity with the Revised School Code and other applicable laws. The Superintendent will serve as the School District's chief administrator. **As part of those responsibilities, the Superintendent is authorized by the Board to make employment decisions, including hiring and termination, with respect to all non-administrative and non-teaching staff.** The Superintendent is responsible for the development and implementation of Administrative Regulations that give operational effect to the Board Policies. Regulations are to be consistent with these Bylaws and Policies and, except as otherwise agreed by the Board, will not be effective for a period of one month from the date they are provided to the Board. The Board may, but is not required to, formally approve Administrative Regulations. A reference to the Superintendent in these Bylaws and Policies (and in any Administrative Regulations that may be promulgated) means the Superintendent or his/her designee, unless otherwise expressly stated.

The Board is represented in all labor negotiation proceedings by a negotiating team. ~~The Board approves all members of the team prior to the start of the negotiations.~~ **The Superintendent shall select the bargaining team for the School District.** All agreements negotiated by the team are subject to ratification by the Board.

1st Read:

2nd Read/Approved:

Minutes reflecting BOE approval:

Policy 1001, Organization and Functioning of the Board. Under Policy 1001, the sub-policy entitled "**Removal from Office**" has led to occasional confusion. The Policy is intended to address the removal of Board officers from their Board officer positions, not the Board itself. Accordingly, the heading/name for that sub-policy should be changed to "**Removal from Officer Positions**" to eliminate ambiguity.

1st Read:

2nd Read/Approved:

Minutes reflecting BOE approval:

Policy 2001, Admission and Enrollment. Consistent with specific language contained within the State Aid Act and the Pupil Accounting Manual, MJ recommends updating sub-policy "Children of Non-Resident Employees." This modification follows the discovery of a small loophole in which a person could obtain employment, have their child enrolled consistent with the sub-policy, then voluntarily leave employment and have the pupil maintain enrollment, without paying tuition.

**Children of Non-resident Employees.** A child of a non-resident employee of the School District may be permitted to enroll in the School District without the payment of tuition, provided the enrolling student is enrolling in the K-12 program. Once enrolled, such a student will be permitted to continue to attend the School District through graduation or receipt of a certificate of completion, **as long as the employee remains employed with the School District. Such a student will also be permitted to continue to attend the School District if the student is enrolled under this policy and the employee no longer works for the School District due to layoff or elimination of the position.** This policy does not, ~~however,~~ bar the long-term suspension or expulsion of a student for a violation of the Student Code of Conduct. **For the purposes of this policy, an "employee" is defined as an individual with regularly scheduled hours while school is in session and does not include seasonal, coaching, or third party contracted employees (including substitute teachers). An employee is eligible for this benefit at the start of the next school term/semester.**

1st Read:

2nd Read/Approved:

Minutes reflecting BOE approval:



Policy 2006, Behavior. MJ recommends establishing policy language that makes clear that students are not permitted to use cell phones or similar devices to record, or take pictures of, other individuals at school without permission. Naturally, such a rule must be subject to common sense exceptions, such as students who record a sporting event, arts performance, or other activity meant to be publicly viewed. It's difficult to find balance between the two, so, MJ recommends the following addition to sub-policy "Distribution and Posting of Materials,":

**Personal Electronic Devices.** The School District reserves the right to prohibit the possession or use of personal electronic devices on School District property or at School District-related functions. For purposes of this Policy, "personal electronic device" means a privately owned device that is used for audio, video, or text communications.

Students are permitted to use personal electronic devices only as follows:

- Before and after the regular school day.
- During the student's scheduled lunch time.
- As directed by a teacher or other professional staff member for educational purposes.

Students may possess personal electronic devices on their person but the devices must be powered off and kept out of sight in backpacks/purses or lockers except during the times above.

**Students may not use personal electronic devices to broadcast or record audio, images, or video of any student, staff member, or other person in the school or while attending a school-related activity, unless the student has received permission from the person(s) to be broadcasted or recorded. This prohibition does not apply to curricular or extra-curricular activities for which personal recording is generally permitted (e.g., athletic events, arts performances, etc.).**

The Superintendent may develop regulations to further control student possession and use of personal electronic devices.

1st Read:

2nd Read/Approved:

Minutes reflecting BOE approval:

Policy 2006, Behavior. At the time of drafting sub-policy "Food Deliveries," food delivery services were in their infancy, so MJ listed examples of providers. Now that food deliveries have become a staple of daily life, the list of examples is no longer needed.

Food Deliveries. Students are prohibited from ordering delivery food during the school day, either directly from a restaurant or through smart phone applications and websites ~~such as Grubhub, DoorDash, and UberEats~~. Any food deliveries will be confiscated by the front office and, at the discretion of the front office, may either be retrieved at the end of the school day or discarded. Violation of this policy may result in student discipline.

1st Read:

2nd Read/Approved:

Minutes reflecting BOE approval:

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**Whitmore Lake Public Schools  
Budget Performance Reports  
September 30, 2022**

<b>Revenue</b>	<b>Actual</b>	<b>Adopted Budget</b>	<b>Remaining Budget</b>	<b>% Used/Rec'd</b>
Fund 11 - General Fund Revenue	\$228,009	\$12,824,068	\$12,596,059	1.78%
Fund 23 - Comm Rec Revenue	\$14,138	\$547,115	\$532,977	2.58%
Fund 25 - Food Service Revenue	\$27,943	\$474,850	\$446,907	5.88%

<b>Expenditures</b>	<b>Actual</b>	<b>Adopted Budget</b>	<b>Remaining Budget</b>	<b>% Used/Rec'd</b>
Fund 11 - General Fund Expenditure	\$2,032,768	\$12,816,312	\$10,783,544	15.86%
Fund 23 - Comm Rec Expenditure	\$59,033	\$330,400	\$271,367	17.87%
Fund 25 - Food Service Expenditure	\$46,883	\$474,300	\$427,417	9.88%

**Audited Fund Balance 6-30-2022**

Fund 11 - General Fund	\$1,178,174
Accounts Receivable	\$1,666,027
Fund 23 - Community Recreation	\$352,858
Fund 25 - Food Service	\$179,633