



**BOARD OF EDUCATION
REGULAR MEETING**

December 12, 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, December 12, 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 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

Kimberlee Ventura will present the student council report.

COMMITTEE REPORTS

CONSENT ITEMS

Approval of minutes from the November 7, 2022 Board of Education Regular Meeting. (**Attachment 1**)

Approve fund transfer of \$537,973 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$573,224 from Accounts Payable to cover the payrolls of November 15, 2022 and November 30, 2022. (**Attachment 2**)

OLD BUSINESS

Board of Education Policies

Attachment 3 contains Miller Johnson policy 1002, Electronic Meetings for a second reading. Approval is recommended

NEW BUSINESS

Personnel

Motion to approve the hire of Kelsey Arambula (Munn) as a full time Elementary Special Education Teacher at level 9 on the WLEA MA salary scale with a start date of November 29, 2022

Marching Band Trip Proposal

Motion to approve the proposal for an overnight WLHS Marching Band Trip submitted by Elisa Fixler, MS/HS Band Director, to travel to Hersey, MI for Band Camp from July 31, 2023 to August 4, 2023. Approval is recommended. (**Attachment 4**)

Approval of Building Signs RFQ

Motion to award repair of the outdoor building signs bid to Signs by Crannie for a total bid amount of \$143,510 with the 10 mil pixel upgrade added for an amount not to exceed \$17,000. Approval is recommended. **(Attachment 5)**

Financial Report

Attachment 6 contains the Budget Performance Report for November 30, 2022. Director of Finance & Operations, Denise Kerrigan will update the Board with information regarding the financial report.

SUPERINTENDENT'S REPORT

OTHER INFORMATION

Personnel

ECC Head Start Paraprofessional, Lisandra Rodrigues Alomar and GLTW Montessori Infant Assistant, Emily Kroll, have recently submitted their resignations with an effective of December 19, 2022. **(Attachment 7)**

Jennifer Sadowski has accepted the full-time position as Montessori Preschool Assistant Teacher with a start date of December 5, 2022.

Kids Club Child Care Worker, Stephanie Wilson, has accepted a new position as ECC Head Start Assistant Teacher with a start date of January 9, 2023.

ANNOUNCEMENTS

The next Regular Meeting of the Board will be the Organizational meeting held on Monday, January 23, 2022-2023 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 Superintendent's 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

November 7, 2022 –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

Staff, parents and members of the community

CALL TO ORDER

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

APPROVAL OF AGENDGA

Mr. Meadows requested to amend the agenda to add two resolutions to consider and approve an athletic co-operative program for JV Swim & Dive, and JV Wrestling.

Motion to approve the agenda as amended was made by Mr. Meadows; supported by Mr. Cole.

Ayes – 7; Nays – 0, motion carried

CALL TO THE PUBLIC

None

STUDENT COUNCIL

Student Council President, Kimberlee Ventura shared highlights from the homecoming festivities. She also shared they have begun planning for the holiday assembly.

COMMITTEE REPORTS

Mrs. Schwennesen shared the Executive Committee met October 27, 2022. Topics included meeting with Epic-MRA an outside survey firm, the superintendent evaluation, and student achievement.

CONSENT ITEMS

Motion to approve the minutes from the October 17, 2022 Board of Education Regular Meeting made by Mr. Meadows; supported by Mr. Henry

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

Motion to approve the fund transfer of \$528,539 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$576,902 from Accounts Payable to cover the payrolls of October 14, 2022 and October 31, 2022 made by Mr. Meadows; supported by Mr. Henry

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

NEW BUSINESS

*Athletic Co-Operative Wrestling
Program*

Motion to approve the resolution for an athletic co-operative wrestling program between WLPS and Livingston Classical Academy at the junior varsity level for the 2022-23 and 2023-24 school years was made by Mr. Meadows; 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, Mr. Cole – yes.

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

*Athletic Co-operative Swim/Dive
Program*

Motion to approve the resolution for an athletic co-operative Swim/Dive program between WLPS, Ann Arbor Greenhills, Gabriel Richard and Livingston Classical Academy at the junior varsity level for the 2022-23 and 2023-24 school years was made by Mr. Meadows; supported by Mrs. Kritzman.

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

2023 Schedule of Meetings

Motion to approve the proposed 2023 Board of Education schedule of meetings per attachment 3 was made by Mrs. Schwennesen; supported by Mr. Henry.

Mr. Henry requested to correct the July 2022 date to July 2023.
Ayes – 7; Nays – 0, motion carried 7 – 0

L-4029 Tax Rate

Motion to approve the L-4029 Tax Rate Request contingent upon approval of the November 8, 2022 WLPS Operating Millage Proposal was made by Mr. Henry; supported by Mrs. Schwennesen.
Ayes – 7; Nays – 0, motion carried 7 – 0

Board of Education Policies

Superintendent DeKeyser shared the change options required for policy 1002, Electronic Meeting and Remote Participation 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 December 12, 2022 board meeting, where approval will be recommended,

Financial Report

Director of Finance & Operations, Denise Kerrigan, updated the Board with information regarding the October 31, 2022 financial report. She also shared revenue is beginning to increase in Community Recreation since the pool repair.

SUPERINTENDENT'S REPORT

Superintendent DeKeyser also shared the following:

- 1) EPIC MRA survey questions – draft shared with Board members, request feedback on questions. Mr. DeKeyser suggested having them meet with a committee to answer board questions. Scheduled to meet with them again on November 29, 2022.
- 2) Facilities update – Contracting with Lamont Services to have the dead and/or dying trees cut and stumps ground from the properties. RFQ was sent out for new signage in front of buildings, receiving good results and some demonstrations, recommendation for approval will be presented in December.
- 3) Peoples Express plan to stop purchasing gas through WLPS.
- 4) Adams Outdoors notified WLPS they will need to remove one of the Electronic Road Signs, more than likely the one on Jennings Road.

OTHER INFORMATION

The board acknowledged the items of other information.

ANNOUNCEMENTS

The next Regular Meeting of the Board of Education will be held on Monday, December 12, 2022 at 7:00 p.m. in the High School Media Center.

CALL TO THE PUBLIC

None.

BOARD MEMBER REPORTS

Mrs. Kritzman announced the MS/HS Drama club will perform “Little Women” on November 11th, November, 12th and November 13th.

Mr. Meadows announced Boys & Girls Cross Country Teams won the MIAC League Championship. He also shared both teams went on to win Regionals and placed sixth and third respectfully in the state finals.

ADJOURNMENT

Motion to adjourn the Regular Meeting at 7:54 p.m. made by Mr. Henry; supported by Mrs. Schwennesen.
Ayes - 7; Nays - 0, motion carried 7 - 0.

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

Date

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Whitmore Lake Public Schools
Business Office Transactions

For the Month Ending:
November 30, 2022

<u>Payroll Transactions</u>	November 15, 2022	\$ 285,903
	November 30, 2022	\$ 287,321
		<u>\$ 573,224</u>
 <u>Accounts Payable Transactions</u>		 <u>\$ 537,973</u>

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Policy 1002, **Electronic Meetings** and Remote Participation

The following language has been the subject of much legal debate for months. MJ has provided two options. I am recommending an "A" option because it is the most straightforward and inline with current BOE values. Option B allows for more flexibility but also more litigation potential.

Option A (recommended)

Electronic Meetings and Remote Participation. A Board member must be physically present at the meeting to participate in a meeting as a Board member, except as otherwise permitted by the OMA.

If a Board member participates in a Board meeting remotely because of an absence due to military duty, or as the only reasonable accommodation available for a disability that would otherwise prevent the Board member from attending the Board meeting, the following conditions must be met:

- In addition to any other notice required under the OMA, the Board must post advance notice consistent with MCL 15.263a(4) and post the agenda consistent with MCL 15.263a(5);
- The Board Secretary must include the name of each Board member attending remotely in the meeting minutes, and an announcement must be made at the outset of the meeting that the Board member is attending remotely. Except for a Board member absent due to military duty, the announcement must also identify the Board member's specific location by state and city, township, county, or village;
- The Board must use 2-way communication so that Board members attending remotely can hear and be heard by other Board members and public participants;
- The Board member attending remotely must notify the Board President at least one (1) business day before the meeting that s/he will participate remotely to allow the Board President to make arrangements to notify the general public of the means by which it may contact the Board member prior to the meeting; and
- The Board President must take steps to ensure the general public is aware of the manner any Board member attending remotely voted on any and all matters brought before the Board for a vote, such as requiring roll call voting.

Option B (not recommended)

Electronic Meetings and Remote Participation. A Board member must be physically present at the meeting to be counted toward a quorum or vote in a meeting, except as otherwise permitted by the OMA. Board members who are not explicitly authorized under the OMA to participate remotely in a meeting, or who do not have a disability for which the only reasonable accommodation is remote meeting attendance, may remotely contribute to Board meetings. However, any such Board member may not be counted toward a quorum or vote in such meeting. Additionally, if any Board member is present remotely due to a reason explicitly authorized by the OMA or as the reasonable accommodation for a disability, no other Board member may remotely contribute to the Board meeting unless they are present remotely due to military duty or reasonable accommodation for a disability.

If a Board member participates in a Board meeting remotely because of an absence due to military duty, or as the only reasonable accommodation available for a disability that would otherwise prevent the Board member from attending the Board meeting, the following conditions must be met:

- In addition to any other notice required under the OMA, the Board must post advance notice consistent with MCL 15.263a(4) and post the agenda consistent with MCL 15.263a(5);
- The Board Secretary must include the name of each Board member attending remotely in the meeting minutes, and an announcement must be made at the outset of the meeting that the Board member is attending remotely. Except for a Board member absent due to military duty, the announcement must also identify the Board member's specific location by state and city, township, county, or village;
- The Board must use 2-way communication so that Board members attending remotely can hear and be heard by other Board members and public participants;
- The Board member attending remotely must notify the Board President at least one (1) business day before the meeting that s/he will participate remotely to allow the Board President to make arrangements to notify the general public of the means by which it may contact the Board member prior to the meeting; and
- The Board President must take steps to ensure the general public is aware of the manner any Board member attending remotely voted on any and all matters brought before the Board for a vote, such as requiring roll call voting.

1st Read:

2nd Read/Approved:

Minutes reflecting BOE approval:

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PROPOSAL FOR OVERNIGHT STUDENT TRIP
2340 F5

Type of Trip: Marching Band Camp Trip at Eagle Village

Proposed Departure Date: July 31, 2023, 7:00 AM Return Date: August 4, 6:00 PM

Proposed by Elisa Fixler

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

Proposal Date: December 5, 2022

A) Purpose

1) *Place to be visited:* Eagle Village, Hersey, MI

2) *Relationship to the district educational program:* Each fall the marching band becomes a new entity that needs to learn to function together as a single unit. Participants range in experience from being a brand new marching band student with no experience to a veteran marcher entering their fifth and final year in marching band. The band needs time to review and blend in new members.

3) *Student Benefit:* Students will increase their proficiency in both marching and playing their instruments. Students will bond as sections and as a single unit, learning to work as seamlessly together as possible.

4) *District Benefit:* Improved musical and marching skill from the Marching Band, improved performances at community events such as football games and pep assemblies.

5) *Evaluations of Realized Benefits:* Student self evaluations, music chaperone input and suggestions for future camps.

B) Students and Staff

1) *Which Students:* Marching Band students; grades 8 through 12

2) *How many students:* 30-35 students plus chaperones

3) *How many students with academic problems:* Unknown as of yet

4) Experience with overnight trips: As a teacher: 2021 & 2022 Band Camp at same location as proposal, 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: Kat Jakrzewski

6) How many Chaperones: 4-5 beyond myself and Kat Jakrzewski

7) Names and affiliations: A list will be provided for background checks. Chaperones will be made up of Music Booster parents/guardians.

8) School days missed: None.

9) Teacher Notification: N/A.

C) School Work

1) Missed School Work: N/A.

2) Special assistance for students with academic problems: N/A.

D) Itinerary

1) Destination: Eagle Village in Hersey, MI

2) Mode of Transportation: School bus

3) Housing / Food / Planned Activities: See attached sheets with Lodging, Food Service, Campfires and Activities descriptions. Daily rehearsal schedule will be set by Marching Band staff and will include approximately 6-7 hours of instruction (sectionals, full band music rehearsal, marching basics, learning marching drill, etc.) with 2-3 hours of free time daily to engage in camp activities. We have come to an agreement with the camp to include three of the "additional fee" activities (the river canoe, high ropes course and indoor climbing wall) for each student. There will be no "off campus" activities during band camp due to the all-inclusive nature of this camp destination.

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: Not to exceed \$400 pending cost totals based on student numbers and chaperone needs.
- 2) Source of Funds: Parents / Students via fundraising
- 3) Safeguard of Funds: The Music Boosters will handle all funds and pay all bills associated with the camp. The camp's policy regarding covid-related restrictions and changes is as follows: "In the event of cancellation by either party for COVID-related reasons, both parties agree to work together to reschedule or refund any payments made. In the event of cancellation within 7 days of the event, or during the event, the guest group understands that they may be responsible for costs already incurred by Eagle Village, unless the cancellation or change is solely due to changes in government restrictions. Our goal is to be reasonable and work together to ensure the safety and health of all involved."
- 4) Students unable to pay: For those who are unable to pay for Band Camp, we have a number of fundraising opportunities through the course of the year that can enable them to participate.

F) Communications

- 1) Communication to parents: Emails and mailed out information packets. There will be a new Marching Band Parents/Students meeting in May.
- 2) Telephone numbers of destination venues: These will be listed on the final itinerary and given to parents, chaperones, and school personnel.
- 3) Information to media and community: Facebook page, pictures provided to Maria Carter-Ewald


Signature of the Requester

12/5/22
Date

Approved:

Jai Haring 12/5/22
Principal Date

[Signature] 12/6/22
Board Member Superintendent Date

Board Member Date

Board Member Date

Board Member Date

Board Member Date

Board Member Date

Board Member Date (5)

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Whitmore Lake Public Schools

BID TABULATION SHEET: Outdoor Sign/Message Center For Bid Proposals Due: November 9, 2022 at 1 p.m.

Bidder's Info	Bid Bond	Warranty Info.	Total Bid	Base Bid	Alternate Bid		Comments
				Whitmore Lake High School	Whitmore Lake Elementary	Whitmore Lake Main Street	
Port City Signs 771 Access Hwy Muskegon, MIU 49442 Attn: Shawn Zimmerman	No	5 years software upgrade, 5 years parts warranty	\$138,849.41	(\$ 49,187.43)	(\$ 43,603.49)	(\$ 46,058.49)	12 pixel pitch. Provided estimate for 10 pixel pitch as well. Does not include shipping costs.
Praise Sign Company 3404 Busch Drive Suite F Grandville, MI Attn: Alex Oakley	Yes	5 years on message center /1 year on sign	\$164,240	(\$57,415)	(\$54,270)	(\$ 52,555)	16 pixel pitch.
Metro Signs 11444 Kaltz Ave Warren, MI 48089 Attn: Paul Deters	Yes	7 year limited parts warranty	\$125,280	(\$ 44,700)	(\$ 40,990)	(\$ 39,590)	16 pixel pitch. Bid Vantage LED signs instead of Watchfire.
Curb Appeal Concepts 4040 Montgomery Drive Shelby Township, MI 48316 Attn: Alicia Martinez	Yes	5 years on message center 2 years on sign	\$139,895	(\$ 51,165)	(\$ 43,365)	(\$ 45,365)	16 pixel pitch. Add \$13,750 to go to 10 pixel pitch.
Signs by Crannie 4145 Market Place Flint, MI 48507 Attn: Nick Trifon	Yes	5 years on message center 5 years on sign	\$143,510	(\$ 50,900)	(\$ 44,550)	(\$ 48,060)	16 pixel pitch. Add \$16,610 to upgrade to 10 pixel pitch. Creative use of existing monument signs.
Blink Marketing Inc. 1925 St. Clair Ave Cleveland, Ohio 44144 Attn: Lauren Sweet	Yes	Standard 5-year parts warranty	\$176,468	(\$ 85,251)	(\$ 62,308.538)	(\$ 28,909.352)	16 pixel pitch.

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

Revenue	Actual	Adopted Budget	Remaining Budget	% Used/Rec'd
Fund 11 - General Fund Revenue	\$2,183,282	\$12,824,068	\$10,640,786	17.02%
Fund 23 - Comm Rec Revenue	\$56,392	\$547,115	\$490,723	10.31%
Fund 25 - Food Service Revenue	\$128,650	\$474,850	\$346,200	27.09%

Expenditures	Actual	Adopted Budget	Remaining Budget	% Used/Rec'd
Fund 11 - General Fund Expenditure	\$4,559,048	\$12,816,312	\$8,257,264	35.57%
Fund 23 - Comm Rec Expenditure	\$121,451	\$330,400	\$208,949	36.76%
Fund 25 - Food Service Expenditure	\$155,760	\$474,300	\$318,540	32.84%

Audited Fund Balance 6-30-2022

Fund 11 - General Fund	\$1,178,174
State Aid Note	\$1,492,837
Fund 23 - Community Recreation	\$352,858
Fund 25 - Food Service	\$179,633

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Lisandra Rodriguez Alomar

9057 Garfield

Whitmore Lake 48189

Mrs. Sue Wanamaker

Director of Early Childhood and kids club Program

8845 Main Street

Whitmore Lake MI 48189

Dear Mrs. Sue Wanamaker

It is with regret that I resign from Whitmore Lake public school effective December 19, 2022.

I am grateful for having had the opportunity to serve on Whitmore Lake Early childhood Head Start for the past 12 months, and I offer my best wishes for its continued success.

Sincerely

Lisandra Rodriguez Alomar

Paraprofessional Head Start