



**BOARD OF EDUCATION  
REGULAR MEETING**

Monday, July 17, 2023 — 6:00 p.m.  
Whitmore Lake Main Street Campus  
Administration Conference Room



# WHITMORE LAKE PUBLIC SCHOOLS BOARD OF EDUCATION

## Mission Statement

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

## REGULAR MEETING AGENDA

Monday, July 17, 2023 – 6:00 p.m.

Whitmore Lake Main Street Campus Administration Office  
8845 Main Street  
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

### CONSENT ITEMS

Approval of minutes from the June 27, 2023 Board of Education Regular Meeting. (**Attachment 1**)

Approve fund transfer of \$1,007,748 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$622,321 from Accounts Payable to cover the payrolls of June 15, 2023 and June 30, 2023.  
(**Attachment 2**)

### COMMITTEE REPORTS

#### NEW BUSINESS

*Approval of Legal Counsel*

Motion to retain the legal firms of Miller Johnson, and Thrun Law Firm as legal counsel for the Whitmore Lake Public School District for the 2023-2024 school year.

*School Bond Loan Fund Resolution*

**Attachment 3** Contains a copy of the School Bond Qualification and Loan Program Resolution for the 2023-2024 school year for approval. **A roll call vote will be required.**

*Head Start COLA Grant*

Motion to approve the Head Start Grant Cost-of-Living Adjustment (COLA) increase for the 2023-2024 Fiscal Year.

*Personnel*

Motion to approve the hire of Madison Fisher as a full time Elementary Special Education Teacher at Level 1 on the WLEA BA salary scale with a hire date of June 26, 2023 and a start date of August 23, 2023

## **SUPERINTENDENT'S REPORT**

### **OTHER INFORMATION**

#### *Personnel*

Elementary Teacher, Sarah Roberts recently submitted her resignation with an effective date of July 5, 2023. (**Attachment 4**)

Carrie Harrison has accepted the part time Transportation position as Bus Driver with a start date of August 23, 2023. This position has an hourly pay rate of \$20.23. Carrie has also accepted a part time Sub-Custodian position at an hourly pay rate of \$17.00.

### **ANNOUNCEMENTS**

**The next Regular Meeting of the Board will be held on Monday, August 21, 2023 at 6:00 p.m. in the Main Street Campus, Administration Office Conference Room.**

### **CALL TO THE PUBLIC**

### **BOARD MEMBER REPORTS**

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

### **ADJOURNMENT**

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*  
**June 27, 2023 – High School Media Center – 6:00 p.m.**

**MEMBERS PRESENT**

Frank Zolenski (*Vice President*), John Meadows (*Treasurer*), Lee Cole (*Trustee*), Bob Henry (*Trustee*), and Laura Schwennesen (*Trustee*)

**MEMBERS ABSENT**

Michelle Kritzman (*President*), and Lisa McCully (*Secretary*),

**ADMINISTRATORS PRESENT**

Superintendent, Tom DeKeyser, and Director of Finance & Operations, Denise Kerrigan,

**OTHERS PRESENT**

Staff, and members of the community

**CALL TO ORDER**

At 6:05 p.m. by Vice President Frank Zolenski.

**APPROVAL OF AGENDA**

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

**CALL TO THE PUBLIC**

None

**CONSENT ITEMS**

*Motion to approve the minutes from the June 12, 2023 Board of Education Regular Meeting was made by Mr. Henry; supported by Mrs. Schwennesen*  
Ayes – 5; Nays – 0, motion carried 5 – 0

**COMMITTEE REPORTS**

None

**NEW BUSINESS**

*2022-2023 Final Budget Proposal  
and Resolution*

*Motion to approve the 2022-2023 Final Budget Summary as presented was made by Mrs. Schwennesen; supported by Mr. Meadows.*

Mr. DeKeyser updated the Board on the final budget proposal. He noted the total General Fund balance of 5.1% was due to increased expenses in special education, energy costs, and maintenance. He also shared the reimbursable special education expenses will reflect in the 2023-24 budget when funds are received.

Mr. Cole inquired about the increase in expenses for school safety and security. Mrs. Kerrigan shared the expenses are covered by a grant which includes the Safety Officer and District Truancy and Public Safety Coordinator. Mrs. Schwennesen shared her disappointment of spending from the fund balance and would like to see the increase in next year's budget.

Mrs. Kerrigan then reviewed the budget summaries for Community Recreation Fund, Food Service Fund, Sinking Fund and Student Activity Funds. She then answered all board member questions.

**Roll call vote:** Mr. Henry – yes, Mr. Meadows – yes, Mrs. Schwennesen – yes, Mr. Zolenski – yes, Mr. Cole – yes  
Ayes – 5; Nays – 0, motion carried 5 – 0

*2023-2024 Budget Proposal  
and Resolution*

*Motion to approve the 2023-2024 Original Budget Summary as presented was made by Mrs. Schwennesen; supported by Mr. Cole.*

Director of Finance & Operations, Denise Kerrigan reviewed the proposed 2023-2024 budget recommendations. She noted this is a conservative budget due to the unknown approval of the state budget and suggests having an amended budget presented in December. Superintendent DeKeyser followed up on inquiries regarding the \$220,000 reimbursements carry-over sharing these are ACT 18, Medicaid, and State Aid funds which are dispersed by December.

Board members expressed their concern on having a fund balance less than seven percent and asked to be more conservative with spending.

**Roll call vote:** Mr. Meadows – yes, Mrs. Schwennesen – yes, Mr. Zolenski – yes, Mr. Cole – yes, Mr. Henry – yes

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

*Employee Contracts*

*Motion to waive any contractually mandated salary wage freezes for the 2023-24 school year was made by Mrs. Schwennesen; supported by Mr. Henry*

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

*Borrowing Resolution*

*Motion to approve the borrowing resolution for adoption for the 2023-2024 school year through the Michigan Financial Authority (MFA) for an amount not to exceed \$2,100,000 made by Mr. Henry; supported by Mr. Cole.*

Mrs. Kerrigan shared that in order to meet cash flow needs, the district needs to borrow funds. She also shared that the increase is to allow us the cash needed, until we receive the state aid.

**Roll Call Vote:** Mrs. Schwennesen – yes, Mr. Zolenski – yes, Mr. Cole – yes, Mr. Henry – yes, Mr. Meadows – yes

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

*Personnel*

*Motion to approve the hire of Carolyn Otterman for the new Elementary and Middle School Math Coach for the 2023-2024 school year, and*

*to approve the hire of Kate Reese as a full time Middle/High School Social Studies Teacher at Level 1 on the WLEA MA salary scale with a hire date of June 12, 2023 and a start date of August 23, 2023, and*

*to approve the hire Katherine Coppel as a full time Early Childhood and Kindergarten Special Education Teacher at Level 1 on the WLEA BA salary scale with a hire date of 6/13/2023 and a start date of August 23, 2023, and*

*to approve the hire of Shay Pollard as a full time Elementary 3<sup>rd</sup> Grade Teacher at Level 1 on the WLEA BA salary scale with a hire date of 6/14/2023 and a start date of August 23, 2023, and*

*to approve the hire of Joshua Hendrickson as a full time Elementary 3<sup>rd</sup> Grade Teacher at Level 5 on the WLEA MA salary scale with a hire date of 6/26/2023 and a start date of August 23, 2023 was made by Mrs. Schwennesen; supported by Mr. Henry.*

Superintendent DeKeyser updated Board members on the structure with the new teaching staff.

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

*2024 Washington D.C. Trip Proposal*

*Motion to approve the proposal for a 7<sup>th</sup> & 8<sup>th</sup> grade overnight trip to Gettysburg and Washington D.C. from March 19, 2024 through March 22, 2024 submitted by MS/HS teacher Eric Kobeck was made by Mr. Henry; supported by Mrs. Schwennesen.*

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

*WLPS Course Catalog*

*Motion to approve the Whitmore Lake Public Schools student course guide, the Graduation Alliance course guide, and the additional Arts & Communication courses for the 2023-2024 school year was made by Mr. Meadows; supported by Mr. Cole.*

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

*2023-24 Proposed Food Service Rates*

*Motion to approve a proposed food service fee increase of \$0.50 on both the breakfast and lunch prices at all WLPS buildings submitted by Food Service Director, Denise Kerrigan for the 2023-2024 school year was made by Mr. Cole; supported by Mr. Henry.*

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

*Office Personnel Negotiations*

*Motion to approve the ratification of the contract agreement between Whitmore Lake Public Schools and the Office Personnel Association, MEA/NEA for the time period beginning July 1, 2023 through June 30, 2026 was made by Mrs. Schwennesen; supported by Mr. Henry.*

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

**SUPERINTENDENT'S REPORT**

Superintendent DeKeyser shared the following;

- 1) Annual county waste project at WLHS went well, an agreement was made with U of M nursing group through NHS to provide free physicals for students, updated Board on election invoices, and supplemental support services report.
- 2) Community Rec – New filtering system is doing an amazing job with the pool, Ann Khen doing great job filling open staffing positions, revising a fitness program and talking with Township Recreation Coordinator regarding arts & craft programs for the community.

**OTHER INFORMATION**

*Personnel*

The Board acknowledged the resignation of MS/HS Social Studies Teacher, Ryan Page, Elementary Teacher, Jallene Eckert, Elementary Special Education Teacher, Emily Branigan, MS/HS Paraprofessional, Delaney Peters and the hiring of Joey Wilson as part time Montessori Teacher Assistant during the summer.

*LCA Board of Directors*

The Board also acknowledged the renewal of Steve Reagan and Dan Smith as members, through June 30, 2026 on the Board of Directors.

**ANNOUNCEMENTS**

**The next Regular Meeting of the Board of Education will be held on Monday, July 17, 2023 at 6:00 p.m. in the Main Street Campus, Administration Office Conference Room.**

**CALL TO THE PUBLIC**

None

**BOARD MEMBER REPORTS**

Mr. Meadows expressed how proud he is with all WLPS staff for being creative and finding ways to allow many learning opportunities for the students.

**ADJOURNMENT**

*Motion to adjourn the Regular Meeting at 7:35 p.m. made by Mrs. Schwennesen; supported by Mr. Henry.*

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:  
**June 30, 2023**

|  |               |                         |
|--|---------------|-------------------------|
| <u>Payroll Transactions</u>              | June 15, 2023 | \$ 292,015              |
|  | June 30, 2023 | \$ 330,306              |
|  |               | <u>\$ 622,321</u>       |
| <br><u>Accounts Payable Transactions</u> |               | <br><u>\$ 1,007,748</u> |

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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 or special] meeting held on the 17th day of July, 2023, 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. McCulley

(Type or Print Name of Secretary)

\_\_\_\_\_  
(Signature of Secretary)

\_\_\_\_\_  
John W. Meadows, Jr.

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

\_\_\_\_\_  
(Signature of Superintendent 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 2023)                            | 8.39 |                 |
| Combined beginning balance owed to the SBLF and/or SLRF 06/30/2023     |      | \$ 6,822,792.46 |
| Estimated amount to borrow from or repay to the SBLF and/or SLRF       |      | \$ 1,254,593.00 |
| Estimated accrued interest   |      | \$ 403,869.00   |
| Estimated combined ending balance owed the SBLF and/or SLRF 06/30/2024 |      | \$8,481,254.46  |

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 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

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Nayes: Members

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Dear Tom, Heidi, and Whitmore Lake Public Schools Board of Education,

Please accept this letter as a formal notice of my resignation as the 5th and 6th grade social studies teacher at Whitmore Lake Elementary effective July 5, 2023

I have greatly enjoyed my time in Whitmore Lake Public Schools. I feel so lucky to have experienced the close-knit community and exceptional staff. I worked on a team of what I consider to be the best educators. They have become like family while working here. My experiences at WLPS has made me a better educator and for that I show my deepest gratitude.

I would like to make an additional note of gratitude toward Heidi and Tom. Their leadership has been a solid foundation for WLPS even in the midst of COVID. During very tough times they consistently and clearly communicate with staff and the community at large. They put our students first and continue the exceptional education the district is known for.

It has been a privilege to work for you and serve this special community. Thank you.

Sincerely,  
Sarah Roberts