



**BOARD OF EDUCATION
REGULAR MEETING**

Monday, March 18, 2024 — 7:00 p.m.

Whitmore Lake High School

Barb Huang Library



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, March 18, 2024 – 7:00 p.m.

Whitmore Lake High School Barb Huang Library
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

Natalie Meadows will present the student council report.

COMMITTEE REPORTS

CONSENT ITEMS

Approval of minutes from the February 12, 2024 Board of Education Regular Meeting. (**Attachment 1**)

Approve fund transfer of \$785,144 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$639,852 from Accounts Payable to cover the payrolls of February 15, 2024 and February 29, 2024. (**Attachment 2**)

NEW BUSINESS

Financial Report

Attachment 3 contains the Budget Performance Report for February 29, 2024. Director of Finance & Operations, Denise Kerrigan will update the Board with information regarding the financial report.

*2023-2024 Budget Proposal
and Resolution*

Attachment 4 contains the amended General Fund budget proposal for the 2023-2024 school year for review and resolution to approve the amended budget. Approval is recommended. **A roll call vote will be required.**

SUPERINTENDENT’S REPORT

OTHER INFORMATION

Personnel

The following people recently accepted positions with WLPS:
In Community Recreation, Mary Hafner and Charlotte Tatara as Lifeguards Under 18, and Katie Glupker as Swim Instructor. In Athletics, Shaun Turkelson as Head Varsity Baseball Coach and Don Muchow as MS Softball Coach, and in GLTW Montessori, Leahkadia Billow as Infant Assistant.

ANNOUNCEMENTS

The next Regular Meeting of the Board will be held on Monday, April 8, 2024 at 7:00 p.m. in the High School Barb Huang Library.

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

February 12, 2024 – High School Barb Huang Library – 7:00 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

None

ADMINISTRATORS PRESENT

Superintendent, Tom DeKeyser (arrived at 7:11 p.m.), Director of Finance & Operations, Denise Kerrigan, MS/HS Principal, Jill Henry, Student Services Director, Melissa Heuker, and Communications and Human Resources Director, Maria Carter-Ewald

OTHERS PRESENT

Staff, parents, and members of the community

CALL TO ORDER

At 6:59 p.m. by President Michelle Kritzman.

APPROVAL OF AGENDA

Motion to approve the revised agenda as presented made by Mrs. Kritzman; supported by Mrs. Schwennesen.

Ayes – 7; Nays – 0, motion carried

CALL TO THE PUBLIC

None

STUDENT COUNCIL

Student Council President, Natalie Meadows shared students had a lot of fun at Snowcoming this past weekend. She also shared the MS/HS will have a new service dog named Bo coming to the building soon.

COMMITTEE REPORTS

Mr. Zolenski reported the Finance Committee met on February 5, 2024. Topics included the budget and survey results received from EPIC MRA. He shared upon reviewing the bond survey results all their questions were answered. Mr. Zolenski then announced the Finance Committee would recommend adding a bond request to the August ballot with a financial ask under three mills. He then shared the committee has requested to review an amended budget during their March meeting.

Mrs. Schwennesen reported the Executive Committee met on February 8, 2024. Topics included the budget, personnel matters, and the bond survey. She shared Kelly Sullivan of EPIC MRA went over the survey results and answered their questions. She also shared the survey results were positive overall and show community support for a bond measure. The Executive Committee is recommending the BOE move forward with approval for the August ballot. The committee also recommends the Superintendent to explore options to lower the financial request as much below three mills as possible while still keeping the goals.

CONSENT ITEMS

Motion to approve the minutes from the January 22, 2024 Board of Education Regular Meeting was made by Mr. Henry; supported by Mr. Cole.

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

Motion to approve fund transfer of \$710,422 in payments from Accounts Payable; further to approve the transfer of \$584,069 from Accounts Payable to cover the payrolls of January 12, 2024, and January 31, 2024 was made by Mr. Henry; supported by Mr. Cole.

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

OLD BUSINESS

Board Policies

Mrs. Kritzman presented the Miller Johnson policies and administrative regulations change options and updates to 1001 – Organization and Functioning of the Board, 2003 – Education Records, 2005 – Communication, 4003 & 4003 AR – Conditions of Employment, 4003.1 AR – Teacher Placement, 4003.2 AR – Teacher Vacancies, 4003.3 AR – Staffing Reductions, 4003.4 AR – Program Reductions, 4003.5 AR –

Recall Process, 4004 & 4004 AR – Evaluations, Discipline and Discharge, Resignations, 4005 – Other Matters of Employment, 6002 & 6002 AR – Threat Assessments, 6006 – Tobacco-Free Environment, 8001 & 8001 AR – Acceptable Use, and 8002 – Americans with Disabilities Act (ADA) Section 504 of the Rehabilitation Act of 1973 for a second reading. She also shared there have been no changes since the first reading.

Motion to approve the Miller Johnson policies and administrative regulations as presented was made by Mrs. Schwennesen; supported by Mr. Cole.

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

NEW BUSINESS

2024-2025 Athletic Training Contract

Motion to approve the 2024-2025 Athletic Training Services Agreement with MedSport, a Program of The Regents of the University of Michigan was made by Mr. Meadows; supported by Mr. Henry.

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

Financial Report

Director of Finance & Operations, Denise Kerrigan, updated the Board with information regarding the January 31, 2024 financial report. She then answered all board member questions.

MASB Board of Directors Election

Mrs. Kritzman announced Board members will review and may choose to vote for one of the five candidates representing Region 7 to serve on the board of directors for MASB for a three-year term.

Motion to nominate candidate Sharon Lee representing Region 7 to serve a three-year term on the Board of Directors for MASB was made by Mrs. Schwennesen; supported by Mr. Cole.

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

SUPERINTENDENT'S REPORT

Superintendent DeKeyser shared the following:

- 1) Epic MRA Bond Survey – received the draft survey and executive summary from Epic MRA this week and forwarded to Board members.
- 2) Bond Steering Committee meeting – scheduled for tomorrow Tuesday, February 13, 2024.

OTHER INFORMATION

Personnel

The Board acknowledged the hiring of Alexa Bloom, Jennifer Chamberlain and Joyce Ramsey at Community Recreation, and Diana Cabrera Silva as an Infant Assistant at GLTW.

ANNOUNCEMENTS

The next Regular Meeting of the Board of Education will be held on Monday, March 18, 2024 at 7:00 p.m. in the High School Barb Huang Library.

CALL TO THE PUBLIC

None

BOARD MEMBER REPORTS

Mrs. Kritzman gave a shout-out to MS Drama Club Director, Patti Kobeck, for an amazing job working with the students on their performance over the past weekend. She also announced the High School Drama Club will perform The Little Mermaid on March 8th, March 9th & March 10th, and the Education Foundation raised approximately \$10,000 from the Mom Prom & Auction Fundraiser.

ADJOURNMENT

Motion to adjourn the Regular Meeting at 7:31 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:
February 29, 2024

<u>Payroll Transactions</u>	February 15, 1954	\$	321,484
	February 29, 2024	\$	318,368
		\$	<u>639,852</u>
<u>Accounts Payable Transactions</u>		\$	<u>785,144</u>

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**Whitmore Lake Public Schools
Budget Performance Reports
February 29, 2024**

Revenue	Actual	Adopted Budget	Remaining Budget	% Used/Rec'd
Fund 11 - General Fund Revenue	\$8,164,621	\$14,390,733	\$6,226,112	56.74%
Fund 23 - Comm Rec Revenue	\$576,925	\$569,000	(\$7,925)	101.39%
Fund 25 - Food Service Revenue	\$340,313	\$407,500	\$67,187	83.51%

Expenditures	Actual	Adopted Budget	Remaining Budget	% Used/Rec'd
Fund 11 - General Fund Expenditure	\$9,208,266	\$14,170,488	\$4,962,222	64.98%
Fund 23 - Comm Rec Expenditure	\$427,276	\$444,000	\$16,724	96.23%
Fund 25 - Food Service Expenditure	\$346,680	\$431,200	\$84,520	80.40%

Audited Fund Balance 6-30-2023

Fund 11 - General Fund	\$885,318
State Aid Note	\$1,898,640
Fund 23 - Community Recreation	\$237,568
Fund 25 - Food Service	\$124,453

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Whitmore Lake Public Schools

2023-2024 Amended Budget Summary

General Fund

To be Presented for Adoption
March 18, 2024

Whitmore Lake Public Schools

General Fund

BUDGET SUMMARY

	<i>2023-24 ORIGINAL BUDGET</i>	<i>2023-24 ORIGINAL BUDGET</i>	<i>2023-24 AMENDED BUDGET</i>
Revenues and Other Sources	14,390,733	14,390,733	14,436,145
Billboard			450,000
			<u>14,886,145</u>
Expenditures and Other Uses	14,170,488	14,170,488	14,736,145
Excess (Shortfall) of Revenues over Expenditures	<u>220,245</u>	<u>220,245</u>	<u>150,000</u>
Fund Balance - Beginning of Year	709,859	*885,318	885,318
Fund Balance - End of Year	<u>930,104</u>	<u>1,105,563</u>	<u>1,035,318</u>
Total Fund Balance as a Percent of Revenue	6.46%	7.68%	6.95%

**Audited fund balance - gain of \$175,459*

WHITMORE LAKE PUBLIC SCHOOLS
General Fund
Revenues and Operating Transfers

Property Type	Taxable Values	Estimated Tax Revenues
PRE & Qual Agricultural	\$ 318,002,272	\$ -
Commercial Personal	\$ 7,531,800	\$ 45,191
Non-PRE	\$ 149,189,410	\$ 2,685,409
Total Taxable Value	\$ 474,723,482	\$ 2,730,600

Non-PRE Levy:	18.0000 Mills
Commercial Personal Levy:	6.0000 Mills

	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET
LOCAL REVENUE:		
Property Taxes	2,600,000	2,730,000
Delinq/PILT Tax Collections	10,000	30,088
Interest on Investments	30,000	60,000
Kids Club, Tuition Preschool	990,000	990,000
Billboards & Facility Rental	309,380	329,994
Athletics	50,000	50,000
Other Local	125,000	125,000
TOTAL LOCAL REVENUE	\$ 4,114,380	\$ 4,315,082
STATE REVENUE:		
Proposal A	650,576	377,526
Special Ed. Headlee	649,198	901,104
Discretionary	3,300,207	3,274,658
At Risk - Section 31A	300,000	334,155
Bilingual Education	3,596	3,745
CTE Per Pupil Incentive	1,738	3,326
District Transportation Costs	-	105,166
Early Literacy Targeted Instruction	23,599	11,735
Educator Compensation Program	-	30,413
FAFSA Completion Challenge	-	2,150
First Robotics Grant	8,081	8,081
Data Collection Headlee Oblig.	17,638	19,426
Hold Harmless Guarantee	5,845	5,932
Mental Health Grant	76,005	0
MPSERS 0.5 UAAL Rate Reimb	-	34,461
MPSERS Cost Offset	68,573	79,759
MPSERS Normal Cost Offset	75,000	128,120
MPSERS REFORMS - DC	50,000	50,000
MPSERS One Time Deposit	577,535	0
MPSERS UAAL Rate Stabilization	991,667	1,323,738
School Safety	76,009	0
Vocational Education	12,445	14,049
23g My Kids Back on Track	0	33,000
MI Future Educators (Flowthrough)	0	0
Teacher Rentention	0	0
Assesment Grant	0	5,900
Safety/Mental Health	0	146,175
Critical Incident Mapping	0	0
31o - School Nurse	28,889	24,205
Prior Year State Aid Adjustments	0	248,116
TOTAL STATE REVENUE	6,916,601	7,164,940
FEDERAL REVENUE:		
Funded Grants	653,952	537,488
TOTAL FEDERAL REVENUE	653,952	537,488
OTHER REVENUE:		
County Special Education PA-18	1,700,000	1,779,034
Medicaid Proceeds	675,000	311,146
WISD Misc; GSRP	250,000	245,155
Services Provided To/By Other LEAs	80,800	83,300
Sale of Capital Asset	0	450,000
TOTAL OTHER REVENUE	\$ 2,705,800	\$ 2,868,635
TOTAL REVENUES	\$ 14,390,733	\$ 14,886,145

WHITMORE LAKE PUBLIC SCHOOLS

General Fund

Expenditures and Operating Transfers

	Function	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET
1111	Elementary	2,575,000	2,593,000
1113	High School	2,043,000	2,122,000
1118	Pre-School	725,000	707,000
1119	Summer School	0	0
	Total Basic Programs	5,343,000	5,422,000
1122	Special Education	1,072,723	1,196,500
1125	Compensatory Education	199,200	212,200
1127	Career & Technical Education	120,200	129,200
	Total Added Needs	1,392,123	1,537,900
	Total Instruction	6,735,123	6,959,900
1211	Truancy	45,100	49,775
1212	Guidance	161,500	168,500
1213	Health	160,500	165,000
1214	Psychology	50,000	50,000
1215	Speech	263,000	240,000
1216	Social Workers	216,000	257,000
1218	Teacher Consultants	708,000	745,770
1219	Other Pupil Support	230,160	236,160
	Total Pupil Support	1,834,260	1,912,205
	Total Instruction and Pupil Support	8,569,383	8,872,105
1221	Improvement of Instruction	150,000	306,312
1222	Media Services	25,000	25,500
1225	Instructional Related Technology	94,000	90,000
1226	Supervision of Instructional Staff	309,000	395,000
1227	Academic Student Assessment	32,000	18,720
	Total Instructional Staff Services	610,000	835,532
1231	Board of Education	110,000	90,000
1232	Executive Administration	274,000	254,000
	Total General Administration	384,000	344,000
1241	Office of the Principal	510,000	522,000
1249	Other School Administration	1,500	1,500
	Total School Administration	511,500	523,500
1252	Fiscal Services	340,000	369,100
1259	Other Business Services	53,000	75,000
	Total Business Services	393,000	444,100
1261	Operating Buildings Services	860,000	875,000
1266	Safety and Security	120,000	123,000
	Total Operations and Maintenance	980,000	998,000
1271	Pupil Transportation	650,000	720,000
	Total Pupil Transportation	650,000	720,000
1282	Communications	129,000	116,800
1283	Personnel	69,000	79,000
1284	Technology Services	158,000	152,000
1285	Pupil Accounting	56,000	58,000
	Total Central Support Services	412,000	405,800
1291	Pupil Activities	8,081	8,081
1293	Support Service-Athletics	355,000	383,000
	Total Support Service-Athletics	363,081	391,081
1311	Community Services	42,000	38,000
1331	Community Activities	87,000	78,000
1351	Custody & Care of Children	1,130,000	1,047,503
1371	Non-Public School Pupils	14,524	14,524
1391	Community Services	24,000	24,000
	Total Community Activities	1,297,524	1,202,027
	Total Expenditures	14,170,488	14,736,145

**General Appropriations Resolution
Resolution for Adoption by the Board of Education**

**Whitmore Lake Public School District
2023-2024 General Education Amended Budget**

Adopted March 18, 2024

RESOLVED, that this resolution shall be the general appropriations of the Whitmore Lake Public School District for the fiscal year 2023-2024: A resolution to make appropriations; and to provide for the disposition of all income received by the Whitmore Lake Public School District.

BE IT FURTHER RESOLVED, that the total revenue and unappropriated fund balance be available for appropriations in the **GENERAL EDUCATION FUND** of the Whitmore Lake Public School District for the fiscal year 2023-2024 as follows:

REVENUE

Local Revenue	\$ 4,315,082
State Revenue	7,164,940
Federal Revenue	537,488
Incoming Transfers & Other Transactions	<u>2,868,635</u>

TOTAL REVENUE AND INCOMING TRANSFERS \$ 14,886,145

FUND BALANCE AS OF JULY 1, 2023 (Projected) 885,318

TOTAL AMOUNT AVAILABLE TO APPROPRIATE \$ 15,771,463

BE IT FURTHER RESOLVED, that \$15,771,463 of the total available to appropriate in the **GENERAL EDUCATION FUND** is thereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES and TRANSFERS

Basic Programs, Instruction	\$ 5,422,000
Added Needs, Instruction	1,537,900
Pupil Support	1,912,205
Instructional Staff Services	835,532
General Administration	344,000
School Administration	523,500
Business Services	444,100
Operations/Maintenance	998,000
Transportation	720,000
Central Support Services	405,800
Athletics	391,081
Community Activities	1,202,027
TOTAL EXPENDITURES and TRANSFERS	<u>\$ 14,736,145</u>

FUND BALANCE

TOTAL FUND BALANCE AT JUNE 30, 2024 (Projected) \$ 1,035,318

TOTAL APPROPRIATED \$ 15,771,463