



**BOARD OF EDUCATION  
REGULAR MEETING**

July 25, 2016 — 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, July 25, 2016 - 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**

## **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**

## **COMMITTEE REPORTS**

## **CONSENT ITEMS**

Approval of minutes from June 20, 2016 Board of Education Regular meeting, and the June 27, 2016 Board of Education Special-Regular meeting (**Attachment 1**)

Approve fund transfer of \$241,830 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$400,872 from Accounts Payable to cover the payrolls of June 3, 2016, and June 17, 2016. (**Attachment 2**)

## **NEW BUSINESS**

### *Approval of Legal Counsel*

Motion to retain the legal firms of Miller, Canfield, Paddock & Stone, and Thrun Law Firm as legal counsel for the Whitmore Lake Public School District for the 2016-2017 school year.

*Administration Contracts*

Motion to approve the contract renewal of the Superintendent, Tom DeKeyser with compensation for additional duties as middle school/high school principal.

Motion to approve the renewal contracts of Director of Finance and Operations, Denise Kerrigan; Elementary Principal/ECC Director, Sue Wanamaker; and Director of Student Services, Melissa Heuker.

**CLOSED SESSION**

The Board will adjourn to go into closed session to discuss a personnel matter. **Roll call vote required**

**SUPERINTENDENT'S REPORT**

**OTHER INFORMATION**

The following people recently submitted their resignations: District School Social Worker, Rachel Polack and Secondary School Teacher Melissa Gordon.

**ANNOUNCEMENTS**

**The next Meeting of the Board of Education will be the annual retreat held on Monday, August 08, 2016. Place and time to be determined.**

**The next Academic Performance Committee Meeting will be held on Monday, August 22, 2016 at 6:00 p.m. in the High School Counseling Office Conference Room.**

**The next Regular Meeting of the Board of Education will be held on Monday, August 22, 2016 at 7:00 p.m. in the WLHS Media Center.**

**CALL TO THE PUBLIC**

**BOARD MEMBER REPORTS**

Mr. Henry, Mrs. McCully, Mrs. Kritzman, Mrs. LaForest, Mrs. Slagle, Mrs. Schwennesen, and Mr. Dignan

**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**  
*Budget Hearing and Regular Meeting Minutes*  
**June 20, 2016 – High School Media Center – 7:00 p.m.**

**MEMBERS PRESENT**

Ken Dignan (*President*), Lisa McCully (*Vice President*), Bob Henry (*Treasurer*), Rita LaForest (*Secretary*), Michelle Kritzman (*Trustee*), Laura Schwennesen (*Trustee*), and Lynn Slagle (*Trustee*)

**MEMBERS ABSENT**

**ADMINISTRATORS PRESENT**

Superintendent, Tom DeKeyser, Director of Business & Operations, Denise Kerrigan, and Elementary Principal and ECC Director, Sue Wanamaker.

**OTHERS PRESENT**

Staff, parents and members of the community

**CALL TO ORDER**

At 7:00 p.m. by President Ken Dignan.

**BUDGET HEARING**

*Motion to open the 2016-17 Budget Hearing for public comments / questions made by Mr. Dignan; supported by Mrs. McCully.*  
Ayes – 7; Nays – 0, motion carried 7 - 0

*Public Comments/Questions*

None

*Motion to close Budget Hearing made by Mr. Dignan; supported by Mrs. McCully.*  
Ayes – 7; Nays – 0, motion carried 7 - 0

**CALL TO THE PUBLIC**

None

**STUDENT COUNCIL**

Student Council Representative, Alexis Dancik, introduced 2016-17 Student Council President Karolyn Wagner. Alexis also thanked the Board for the experience and memories while serving for the last 3 years. Mr. Dignan welcomed Karolyn as the new representative on behalf of the Board.

**COMMITTEE REPORTS**

None

**CONSENT ITEMS**

*Motion to approve the minutes from the June 13, 2016 Board of Education Regular meeting, the June 13, 2016 Closed Session meeting, and the June 13, 2016 Finance Committee meeting was made by Mrs. McCully; supported by Mrs. Schwennesen.*  
Ayes – 7; Nays – 0, motion carried 7 - 0

*Motion to approve fund transfer of \$196,628 in payments from Accounts Payable; further to approve the transfer of \$397,852 from Accounts Payable to cover the payrolls of May 6, 2016 and May 20, 2016 was made by Mrs. McCully; supported by Mrs. Schwennesen.*  
Ayes – 7; Nays – 0, motion carried 7 - 0

## NEW BUSINESS

### *2015-2016 Final Budget Proposal and Resolution*

*Motion to approve the 2015-16 Final Budget summary made by Mr. Henry; supported by Mrs. LaForest.*

Director of Business & Operations, Denise Kerrigan reviewed the Final Budget Summary for the 2015-2016 school year. She added that we will be adding to our fund balance bring the fund balance up to 6.6% however there is a possibility of a 1% change to the budget as final revenue is received.

Mr. Dignan commended Mr. DeKeyser and Mrs. Kerrigan for helping WLPS meet their goals.

*Roll Call Vote required: Mr. Dignan – yes, Mrs. McCully – yes, Mr. Henry – yes, Mrs. Kritzman – yes, Mrs. LaForest – yes, Mrs. Schwennesen – yes, Mrs. Slagle – yes.*  
Ayes – 7; Nays – 0, motion carried 7 – 0

### *2015-16 Final Food Service Fund Budget Proposal and Resolution*

*Motion to approve the 2015-2016 Final Food Service Fund Budget summary made by Mr. Dignan; supported by Mrs. McCully.*

Mrs. Slagle questioned the reason for the negative fund balance. Mrs. Kerrigan shared there has been a decline in sales due to loss of students and strict federal guidelines.

*Roll Call Vote required: Mr. Henry – yes, Mrs. Kritzman – yes, Mrs. LaForest – yes, Mrs. Schwennesen – yes, Mrs. Slagle – yes, Mr. Dignan – yes, Mrs. McCully – yes.*  
Ayes – 7; Nays – 0, motion carried 7 – 0

### *2015-16 Final Community Recreation Fund Budget Proposal and Resolution*

*Motion to approve the 2015-2016 Final Community Recreation Fund Budget summary made by Mr. Henry; supported by Mrs. LaForest. Roll Call Vote required: Mrs. Kritzman – yes, Mrs. LaForest – yes, Mrs. Schwennesen – yes, Mrs. Slagle – yes, Mr. Dignan – yes, Mrs. McCully – yes, Mr. Henry – yes.*  
Ayes – 7; Nays – 0, motion carried 7 – 0

### *2016-2017 General Fund Budget Proposal and Resolution*

*Motion to postpone the 2016-2017 Original General Fund Budget Proposal to the end of month during a special meeting of the Board of Education to be held on June 27, 2016 at 7:30 a.m. made by Mr. Dignan; supported by Mrs. McCully.*

Mr. Dignan shared concerns with the General Fund Budget Summary showing a lower amount of revenue than the projected expenditures. Mr. DeKeyser shared that revenue from a lease agreement has not been added since it has not yet been signed. He

also shared that all lines items have not been finalized, which usually can be about 1% of additional revenue.

Mrs. Slagle inquired if the district would be in jeopardy with the State of Michigan if approved. Mrs. Kerrigan shared we still do the early warning report to the state for this year's budget, the state prefers to not see expenditures exceeding revenues but the state will look at all factors and we would be above the 5% fund balance requirement.

*Roll Call Vote: Mrs. McCully – yes, Mr. Henry – no, Mrs. Kritzman – no, Mrs. LaForest – yes, Mrs. Schwennesen – yes, Mrs. Slagle – no, Mr. Dignan – yes.*

Ayes – 4; Nays – 3, motion carried 4 – 3

*2016-2017 Community Recreation Fund  
Budget Proposal and Resolution*

*Motion to approve the 2016-2017 Original Community Recreation Fund Budget made by Mr. Dignan; supported by Mrs. LaForest.*

*Roll Call Vote required: Mrs. LaForest – yes, Mrs. Schwennesen – yes, Mrs. Slagle – yes, Mr. Dignan – yes, Mrs. McCully – yes, Mr. Henry – yes, Mrs. Kritzman – yes.*

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

*2016-2017 Food Service Fund Budget  
Proposal and Resolution*

*Motion to approve the 2016-2017 Original Food Service Fund Budget made by Mr. Dignan; supported by Mrs. McCully. Roll Call*

*Vote required: Mrs. Slagle – yes, Mr. Dignan – yes, Mrs. McCully – yes, Mr. Henry – yes, Mrs. Kritzman – yes, Mrs. LaForest – yes, Mrs. Schwennesen – yes.*

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

*Borrowing Resolution*

*Motion to approve the borrowing resolution for adoption for the 2016-2017 school year through the Michigan Financial Authority (MFA) for an amount not to exceed \$1,493,000 made by Mr. Henry; supported by Mrs. Schwennesen. Roll Call Vote required: Mr. Dignan – yes, Mrs. McCully – yes, Mr. Henry – yes, Mrs. Kritzman – yes, Mrs. LaForest – yes, Mrs. Schwennesen – yes, Mrs. Slagle – yes.*

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

*2016-2017 School Calendar*

*Motion to approve the school calendar for the 2016-2017 school year that has been approved by the teachers made by Mrs. Slagle; supported by Mrs. McCully.*

Ayes – 7; Nays – 0, motion carried

*Paraprofessional Negotiations*

*Motion to approve the ratification of the contract agreement between Whitmore Lake Public Schools and the Whitmore Lake Paraprofessional/Food Service Association, MEA/NEA made by Mr. Dignan; supported by Mrs. Slagle.*

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



<i>WLEA Negotiations</i>	<p><i>Motion to approve the ratification of the contract agreement between Whitmore Lake Public Schools and the Whitmore Lake Education Association, MEA/NEA made by Mr. Dignan; supported by Mrs. LaForest.</i></p> <p>Ayes – 7; Nays – 0, motion carried 7 – 0</p>
<i>Maintenance Negotiations</i>	<p><i>Motion to approve the ratification of the contract agreement between Whitmore Lake Public Schools and the I.U.O.E Maintenance Bargaining Unit made by Mr. Dignan; supported by Mrs. McCully.</i></p> <p>Ayes – 7; Nays – 0, motion carried 7 – 0</p>
<b>SUPERINTENDENT REPORT</b>	<p>Superintendent, Tom DeKeyser expressed thanks to the Board for considering the budgets, and approving the contracts for the Whitmore Lake Education Association, Paraprofessional / Food Service, and the I.U.O.E. Maintenance Bargaining Unit.</p>
<i>Building Level Report</i>	<p>Elementary School Principal, Sue Wanamaker, shared the 3<sup>rd</sup> Quarter Focus School Report for the 2015-2016 school year with the Board of Education.</p>
<b>ANNOUNCEMENTS</b>	<p><b>A Special Regular Meeting of the Board of Education will be held on Monday, June 27, 2016 at 7:30 a.m. in the District Office Conference Room to consider approval on a revised 2016-2017 General Fund Budget Proposal.</b></p> <p><b>The next Community Engagement and Communications Committee Meeting will be held on Monday, July 25, 2016 at 6:00 p.m. in the High School Counseling Office Conference Room.</b></p> <p><b>The next Regular Meeting of the Board of Education will be held on Monday, July 25, 2016 at 7:00 p.m. in the WLHS Media Center.</b></p>
<b>CALL TO THE PUBLIC</b>	<p>None</p>
<b>BOARD MEMBER REPORTS</b>	<p>Mrs. Schwennesen suggested having a discussion at a future meeting concerning long-term plans for the Middle School Facility.</p>
<b>ADJOURNMENT</b>	<p><i>Motion to adjourn the Regular Meeting at 7:37 p.m. made by Mrs. Slagle; supported by Mrs. McCully.</i></p> <p>Ayes - 7; Nays- 0, motion carried 7-0.</p>

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Rita A. LaForest, Secretary, Board of Education  
Whitmore Lake Public Schools

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Date



**Whitmore Lake Public Schools**  
**BOARD OF EDUCATION**  
*Special Regular Meeting Minutes*  
**June 27, 2016 – District Office Conference Room – 7:30 a.m.**

**MEMBERS PRESENT**

Ken Dignan (*President*), Lisa McCully (*Vice President*), Bob Henry (*Treasurer*), Rita LaForest (*Secretary*), and Laura Schwennesen (*Trustee*)

**MEMBERS ABSENT**

Michelle Kritzman (*Trustee*), and Lynn Slagle (*Trustee*)

**ADMINISTRATORS PRESENT**

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

**OTHERS PRESENT**

Staff and members of the community

**CALL TO ORDER**

At 7:35 a.m. by President Ken Dignan.

**CALL TO THE PUBLIC**

None

**OLD BUSINESS**

*2016-2017 Budget Proposal  
And Resolution*

*Motion to approve the 2016-17 General Education Original Budget Summary made by Mr. Henry; supported by Mrs. McCully.*

Mrs. Kerrigan reviewed the adjustments made to the Original Budget that was previously presented at the June 20, 2016 meeting. Some of the adjustments included adding estimated funds from Livingston Classical Cyber Academy, and recalculating Title I and Title II grants and building maintenance expenses. She added that the adjustments allows for an excess of \$2,406.

Mr. Dignan questioned if we would receive Medicaid proceeds. Mrs. Kerrigan shared it is possible however not as much as in the past.

Roll call vote: Mr. Dignan – yes, Mrs. McCully – yes, Mr. Henry – yes, Mrs. LaForest – yes, Mrs. Schwennesen – yes  
Ayes – 5; Nays – 0, motion carried 5 - 0

**SUPERINTENDENT REPORT**

Superintendent, Tom DeKeyser, shared the following:

- 1) Whitmore Lake Education Association, Paraprofessional/Food Service Association and the I.U.O.E. Maintenance Bargaining Unit groups have approved their contracts.

- 2) There's a possibility of teaching positions being posted for the replacement of staff who have resigned in addition to a posting for a Director of Instruction, who will have administrative duties at both schools, and a football coach.
- 3) We are hosting a carnival that begins June 30 through July 4, 2016.

#### **ANNOUNCEMENTS**

**The next Community Engagement and Communications Committee Meeting will be held on Monday, July 25, 2016 at 6:00 p.m. in the High School Counseling Office Conference Room.**

**The next Regular Meeting will be held on Monday, July 25, 2016 at 7:00 p.m. in the WLHS Media Center.**

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

None

#### **BOARD MEMBER REPORTS**

None

#### **ADJOURNMENT**

*Motion to adjourn the Regular Meeting at 7:50 a.m. made by Mrs. McCully; supported by Mrs. Schwennesen.  
Ayes - 5; Nays- 0, motion carried 5-0.*

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*Rita A. LaForest, 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:  
**June 30, 2016**

<u>Payroll Transactions</u>	June 3, 2016	\$ 197,785
	June 17, 2016	\$ 203,087
		<u>\$ 400,872</u>
 <u>Accounts Payable Transactions</u>		 <u>\$ 241,830</u>