



**BOARD OF EDUCATION  
REGULAR MEETING**

April 18, 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, April 18, 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

### SPECIAL PRESENTATION

April is the "Month of the Young Child". Students from the Early Childhood Program will perform for the Board of Education in the High School Theater.

### 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

### SPECIAL PRESENTATION

Superintendent DeKeyser and Trustee Kritzman will share information on the May 3, 2016 WISD Special Education Millage.

### STUDENT COUNCIL

Taylor Beloskur and Alexis Dancik will present the student council report.

### COMMITTEE REPORTS

### CONSENT ITEMS

Approval of minutes from March 21, 2016 Board of Education Regular meeting, the March 21, 2016 Community Engagement

and Communications Committee meeting, and the February 22, 2016 Superintendent Evaluation Committee meeting.

**(Attachment 1)**

Approve fund transfer of \$193,092 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$390,549 from Accounts Payable to cover the payrolls of March 11, 2016, and March 25, 2016. **(Attachment 2)**

## **NEW BUSINESS**

### ***Overnight Trip Proposals***

Motion to approve the overnight trip to Fifth Grade Camp on May 24, 2016 submitted by Shelly Lyon. Approval is recommended. **(Attachment 3)**

Motion to approve the 7<sup>th</sup> and 8<sup>th</sup> grade trip to Gettysburg and Washington D.C. on March 28, 2017 submitted by Genevieve Conzelman and Eric Kobeck. Approval is recommended. **(Attachment 4)**

### ***Tax Renewals***

Motion to approve the renewal request of 18 mil non homestead tax and renewal of 2 mil Headlee override on the August 2, 2016 ballot.

### **NEOLA**

**Attachment 5** contains NEOLA policy 6220 – Budget Preparation for review and first reading.

## **SUPERINTENDENT'S REPORT**

### **CLOSED SESSION**

The Board will adjourn to go into closed session for the purpose of evaluating the superintendent. **Roll call vote required**

### **ANNOUNCEMENTS**

**The next Negotiations Advisory Committee Meeting (closed meeting) will be held on Monday, May 9, 2016 at 5:30 p.m. in the High School Counseling Office Conference Room.**

**The next Community Engagement and Communications Committee Meeting will be held on Monday, May 9, 2016 at 6:00 p.m. in the High School Counseling Office Conference Room.**

**The next Workshop Meeting of the Board of Education will be held on Monday, May 9, 2016 at 7:00 p.m. in the WLHS Media Center.**

**The next Regular Meeting of the Board of Education will be held on Monday, May 23, 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, Mr. Dignan, Mrs. Slagle, and Mrs. Schwennesen

## **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*  
**March 21, 2016 – High School Media Center – 7:00 p.m.**

**MEMBERS PRESENT**

Ken Dignan (*President*), Bob Henry (*Treasurer*), Michelle Kritzman (*Trustee*), Laura Schwennesen (*Trustee*), and Lynn Slagle (*Trustee*)

**MEMBERS ABSENT**

Lisa McCully (*Vice President*), and Rita LaForest (*Secretary*)

**ADMINISTRATORS PRESENT**

Superintendent, Tom DeKeyser, Director of Student Services, Melissa Heuker and Community Relations & Recreation Director, Maria Carter-Ewald

**OTHERS PRESENT**

Staff, parents and members of the community

**CALL TO ORDER**

At 7:02 p.m. by President Ken Dignan.

**CALL TO THE PUBLIC**

None

**STUDENT COUNCIL**

Student Council Representative, Taylor Beloskur shared with the Board they are still deciding on a final date to have the Spring Fling. It will be scheduled for the end of April or early May. She also shared they would like to have the assembly outside.

**COMMITTEE REPORTS**

Mr. Dignan shared that the Community Engagement and Communications Committee met earlier tonight. Mitch Lipon from Ignite attended the committee meeting and shared an overview on the redesign of the WLPS website. Mrs. Kritzman shared there is an informational link put together by the WISD for the upcoming Special Education millage proposal on the WISD website.

**CONSENT ITEMS**

*Motion to approve the minutes from the February 22, 2016 Board of Education Regular meeting, and the February 22, 2016 Academic Performance Committee meeting was made by Mr. Dignan; supported by Mrs. Slagle.*

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

*Motion to approve fund transfer of \$345,389 in payments from Accounts Payable; further to approve the transfer of \$387,735 from Accounts Payable to cover the payrolls of February 12, 2016 and February 26, 2016 was made by Mr. Dignan; supported by Mrs. Slagle.*

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

## **NEW BUSINESS**

### *School of Choice*

*Motion to approve Whitmore Lake Public Schools as a School of Choice district with unlimited open enrollment for students K – 12 in all programs for the first semester of the 2016 – 2017 school year pursuant to Sections 105 and 105(c) of the State School Aid Act made by Mrs. Slagle; supported by Mr. Henry.*

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

### **Academic Performance**

Superintendent DeKeyser presented an analysis of math achievement and recommended the Board strongly consider adopting Everyday Math for grades K - 6.

## **SUPERINTENDENT REPORT**

Superintendent, Tom DeKeyser, shared the following:

- 1) Livingston Classical Cyber Academy is progressing along. Their first Board Meeting is scheduled for March 30, 2016 at 6:00 p.m. in the Whitmore Lake Middle School Library. LCA has extended an invitation to the WLPS Board Members to attend. Mr. Dignan shared LCA has a meeting with the planning commission in Brighton and will break ground immediately when allowed.
- 2) Kudos to Maria Carter-Ewald for another successful pool inspection.
- 3) High School – April 12, 2016, 11<sup>th</sup> graders will take the SAT test, 9<sup>th</sup> & 10<sup>th</sup> graders will take the PSAT test for the first time and 8<sup>th</sup> grade will begin the M-Step.
- 4) Elementary School – Kindergarten round-up was last Thursday. The number of students who came was similar to what we had in the past.

### **Building Level Report**

Tom DeKeyser and Director of Student Services, Melissa Heuker presented the 2<sup>nd</sup> Quarter Focus School Report for the 2015-16 school year with the Board of Education.

## **OTHER INFORMATION**

The Board acknowledged the items of other information and welcomed Mallory Lender and Shelby Legel to WLPS district.

## **ANNOUNCEMENTS**

**The next Finance Committee Meeting will be held on Monday, April 18, 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, April 18, 2016 at 7:00 p.m. in the WLHS Media Center.**

**The Board of Education Regular Meeting originally scheduled for next week March 28<sup>th</sup> has been cancelled.**

**CALL TO THE PUBLIC**

Elementary School Teacher, Tracy Carbary, offered her appreciation to Community Relations & Recreation Director Maria Carter-Ewald for the good time she and her kids had at the Dive and Swim event held on Friday, March 11th. She also inquired about how useful PeachJar is when promoting these events since there was not a huge turnout.

**BOARD MEMBER REPORTS**

Mrs. Schwennesen shared she had participated in an online MASB course on school finance which was very interesting. If any board members would like to review the materials, she will share them with you.

Mr. Dignan suggested to add to a future agenda for board members to review the fund balance policy and to adopt a policy that is in alignment with what the state is now looking for and to abide by it.

**ADJOURNMENT**

*Motion to adjourn the Regular Meeting at 8:09 p.m. made by Mrs. Slagle; supported by Mrs. Kritzman.*  
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*

## Whitmore Lake Public Schools

To: Rita LaForest (chair), Ken Dignan, Lisa McCully  
From: Tom DeKeyser  
Date: March 21, 2016  
RE: **Minutes - Community Engagement and Communications  
Committee Agenda**

BOE Present: Dignan, Kritzman\*, Schewennesen\*  
BOE Absent: McCully, LaForest – both with notification  
Admin Present: DeKeyser, Carter-Ewald  
\*Substitute for absent members

1. Call to Order – 6:05 p.m.

2. Old/New Business

Committee was introduced to Ignite Marketing's website redesign.

Mitch Lipon from Ignite shared the work his team did on redesigning our website.

Ignite Marketing expressed to the committee the need for critical feedback on ease of use.

Mr. Dignan expressed the need for consistent context on each page.

WISD millage web link was shared with the committee. This was an information web link put together by the WISD.

3. Call to Public

4. Adjournment – 6:55 pm

## **Whitmore Lake Public Schools**

### **Superintendent Evaluation Committee Meeting Minutes**

Members present: Slagle (chair), Henry, Kritzman

Administration present: DeKeyser

Staff present: NA

Public present: NA

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1. Call to Order on Thursday, February 22, 2016 at 6:00 p.m.
2. Old/New Business
  - Review current evaluation tool
  - Modification and recommendations of the tool shared
  - Slagle directs DeKeyser's staff to update existing model
3. Call to Public - None
4. Adjournment – 6:45 p.m.
5. Next meeting: As Needed

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**Whitmore Lake Public Schools**  
**Business Office Transactions**

For the Month Ending:  
**March 31, 2016**

<u>Payroll Transactions</u>	March 11, 2016	\$	188,067
	March 25, 2016	\$	202,483
		<u>\$</u>	<u>390,549</u>
<u>Accounts Payable Transactions</u>		<u>\$</u>	<u>193,092</u>

3

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPSType of Trip 5<sup>th</sup> Grade CampProposed Departure Date 5/24/14 Return Date 5/25/14Proposer Shelly Lyon, Position 5<sup>th</sup> Grade TeachersDate by which response is needed 5/19/14 Proposal Date 4/14/14

Background checks are required for all overnight chaperones that are not currently employed by the district. Please initial on the line below that you will complete the process for criminal history records checks for overnight chaperones no later than two (2) weeks prior to trip date. Initials SL

A. Purpose

1. What is the major place to be visited or event to be attended?

Howell Nature Center

2. How is the trip related to the educational program of the District?
- Some of the camp activities include animal information (Science GLCES) and Native American information (So. St. GLCES)

3. In what ways will the students benefit?
- The students will benefit from science & social studies activities as well as the interaction between students, teachers & staff.

4. In what ways will the District benefit?

The District will benefit by giving/allowing the 5<sup>th</sup> grade students to have this positive academic & social experience that

5. How will the trip be evaluated to determine the extent to which these benefits were realized?
- they will talk about for years to come

N/AB. Student and Staff

1. Which students, (grade, class, or organization), will be going?

The 5<sup>th</sup> grade class

2. How many students in total?

70

3. How many students are currently experiencing academic problems?

N/A

4. Which staff member will be in charge?

All fifth grade teachers

5. What previous experience has the staff member had in conducting overnight or extended field trips?

We have been to 5<sup>th</sup> grade camp before.

6. What other staff members will be going?

Annabel Walker & Tamara Hinz

7. How many chaperones, in addition to staff members, will be going?

We would like to have at least 4 adults per class

8. What are their names and affiliations with the students? The ~~the~~ adults will be parents of 5<sup>th</sup> graders

9. How many school days will be missed?

Aprox. 1 1/2 days will be missed.

10. How will teachers be advised in advance that the students will be out of school?

All 5<sup>th</sup> grade team teachers will be going

C. School Work

1. How will missed work be made up?

No class work will be missed.

2. What special assistance will be provided students with academic problems?

N/A

D. Itinerary

1. What is the destination?

Howell Nature Center

2. What will be the mode of transportation? What liability insurance does the carrier have?

Our own transportation @ department (W.L.P.S.) will be used.

3. Where will the group be housed and fed?

The students will be housed and fed at the Howell Nature Center

4. What enroute or supplementary activities are planned?

NONE - only 30 minute ride.

5. What arrangements have been made for dealing with emergency situations?

We will be taking emergency forms with us.

6. If tour guides are involved, what liability insurance do they carry?

N/A

E. Finances

1. What is the estimated total cost and cost per student?

\$ 90<sup>00</sup> / student includes transportation

2. What is the source of funds?

The funds are coming from the 5<sup>th</sup> Grade Candy Sales & students paying their own way.



3. How will the funds be collected and safeguarded?

Money is collected & put into school safe.  
Office staff will deposit.

4. How will any short fall be made up or excess funds used?

The 5<sup>th</sup> grade activity account will make-up  
for any shortfall. Excess money will be kept in 5<sup>th</sup>

5. What provision has been made for students who are financially unable to pay  
any necessary costs? Individual teachers will

talk to parents (individually) on an as needed basis.  
grade account for future trips.

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?

Parents receive information through notes, emails,  
and a Parent Meeting.

2. List telephone numbers at destination and where group will be housed.

Howell Nature Center 517-546-3026

3. What information will be provided to the media and the community?

Shelly Lyon  
Signature of Requestor

4-14-16  
Date

Approved:

Sue Wanamaker  
Principal

4-14-16  
Date

[Signature]  
Superintendent

4/14/2016  
Date

\_\_\_\_\_  
Board of Education

\_\_\_\_\_  
Date

4

## Proposal for Overnight/Extended Student Trips

Type of Trip Gettysburg and Washington D.C. - 7th and 8th Grade Trip

Proposed Departure Date 3/28/2017 Return Date 3/31/2017

Proposer G. Conzelman and E. Kobeck Position Teachers

Date by which response is needed ASAP Proposal Date 3/16/2016

**Background checks are required for all overnight chaperones that are not currently employed by the district.** Please initial on the line below that you will complete the process for criminal history records checks for overnight chaperones no later than two (2) weeks prior to trip date. Initials GC.

### **A. Purpose**

**1. What is the major place to be visited or event attended?**

- Gettysburg Battlefield and Washington D.C. Monuments

**2. How is the trip related to the educational program of the district?**

- Students take US History in 8th grade and geography in 7th grade. It is important for them to learn about our nation's capital and other historic events that shaped our great nation.

**3. In what ways will the students benefit?**

- Students will benefit in multiple ways. They will learn to work cohesively in a group outside of the classroom. They will learn about our nation's capital, important battles during the civil war, the vietnam war, the korean war, different branches of the armed forces, and various national monuments that represent our amazing country. They will learn the importance of being an American citizen, and the effort that was put into protecting America.

**4. In what ways will the district benefit?**

- The district will benefit in multiple ways as well. The district's students will learn new information and be able to visualize this information. The district's students will have the opportunity to leave Michigan, and travel to our nation's capital to experience hands on learning.

**5. How will the trip be evaluated to determine the extent to which these benefits were realized?**

- Notes will be taken during the trip, and areas of strengths and improvements will be noted through discussion with other chaperones and students.

### **B. Students and Staff**

**1. Which students (grade, class, organization) will be going?**

- Students in the Classes of 2021 and 2022

**2. How many students in total?**

- TBD- Hoping for 70 students

**3. How many students are currently experiencing academic problems?**

- At this point, unknown. The trip is over a year away.

**4. Which staff member(s) will be in charge?**

- Genevieve Conzelman and Eric Kobeck

**5. What previous experience has the staff member had in conducting overnight or extended field trips?**

- Eric Kobeck has attended and helped chaperone multiple Washington D.C. trips in the past.  
Genevieve Conzelman has helped and chaperoned one Washington D.C. trip in the past.

**6. What other staff members will be going?**

- Wayne Everard, others will be asked as we get closer.

**7. How many chaperones, in addition to staff members, will be going?**

- At this point, we are hoping for none. If parents are needed to fill space on the bus (if we don't meet our required numbers), then there will be a lottery to determine what parents will be able to attend.

**8. What are their names and affiliations with the students?**

- N/A

**9. How many school days will be missed?**

- Four

**10. How will teachers be advised in advance that the students will be out of school?**

- Teachers will receive a list of all students who be gone one month prior to the trip with a reminder the week before the trip.

**C. School Work**

**1. How will missed work be made up?**

- As determined by the classroom teacher. In years past, most of the students from 7th and 8th grade attend the trip, so no assignments are needed to be made up. Students don't miss school work.

**2. What special assistance will be provided to students with academic problems?**

- Since work will most likely not be assigned, special assistance will not need to be given, for makeup work.

**D. Itinerary      Please see attached itinerary**

**1. What is the destination?**

- Gettysburg and Washington DC

**2. What will be the mode of transportation? What liability insurance does the carrier have?**

- Charter Bus - Motorcoach company is Trinity Transportation

**3. Where will the group be housed and fed?**

- For Housing, Fairfield Inn & Suites - Laurel, MD (301) 498-8900. The first breakfast and lunch are on your own (we recommended bringing \$10 per meal, or packing a breakfast and lunch since it is at the beginning of the trip). The rest of the breakfasts will be at the hotel. We will have vouchers for lunch and dinner at different locations in Washington DC.

**4. What en route or supplementary activities are planned?**

- Movies (National Treasure or other DC related movies)

**5. What arrangements have been made for dealing with emergency situations?**

- Emergency Medical forms will be complete by attendee's parents. They will include phone numbers to call, insurance info, allergies, etc. Students can download an app from Student Adventures, and they will receive push notifications throughout the trip (especially if there is an emergency). Students will be with adults all day (except for sleeping hours 10:30pm-5:30am), so adults will deal with emergency situations, if they arise.

**6. If tour guides are involved, what liability insurance do they carry?**

- Tour guides and directors have background checks.

**E. Finances**

1. **What is the estimated total cost and cost per student?**  
- \$596 per student
2. **What is the source of funds?**  
- Parents/Guardians
3. **How will the funds be collected and safeguarded?**  
- Transactions will be conducted electronically directly with the Travel Company
4. **How will any shortfall be made up or excess funds used?**  
- Parents are required to pay for their students trip. Emails will continue to go out updating parents about when the trip is and that payments are due. There is a list of dates by which chunks of the total payment should be made. Since parents are paying, there should be no excess funds.
5. **What provision has been made for students who are financially unable to pay any necessary costs?**  
- We are spacing out the payments over the next year, and parents can pay as much as they want at anytime throughout the next year.

**F. Communications**

1. **How will you communicate to parents prior to, during, and after the trip?**  
- Parent meetings and email, as necessary. If parents sign up for the student adventures app., they will get information about the places we visit as we visit them.
2. **List telephone numbers at destination and where group will be housed.**  
- We are staying at one hotel in Washington DC -Fairfield Inn & Suites - Laurel, MD (301) 498-8900.
3. **What information will be provided to the media and the community?**  
- Information was sent to Maria Carter-Ewald to include Washington D.C. trip information in Whitmore Lake's News and Notes. Information will also be sent to put on the WLPS App.

M. W. G. / [Signature]  
Signature of Requestor(s)

4/14/16    4/14/16  
Date

**Approved:**

[Signature]  
Principal

4/14/2016  
Date

[Signature]  
Superintendent

4/14/2016  
Date

\_\_\_\_\_  
Board of Education

\_\_\_\_\_  
Date

**Student Adventures Tour Summary**  
**Whitmore Lake Middle School**  
**Gettysburg & Washington DC**  
**Mar 28th to Mar 31st, 2017**



**Inclusions:**

**Lodging:** 2 Nights at a 3 diamond or better hotel. (Number of rooms based on final count)

**Nighttime Security:** 2 Nights Security

**Meals:** 2 Breakfasts, 2 Lunches, 3 Dinners are included (2 on your own)

**Transportation:** 2, 55 Passenger Deluxe Motorcoaches with Video

Please refer to your current itinerary for a list of activities for your tour.

Tour activities are subject to change based on availability or vendor restrictions. If this occurs, Student Adventures will arrange similar activities.

**Services:**

In addition to tour activities, Student Adventures provides a variety of services to assist Trip Leaders in tour planning and to ensure the safety of trip participants.

**Easy Track Online Tour Management™ including Individual Billing Price Protector™**  
**Cancellation Protector™ On-Trip Health Insurance Tour Director**

**Tour Pricing:**

The following tour price is currently being protected by Price Protector™. This price is guaranteed with the return of your signed Booking Agreement no later than 1-15-2016

Qty	Description	\$ Per Person*
66	Students in Quad Rooms	\$596.00
4	Adults in Single Rooms	\$859.00
5	Non-Paying Adults in Single Rooms	
1	Tour Director	
	Fixed Costs** (for each paying participant below 70)	\$343.00

\*Changes in the number of participants, tour inclusions, number of days or travel dates may affect pricing.

\*\*Fixed Costs are nonrefundable group expenses that must be paid to vendors such as transportation, lodging and security.

# Whitmore Lake Middle School

Gettysburg & Washington DC, Mar 28th to Mar 31st, 2017

Tuesday March 28th, 2017

Wednesday March 29th, 2017

Thursday March 30th, 2017



3:00 AM Trip Check-In

3:30 AM Trip Departure

Breakfast - Bring From Home (On Your Own)	
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6:30 AM	Breakfast at Hotel (Included)
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6:30 AM	Breakfast at Hotel (Included)
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Meet Tour Director @ WLHS  
David Johns

1/2 Day Guided Tour  
Certified DC Guide-for each bus

7:15 AM Depart for Mount Vernon

George Washington's Mount Vernon  
Self Guided Visit

Hotel Check-Out

10:45 AM Iwo Jima Memorial

11:30 AM Jefferson/FDR/MLK Jr. Memorials

Lunch-En Route  
(On Your Own)

12:30 PM Lunch-National Place  
(Meal Voucher)

Lunch at Mount Vernon  
(Food Voucher \$10.00)

3:30 PM Gettysburg Civil War Museum  
Film and Cyclorama

1:45 PM White House Photo Stop

Group Photo on Capitol Steps  
Panoramic photo for each student

4:45 PM 2 Hour Gettysburg Battlefield Tour

3:30 PM U.S. Capitol Tour  
-pending availability

12:30 PM Depart Mount Vernon for DC

Explore Smithsonian Institutions  
Meet @ Natural History @ 5:00pm

Souvenir Shopping

6:45 PM Dinner at Gen. Pickett's Buffet  
(Included)

5:45 PM Dinner at Pentagon City Mall  
(Food Voucher)

6:30 PM Dinner At Champps  
(Included)

7:30 PM Depart for Washington DC

Illuminated Memorial Tour  
Certified DC Guide-for each bus

Footsteps of the Past Walking Tour

10:00 PM Hotel Check In

6:30 PM Vietnam/Korean/Lincoln Memorials  
World War II & Pengaton Memorials

9:30 PM Depart for Whitmore Lake  
Arrive at WLHS @ 8:30am on Fri 3/31

Nighttime Security (one per floor)  
10:30pm to 5:00am

Nighttime Security (one per floor)  
10:30pm to 5:00am

Your Tour Consultant is David Johns CALL: (877) 873-7550 EMAIL: [online@studentadventures.org](mailto:online@studentadventures.org)

12/15/2015 1473-4



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/21/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Klebba Agency, Inc. 49357 Pontiac Trail Suite 101 PO Box 930599 Wixom MI 48393	<b>CONTACT NAME:</b> Christi Schreiber <b>PHONE (A/C, No. Ext.):</b> (248) 926-1444 <b>FAX (A/C, No.):</b> (248) 926-5959 <b>E-MAIL ADDRESS:</b> cschreiber@klebbaagency.com														
<b>INSURED</b> Student Adventures 8445 S. Saginaw Street Suite 101 Grand Blanc MI 48439	<table border="1"><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Capitol Specialty Ins Corp</td><td></td></tr><tr><td>INSURER B: Special Risks Facilities</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Capitol Specialty Ins Corp		INSURER B: Special Risks Facilities		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Capitol Specialty Ins Corp															
INSURER B: Special Risks Facilities															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES** **CERTIFICATE NUMBER:** 15-16 Master **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			CS02242284-03	5/8/2015	5/8/2016	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
		GEN'L AGGREGATE LIMIT APPLIES PER:						
<input checked="" type="checkbox"/> POLICY	<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
								\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
	DED	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
B	Professional Liability			106264372	3/18/2015	3/18/2016	Each Claim	\$1,000,000
							Aggregate	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

For Informational Purposes

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Melanie Cheney





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/14/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Daly Merritt Insurance 3099 Biddle  Wyandotte MI 48192		<b>CONTACT NAME:</b> Cynthia Curto <b>PHONE (A/C, No, Ext):</b> (734) 283-1400 <b>FAX (A/C, No):</b> (734) 283-1197 <b>E-MAIL ADDRESS:</b> cindy.curto@dalymeritt.com	
<b>INSURED</b> Trinity, Inc. Trinity Coach LLC 4624 13th Street WYANDOTTE MI 48192		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Acuity, A Mutual Ins. Co. <b>NAIC #</b> 14184 <b>INSURER B:</b> MTMIC (Mfg Tech Mutual Ins Co) <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:** CL1631410837**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVP	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		X36758	3/15/2016	3/15/2017	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000				
		MED EXP (Any one person) \$ 10,000				
		PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 3,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ 3,000,000
	OTHER:					Employee Benefits \$ 1,000,000
	<b>AUTOMOBILE LIABILITY</b>					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
						\$
A	<input type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR	X36758	3/15/2016	3/15/2017	EACH OCCURRENCE \$ 10,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE	Excess over General Liab			AGGREGATE \$ 10,000,000
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		only X36758			\$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>		2016-290800	3/15/2016	3/15/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					E.L. EACH ACCIDENT \$ 5,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 5,000,000
						E.L. DISEASE - POLICY LIMIT \$ 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Student Adventures is additional insured when required by written contract for work performed by the named insured.

**CERTIFICATE HOLDER**

(810) 953-2073 darlene@studentadventuresu

Student Adventures  
8445 S. Saginaw St., Suite 101  
Grand Blanc, MI 48439

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

James Daly/SHLUND

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## Additional Named Insureds

### Other Named Insureds

13 PENNSYLVANIA LLC	Insured Multiple Names
JERRY SHEPPARD JR REVOCABLE INTER-VIVOS TRUST	Insured Multiple Names
JNC LEASING INC	Insured Multiple Names
REBETHA J SHEPPARD REVOCABLE INTER-VIVOS TRUST	Insured Multiple Names
TRINITY AIR LLC DBA TRINITY AVIATION	Insured Multiple Names
TRINITY CARS INC	Insured Multiple Names
TRINITY CARS INC DBA TRINITY CARS	Insured Multiple Names
TRINITY CARS INC DBA TRINITY SHUTTLE	Insured Multiple Names
TRINITY COACH LLC	Insured Multiple Names
TRINITY INC	Insured Multiple Names
TRINITY REALTY GROUP LLC	Insured Multiple Names
TRINITY TRANSPORTATION	Brand name for marketing, Insured Multiple Names
TRINITY TRANSPORTATION GROUP LLC	Insured Multiple Names
TRINITY-VAN BORN LLC	Insured Multiple Names



## **Whitmore Lake Middle School**

### **Gettysburg & Washington DC: 3/28/2017 - 3/31/2017**

Dear Parent and Student,

I am excited to announce that I am organizing an educational travel experience for our students.

The benefits of travel for students are immeasurable. I hope that every student in our class will take advantage of this once in a lifetime opportunity!

We have chosen Student Adventures to plan and facilitate this year's student tour. Student Adventures is a Michigan owned and operated company that provides exceptional value. They are committed to providing safe, educational, fun and affordable student tours.

[www.studentadventures.org](http://www.studentadventures.org)

The cost of this tour is only \$596.00 per Student in a Quad room.

Registration takes just a few minutes and the deposit is only \$100.00.

**PLEASE NOTE:** There is limited space on the trip, space is filled on a first come, first serve basis. Your spot on the trip, will NOT be secured until the initial deposit is made. Please register and make your deposit as soon as possible to secure your spot on the trip. The deadline for enrollment is: 3/23/2016.

Please follow these easy steps to enroll online:

1. Visit [www.studentadventures.org](http://www.studentadventures.org)
2. Click LOGIN in the upper right corner of the Student Adventures website.
3. Please sign-up for Easy Track
4. After creating your account, please login and register for your tour using the following trip registration ID:

**WL1473**

After following the on-screen registration instructions and making a deposit, you (or the person you are signing up.) will receive a confirmation via email. Again, you are not fully registered until deposit is made. You can make a payment using a credit card online or by printing out your invoice and mailing in a check or money order.

**PLEASE NOTE:** Student Adventures charges a \$10 fee for each credit card payment made over the phone.

## Whitmore Lake Middle School

### Gettysburg & Washington DC: 3/28/2017 - 3/31/2017

Date Due	Amount
Wed Mar 23rd, 2016	\$100.00
Fri Sep 23rd, 2016	\$100.00
Fri Dec 2nd, 2016	\$196.00
Fri Feb 3rd, 2017	\$Balance

#### IMPORTANT:

It is crucial that the balance is paid in full by the final payment date, final counts and payments need to be made to vendors at that time. If the entire balance is not paid in full by the final payment date, a \$25 late charge will be automatically be assessed to your account and you may be dropped from the trip.

You may also add Cancellation Super Protector to your trip. Super Protector refunds the amount paid on your trip, minus the cost of protection, any prepaid non refundable items (admissions, meals ect.) and the registration fee should you have to cancel for any reason up to 48 hours prior to departure. Please see our website for a more detailed explanation of the Cancellation Super Protector.

#### Alternate registration process:

If you do not have access to the internet, or feel comfortable online. You may also register using the paper enrollment form and mailing in a check or money order (available at the school office or in my room). You must register using the online system or the paper enrollment form, you are not able to register your student by calling the school or Student Adventures. Also, whether you enroll online or with the paper enrollment form, make you sure you provide an email address and phone number that you check regularly. ALL communication and payment reminders are sent via email or voicemail. The phone number and email address will not be used for anything other than distributing trip information.

For questions regarding the online registration process, please call Student Adventures at (877) 873-7550. Again, Student Adventures cannot register participants over the phone and phoned in credit card payments are charged \$10 for each payment.

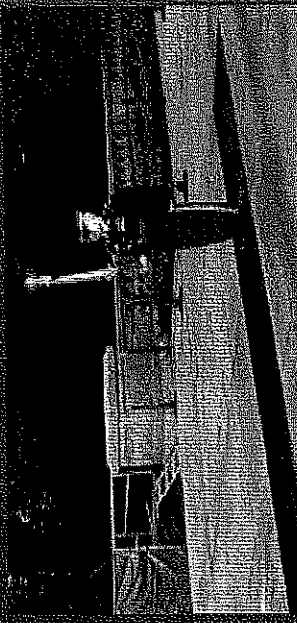
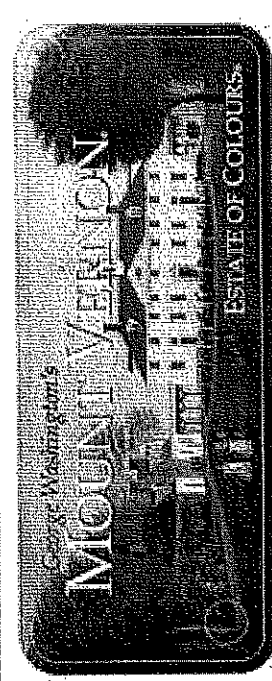
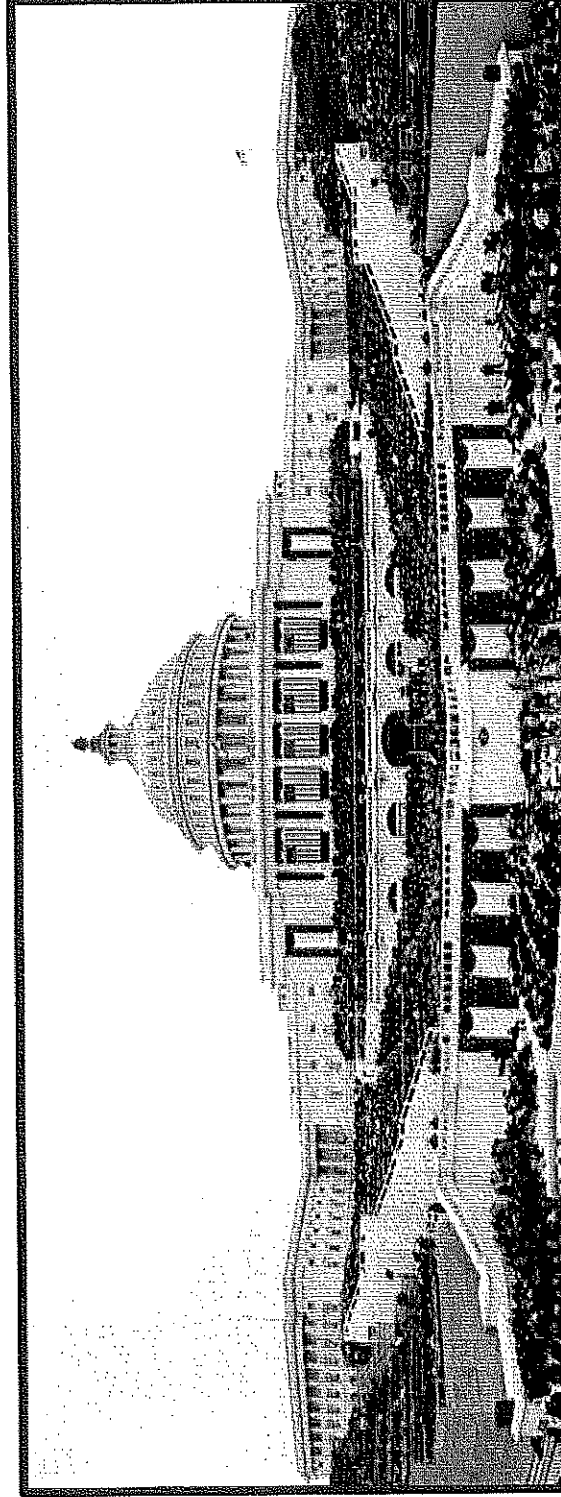
If you have any questions about this tour, please contact me:

Genevieve Conzelman  
genevieve.conzelman@wlps.net  
(734) 449-4461 (Day)

**Whitmore Lake 7<sup>th</sup> & 8<sup>th</sup> Grade Trip  
 Gettysburg & Washington DC  
 Parent Meeting - March 10<sup>th</sup> @ 7:30 in Room B103**



Trip Code: WL1473



**Trip Dates**

March 28-31, 2017

**Tour Price**

\$596 per Student

**Payment Schedule**

3/23/2016 - \$100

9/23/2016 - \$100

12/2/2016 - \$196

2/3/2017 - \$200

[www.studentadventures.org](http://www.studentadventures.org)

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#### **6220 - BUDGET PREPARATION**

The District's operation and educational plan is reflected in its budgets. Each year, the Board of Education will cause to have prepared and then review and approve the following Fund budgets:

- A. General Fund
- B. Special Revenue
- C. Debt Funds

Each budget shall be designed to carry out District operations in a thorough and efficient manner, maintain District facilities properly, and honor continuing obligations of the Board.

The Board shall ensure that adequate funds are reserved for the General Fund to maintain a secure financial position whereby the fund equity shall not fall below ten (10%) percent of the preceding year's expenditures.

A proposed budget requires the critical analysis of every member of the Board prior to approval; once adopted, the budget deserves the support of all members of the Board regardless of their position before its adoption.

The Board directs the Superintendent to present the budgets to the Board along with all available information associated with each budget in sufficient time to allow for proper analysis and discussion prior to the hearing.

When presented to the Board for review and/or adoption, the information shall include, as appropriate:

- A. the number and category of staff members for the current and the ensuing year;
- B. the proposed expenditure and revenue in each financial category for the ensuing year;
- C. the anticipated expenditure and revenue in each financial category for the current year;
- D. the actual expenditure, the approved budget, and the revenue in each financial category for the previous year;
- E. an estimate of the student enrollment by grades for the ensuing year;
- F. the amount of fund equity anticipated at the end of the current year;
- G. an appropriations resolution.

M.C.L.A. 141.434 et seq.

Revised 2/28/05