



**BOARD OF EDUCATION  
ORGANIZATIONAL/REGULAR  
MEETING**

January 22, 2018 — 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.*

## ORGANIZATIONAL/REGULAR MEETING

Monday, January 22, 2018 – 7:00 p.m.

Whitmore Lake High School Media Center  
7430 Whitmore Lake Rd.  
Whitmore Lake, MI 48189

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### ORGANIZATIONAL MEETING PROCEDURES

According to the Bylaws of the Board of Education, an election of a temporary chairperson shall be selected to serve as presiding officer over the meeting until the election of the officers of the Board.

### 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

### ELECTION OF OFFICERS

The temporary chairperson shall call for nominations for **President** of the Board. A motion and vote shall follow.

The President of the Board shall call for nominations for the remaining positions of the board. A motion and vote shall follow each nomination.

**Vice President**

**Secretary**

**Treasure**

### SPECIAL PRESENTATION

January is School Board Recognition Month. Board Recognition will be shared by staff and students. **Attachment 1** contains the Governor’s proclamation of Local School Board Recognition Month.

## **STUDENT COUNCIL**

Karolyn Wagner will present the student council report.

## **CONSENT ITEMS**

Approval of minutes from the December 8, 2017 Board of Education Finance Committee Meeting, the December 11, 2017 Board of Education Regular meeting, and the December 11, 2017 closed session (to be handed out at the meeting). (**Attachment 2**)

Approve fund transfer of \$223,971 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$443,341 from Accounts Payable to cover the payrolls of December 15, 2017, and December 29, 2017. (**Attachment 3**)

## **NEW BUSINESS**

### *Designation of Depositories*

Motion to designate Comerica, PNC Bank, MBIA Asset Management Group and J.P. Morgan Chase MILAF as depository of funds for General Funds, Sinking Funds, 2004 Bond Refunding, 2007 Bond Refunding, 2012 Bond Refunding, 2015 Series A and Series B Bond Refunding, 2016 Bond Refunding, Recreation Millage, and student activity.

### *Check Signature Authorizations*

Motion to authorize the creation and use of the appropriate electronic signatures as listed for the various school district funds. (**Attachment 4**)

### *Electronic Transfer Officer*

Motion to appoint Denise Kerrigan, Director of Finance & Operations, as the Electronic Transfer Officer (ETO) pursuant to policy 6144.

### *Authorization of Investments*

Motion to authorize the superintendent or designee, in consultation with the school district's Board of Education, to invest available monies at the best rate of interest as provided by statute.

### *Designation of Posting Meetings*

Motion to designate the superintendent and /or his designee as responsible for posting public notice of meetings.

### *Designation of Official Newspaper*

Motion to designate the Washtenaw Legal News as the official newspaper for legal purposes for 2018.

### *Fee for Board Books*

Motion to approve a charge of \$0.10 per page for individuals who request a printed Board packet.

## **SUPERINTENDENT'S REPORT**

## **OTHER INFORMATION**

The following people recently submitted their resignations: Elementary Paraprofessional, Joshua Hendrickson and Transportation Bus Monitor, Kelli Raymond.

The following people have accepted a position at Whitmore Lake Public Schools with a start date of January 8, 2018: Samantha Campbell as Kids Club Child Care Worker, Rebecca Knight as ECC Assistant Teacher and Molly Pisula as ECC GSRP & Head Start Preschool Teacher.

Fjollza Asani has accepted a Long-term sub position at the elementary school with a start date of January 15, 2018.

Katelyn Snover and Luis Orellana have accepted the position (Step 1) Lifeguard at \$9.75 per hour for Community Recreation with a start date of January 22, 2018 and January 29, 2018 respectively. Luis has also accepted the position as Group Swim Instructor at \$10.25 (Step 1) and Private Swim Instructor at \$14.00 (Step 1) per hour.

#### **ANNOUNCEMENTS**

**The next Regular Meeting of the Board of Education will be held on Monday, February 12, 2018 at 7:00 p.m. in the High School Media Center.**

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

#### **BOARD MEMBER REPORTS**

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



STATE OF MICHIGAN



CERTIFICATE OF PROCLAMATION

ON BEHALF OF THE PEOPLE OF MICHIGAN

I, Rick Snyder, governor of Michigan, do hereby proclaim

January 2018

**LOCAL SCHOOL BOARD  
RECOGNITION MONTH**

**WHEREAS**, Michigan is home to more than 600 boards of education that work to enrich the lives of Michigan's students through education and directly influence instruction in Michigan's public schools; and,

**WHEREAS**, Article VIII, Section 2 of the Michigan Constitution of 1963 states that providing for the education of Michigan's children is a fundamental duty of state government; and,

**WHEREAS**, local school board members are exceptional men and women who have committed themselves to this duty by governing school districts and advancing student achievement in the schools and communities in which they serve; and,

**WHEREAS**, during this month, we join with the Michigan Association of School Boards, Michigan Department of Education, local school districts, and community organizations to recognize and raise awareness of the countless efforts and contributions of local school boards and school board members throughout Michigan;

**NOW, THEREFORE**, I, Rick Snyder, governor of Michigan, do hereby proclaim January 2018 as Local School Board Recognition Month in Michigan.



*Rick Snyder*

Rick Snyder  
Governor



2





# WHITMORE LAKE PUBLIC SCHOOLS

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8845 Main St., Whitmore Lake, MI 48189 • phone: 734.449.4464 • fax: 734.449.5336

[www.wlps.net](http://www.wlps.net)

*Exceptional, Personalized Education*

## Board of Education Finance Committee Meeting

December 8, 2017  
8:00 am  
District Administrative Office

### Minutes

- I. Call to Order at 8:15 AM  
Present: Tom DeKeyser, Denise Kerrigan, John Meadows, Laura Schwennesen, Bob Henry,
  - II. Business
    - Budget Amendment
      - Reviewed first budget amendment to be presented at Board meeting
    - Rental Revenue – Charter School
      - Shared graphs depicting effect of rental revenue on fund balance
    - Plan for Increasing Fund Balance
      - Seek additional leases, other revenue stream, avoid program cuts
  - III. Informational Items
    - Next Finance Committee Meeting – TBD
  - IV. Call to the Public - none
  - V. Adjournment at 9:35 AM
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# Whitmore Lake Public Schools

## BOARD OF EDUCATION

### Regular Meeting Minutes

December 11, 2017 – High School Media Center – 7:00 p.m.

#### MEMBERS PRESENT

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

#### MEMBERS ABSENT

#### ADMINISTRATORS PRESENT

Superintendent, Tom DeKeyser, Director of Finance & Operations, Denise Kerrigan, and Community Relations & Recreation Director, Maria Carter-Ewald

#### OTHERS PRESENT

Staff, parents and members of the community

#### CALL TO ORDER

At 7:03 p.m. by President Ken Dignan.

#### APPROVAL OF AGENDA

*Motion to approve the agenda as presented made by Mr. Dignan; supported by Mrs. Schwennesen.*

Ayes – 7; Nays – 0, motion carried

#### CALL TO THE PUBLIC

None

#### SPECIAL PRESENTATION

Jay Bennett from Michigan Association of School Boards presented an overview of the process used to develop a strategic plan with districts. He also shared the benefits of using an outside facilitator and stated the process would take four to five months to complete.

#### STUDENT COUNCIL

Student Council Representative, Karolyn Wagner, highlighted the Holiday Week events taking place next week.

#### CONSENT ITEMS

*Motion to approve the minutes from the October 23, 2017 Board of Education Regular meeting, and the November 13, 2017 Board of Education Regular meeting made by Mrs. Schwennesen; supported by Mrs. McCully.*

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

*Motion to approve fund transfer of \$257,096 in payments from Accounts Payable; further, to approve the transfer of \$431,420 from Accounts Payable to cover the payrolls of November 15, 2017 and November 30, 2017 made by Mrs. Schwennesen; supported by Mrs. McCully.*

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

#### OLD BUSINESS

##### NEOLA

Superintendent DeKeyser presented NEOLA Policies 1421, 3121, 4121 & 8142 – Criminal History Record Check, 1439 – Administrator Discipline, 2410 – Prohibition of Referral or Assistance, 2414 – Reproductive Health and Family Planning, 3139 & 4139 – Staff Discipline, 5630.01 - Student Seclusion and Restraint, and 8321 - Criminal Justice Information Security regarding Updates and Revisions for a second reading. He recommended that the Board approve the policies with the changes noted.

Mr. Dignan shared concerns regarding the harsh penalty with policy 2410 – Prohibition of Referral or Assistance and suggested to communicate the impact it could have on employees if violated.

*Motion to approve NEOLA Policies updates and revisions as presented made by Mr. Cole; supported by Mrs. McCully.*

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

## **NEW BUSINESS**

### *2018 Schedule of Meetings*

*Motion to approve the proposed 2018 Board of Education schedule of meetings made by Mr. Henry; supported by Mrs. Schwennesen.*

Mr. Dignan requested to change the dates in May and August to either the second or fourth Monday of the month. It was agreed to change those dates to May 14, 2018 & August 27, 2018. They also agreed to start the meeting earlier during the summer months.

*Motion to approve the 2018 Board of Education schedule of meetings as amended made by Mr. Henry; supported by Mrs. Schwennesen.*

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

### *2017-2018 Budget Amendment*

Director of Finance & Operations, Denise Kerrigan shared the 2017-18 Amended Budget Summary with the Board. She stated that revenues have decreased due to: lower enrollment than expected, Medicaid distribution and additional expenses. She stated that the end of year fund balance is projected to be around 8.4%.

Mr. Dignan noted the fund balance decrease is in part due to the investment to purchase three buses and the Chinese Program being implemented at the Elementary and Early Childhood Center.

### *2017-2018 Amended Budget Resolution*

*Motion to approve the 2017-18 Amended Budget as presented made by Mr. Dignan; supported by Mr. Cole. Roll Call Vote: Mrs. Schwennesen – yes, Mr. Henry – yes, Mrs. Kritzman – yes, Mrs. McCully – yes, Mr. Meadows – yes, Mr. Dignan – yes, Mr. Cole – yes*

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

### *Resolution – 457 Plan*

*Motion to approve the resolution authorizing the adoption of the amended deferred compensation plan with an effective date of January 1, 2018 made by Mr. Dignan; supported by Mr. Cole. Roll Call Vote: Mr. Henry – yes, Mrs. Kritzman – yes, Mrs. McCully – yes, Mr. Meadows – yes, Mrs. Schwennesen – yes, Mr. Cole – yes, Mr. Dignan – yes*

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

## **SUPERINTENDENT'S REPORT**

### *Livingston Classical Cyber Academy*

Mr. DeKeyser updated the Board regarding the possibility of changing Livingston Classical Cyber Academy's classification from a 6e Cyber School of Excellence to a 6a Charter School. Superintendent DeKeyser recommends amending the contract with LCCA to allow the classification change to a 6a Charter School and continuing the lease agreement at the middle school facility. Mr. DeKeyser would like to present an amended contract to the Board during the January meeting.

The Board directed Mr. DeKeyser to draft and present a modified contract to view at the January board meeting.

|                             |  |
|-----------------------------|--|
| <b>OTHER INFORMATION</b>    | The Board acknowledged the items of other information  |
| <b>ANNOUNCEMENTS</b>        | <b>The Organizational-Regular Meeting of the Board of Education will be held on Monday, January 22, 2018 at 7:00 p.m. the High School Media Center.</b>  |
| <b>CALL TO THE PUBLIC</b>   | Aquatics and Recreation Supervisor, Chas Sloan shared that the Community Recreation Swim Team completed the season undefeated. He also asked Superintendent DeKeyser how many students from LCS or LCCA attend the Early Childhood Center tuition program.   |
| <b>BOARD MEMBER REPORTS</b> | <p>Mr. Cole shared while recently attending a coffee hour town meeting several people congratulated the Board of Education for the financial turn-around with the District.</p> <p>Mrs. Kritzman congratulated the MS drama club, Mrs. Kobeck, Mr. Chapman and Mrs. Conzelman for an excellent performance. She also thanked Board members for supporting Adopt-A-Family this year.</p> <p>Mrs. McCully shared she attended a DDA meeting and was able to see some plans for the North Village area.</p> <p>Mr. Meadows shared the North Pole Night held at the elementary school last Friday was a very nice event and well attended.</p> |
| <b>CLOSED SESSION</b>       | <p><i>Motion to adjourn into closed session meeting at 8:17 p.m. (with a 5 minute break) to discuss the Superintendent evaluation made by Mr. Dignan; supported by Mrs. McCully. Roll call vote required. Mrs. Kritzman – yes, Mrs. McCully – yes, Mr. Meadows – yes, Mrs. Schwennesen – yes, Mr. Cole – yes, Mr. Dignan – yes, Mr. Henry – yes, Ayes – 7; Nays – 0, motion carried 7 – 0</i></p>  |
| <b>Call to Order</b>        | Open session called to order at 9:00 p.m. by President Dignan  |
| <b>ADJOURNMENT</b>          | <p><i>Motion to adjourn the Regular Meeting at 9:00 p.m. made by Mr. Henry; supported by Mrs. McCully.</i></p> <p>Ayes - 7; Nays - 0, motion carried 7 - 0.</p>  |

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Michelle L. Kritzman, Secretary, Board of Education  
Whitmore Lake Public Schools

\_\_\_\_\_  
Date

3



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

For the Month Ending:  
**December 31, 2017**

|                             |                   |    |                |
|-----------------------------|-------------------|----|----------------|
| <u>Payroll Transactions</u> | December 15, 2017 | \$ | 205,904        |
|                             | December 29, 2017 | \$ | 237,437        |
|                             |                   | \$ | <u>443,341</u> |

|                                      |  |    |                |
|--------------------------------------|--|----|----------------|
| <u>Accounts Payable Transactions</u> |  | \$ | <u>223,971</u> |
|--------------------------------------|--|----|----------------|

4

## CHECK SIGNATURE AUTHORIZATION LIST

| <u>Name of Account/Fund</u> | <u>Bank</u> | <u>Signature</u> |
|-----------------------------|-------------|------------------|
| General Fund                | Comerica    | Superintendent   |
| Reimbursement Care          | Comerica    | Wage Works       |
| Sinking Fund                | Comerica    | Superintendent   |
| Student Activity Fund       | PNC         | Superintendent   |

### Interest Bearing Trust Funds

|                             |          |   |
|-----------------------------|----------|---|
| 2004 Bond Refunded          | Comerica | Superintendent/Director of Finance and Operations |
| 2007 Bond Refunded          | Comerica | Superintendent/Director of Finance and Operations |
| 2012 Bond Refunded          | Comerica | Superintendent/Director of Finance and Operations |
| 2015 Series A Bond Refunded | Comerica | Superintendent/Director of Finance and Operations |
| 2015 Series B Bond Refunded | Comerica | Superintendent/Director of Finance and Operations |
| 2016 Bond Refunded          | Comerica | Superintendent/Director of Finance and Operations |
| Recreational Millage        | Comerica | Superintendent/Director of Finance and Operations |