



**BOARD OF EDUCATION
REGULAR MEETING**

March 12, 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.***

**REGULAR MEETING
Monday, March 12, 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

**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

Karolyn Wagner will present the student council report.

COMMITTEE REPORTS

CONSENT ITEMS

Approval of minutes from the January 22, 2018 Board of Education Organizational-Regular Meeting, the February 12, 2018 Workshop Meeting, the February 12, 2018 Regular Meeting, the February 12, 2018 closed session (to be handed out at the meeting) and the February 26, 2018 Finance Committee Meeting. **(Attachment 1)**

Approve fund transfer of \$196,003 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$443,633 from Accounts Payable to cover the payrolls of February 15, 2018, and February 28, 2018. **(Attachment 2)**

OLD BUSINESS

Livingston Classical Academy

Motion to approve a lease with Livingston Classical Academy for classroom space at 8877 Main Street for a term minimum of three years beginning with the 2018-19 school year. Approval is recommended.

NEW BUSINESS

School of Choice

Pursuant to Sections 105 and 105(c) of the State School Aid Act, it is recommended that the Board adopt unlimited open enrollment for students K – 12 in all programs for the first semester of the 2018-2019 school year.

Middle School Lease

Motion to approve a lease with Go Like The Wind Montessori for classroom space at 8845 Main St. for a term minimum of two years beginning with the 2018-19 school year. Approval is recommended.

SUPERINTENDENT'S REPORT

Sinking Fund Update

Superintendent DeKeyser will update the Board with information regarding the Sinking Fund.

OTHER INFORMATION

Elementary Paraprofessional, Joy Fenton has submitted her resignation with an effective date of March 10, 2018.

ANNOUNCEMENTS

Kindergarten Round Up will be held Wednesday, March 14, 2018 in the Elementary School from 5:30 p.m. – 7:30 p.m.

The next Regular Meeting of the Board of Education will be held on Monday, April 9, 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.

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Whitmore Lake Public Schools
BOARD OF EDUCATION
Organizational/Regular Meeting Minutes
January 22, 2018 – 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, Elementary Principal and ECC Director, Sue Wanamaker, and Director of Instruction, Jill Henry

OTHERS PRESENT

Staff, parents and members of the community

CALL TO ORDER

At 7:00 p.m. by Superintendent Tom DeKeyser.

**ORGANIZATIONAL
MEETING PROCEDURES**

Nomination for Mr. Dignan to serve as the temporary chairperson was made by Superintendent DeKeyser.
Ayes – 7; Nays – 0, motion carried

APPROVAL OF AGENDA

Motion to approve the agenda as presented made by Mr. Dignan; supported by Mrs. McCully.
Ayes – 7; Nays – 0, motion carried

CALL TO THE PUBLIC

None

ELECTION OF OFFICERS

Mr. Dignan called for nominations for the position of President.

Nomination for Ken Dignan as President of the Board made by Mrs. Schwennesen; supported by Mrs. McCully.

Ayes – 7; Nays – 0

Ken Dignan was elected President of the Board through December 2018.

Motion to nominate Laura Schwennesen as Vice President of the Board through December 2018 was made by Mr. Dignan; supported by Mr. Henry.

Ayes – 7; Nays – 0, motion carried

Motion to nominate Michelle Kritzman as Secretary of the Board through December 2018 was made by Mrs. McCully; supported by Mr. Meadows.

Ayes – 7; Nays – 0, motion carried

Motion to nominate Bob Henry as Treasurer of the Board through December 2018 was made by Mrs. Schwennesen; supported by Mr. Dignan.

Ayes – 7; Nays – 0, motion carried

SPECIAL PRESENTATION

Superintendent DeKeyser read the Governor's proclamation of Local School Board Recognition Month. He thanked the Board members for their commitment and all they have done for the district. Board members were recognized for their service to the community with a gift from each building.

STUDENT COUNCIL

Student Council Representative, Karolyn Wagner, shared they have been planning for this year's Snowcoming festivities which begin next week.

CONSENT ITEMS

Motion to approve the minutes from the December 8, 2017 Board of Education Finance Committee meeting, the December 8, 2017 Board of Education Regular meeting, and the December 8, 2017 closed meeting as presented made by Mrs. Schwennesen; supported by Mrs. McCully.

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

Motion to approve fund transfer of \$223,971 in payments from Accounts Payable; further to approve the transfer of \$443,341 from Accounts Payable to cover the payrolls of December 15, 2017, and December 29, 2017 made by Mrs. Schwennesen; supported by Mrs. McCully.

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

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 made by Mr. Henry; supported by Mr. Cole.

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

Check Signature Authorizations

Motion to authorize the creation and use of the appropriate electronic signatures as listed for the various school district funds made by Mr. Henry; supported by Mrs. Schwennesen.

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

Electronic Transfer Officer

Motion to appoint Denise Kerrigan, Director of Finance & Operations, as the Electronic Transfer Officer (ETO) pursuant to policy 6144 made by Mr. Henry; supported by Mr. Cole.

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

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 made by Mr. Henry; supported by Mrs. McCully.

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

Designation of Posting Meetings

Motion to designate the superintendent and/or his designee as responsible for posting public notice of meetings made by Mr. Henry; supported by Mrs. Schwennesen.

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

Designation of Official Newspaper

Motion to designate the Washtenaw Legal News as the official newspaper for legal purposes for 2018 made by Mr. Henry; supported by Mrs. McCully.

Mrs. Kritzman questioned how often is the Washtenaw Legal News printed? Mr. DeKeyser shared they are a bi-weekly newspaper that covers the legal news and public notices for Washtenaw County.
Ayes – 7; Nays – 0, motion carried 7 – 0

Fee for Board Books

Motion to approve a charge of \$0.10 per page for individuals who request a printed Board packet made by Mr. Henry; supported by Mrs. McCully.
Ayes – 7; Nays – 0, motion carried 7 – 0

SUPERINTENDENT’S REPORT

Mr. DeKeyser shared the following:

- 1) Every school district in Washtenaw County has passed a resolution of Support with WISD to improve Early Child Literacy in Washtenaw County. The goal of this work is for all public school districts in the county to collectively work on best practices and programing that would support and improve Early Literacy.
- 2) Strategic Planning update – Mr. DeKeyser and our MASB Consultant, Mr. Bennett, are reviewing dates in February and March for Input Sessions from students, staff, community members, and board members. Mr. Bennett will be here on February 12, 2018 at 5:30 p.m. to meet with Board members and then again in April after all information from the Input sessions has been compiled.
- 3) Sinking Fund update - Mr. DeKeyser shared architecture drawings to renovate/remodel the front and back entrance of the building at the HS/MS to include a vestibule. He added the design would allow added security as well as energy savings. Superintendent DeKeyser also shared the ES playground area, curbing, and parking lot repairs are also big projects being planned for the summer.

OTHER INFORMATION

The Board acknowledged all other information

ANNOUNCEMENTS

A Board/Superintendent/MASB Workshop will be held on Monday, February 12, 2018 at 5:30 p.m. in the High School Media Center.

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

None

BOARD MEMBER REPORTS

Mr. Henry inquired on the law concerning an enhancement millage and if it had been revised and signed by the Governor allowing charter schools a portion of millage dollars.

Mrs. Kritzman shared that the Middle School Drama Club will be performing their musical on February 9th, and 10th at 7:00 p.m. and on February 11, 2018 at 2:00 p.m.

Mr. Dignan shared he recently attended an ALICE security training through his church, offered by Washtenaw County. Mr. DeKeyser shared ALICE stands for Alert, Lockdown, Inform, Counter and Evacuate and that WLPS staff did the training a few years ago.

ADJOURNMENT

Motion to adjourn the Organizational-Regular Meeting at 8:07 p.m. made by Mrs. McCully; supported by Mrs. Schwennesen.
Ayes - 7; Nays - 0, motion carried 7 - 0.

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

Date



Whitmore Lake Public Schools
BOARD OF EDUCATION
Superintendent/MASB Workshop
February 12, 2018 – High School Media Center – 5:30 p.m.

MEMBERS PRESENT

Ken Dignan (*President*), Laura Schwennesen (*Vice President*), Bob Henry (*Treasurer*), Michelle Kritzman (*Secretary*), Lee Cole (*Trustee*) arrived at 5:35 p.m., Lisa McCully (*Trustee*), and John Meadows (*Trustee*)

MEMBERS ABSENT

ADMINISTRATORS PRESENT

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

OTHERS PRESENT

Jay Bennett (Michigan Association of School Boards)

CALL TO ORDER

At 5:26 p.m. by President Ken Dignan.

BUSINESS

MASB Workshop

Superintendent DeKeyser introduced Jay Bennett from Michigan Association of School Boards to begin the strategic planning feedback session. Four questions were asked by Mr. Bennett with members of the board commenting. The questions are the same that will be asked at all community sessions and online.

ADJOURNMENT

Motion to adjourn into closed session meeting at 6:35 p.m. (with a 5 minute break) to consider the lease of middle school property prior to regular meeting was made by Mr. Dignan; supported by Mr. Henry. Roll call vote required. 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

Call to Order

Open session called to order at 7:03 p.m. by Ken Dignan

ADJOURNMENT

Motion to adjourn the Workshop Meeting at 7:03 p.m. made by Mr. Dignan; supported by Mrs. Kritzman.
Ayes - 7; Nays - 0, motion carried 7 - 0.

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

Date



Whitmore Lake Public Schools

BOARD OF EDUCATION

Regular Meeting Minutes

February 12, 2018 – High School Media Center – 7:00 p.m.

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| MEMBERS PRESENT | Ken Dignan (<i>President</i>), Laura Schwennesen (<i>Vice President</i>), Bob Henry (<i>Treasurer</i>), Michelle Kritzman (<i>Secretary</i>), Lee Cole (<i>Trustee</i>), Lisa McCully (<i>Trustee</i>), and John Meadows (<i>Trustee</i>) |
| MEMBERS ABSENT | |
| ADMINISTRATORS PRESENT | Superintendent, Tom DeKeyser, Director of Finance & Operations, Denise Kerrigan, and Elementary Principal and ECC Director, Sue Wanamaker |
| OTHERS PRESENT | Staff, parents and members of the community |
| CALL TO ORDER | At 7:05 p.m. by President Ken Dignan. |
| APPROVAL OF AGENDA | <i>Motion to approve the agenda as presented made by Mrs. Schwennesen; supported by Mr. Dignan.</i> Ayes – 7; Nays – 0, motion carried |
| CALL TO THE PUBLIC | None |
| STUDENT COUNCIL | Student Council Representative, Karolyn Wagner, shared they received great reviews on the snowcoming festivities. She also shared they will begin discussing plans for the Spring Fling assembly at their next meeting. |
| CONSENT ITEMS | <i>Motion to approve fund transfer of \$325,038 in payments from Accounts Payable; further, to approve the transfer of \$360,521 from Accounts Payable to cover the payrolls of January 12, 2018 and January 31, 2018 made by Mrs. Schwennesen; supported by Mrs. McCully.</i> Ayes – 7; Nays – 0, motion carried 7 – 0 |
| SUPERINTENDENT'S REPORT <i>Sinking Fund Update</i> | <p>Superintendent DeKeyser updated the Board regarding the elementary school. He added they are looking to repair and modify the parking lot from the east to the west side of the building to add spaces and to improve drainage and substrate and curbing on the playground. He also shared the elementary school has formed a committee who have started designing an improved maintenance free playground, begun fundraising, and applied for grants to help with the cost.</p> <p>Mrs. Schwennesen inquired on the timeline for completion. Mr. DeKeyser shared we are looking between end of July to first part of August.</p> |
| ANNOUNCEMENTS | The next Regular Meeting of the Board of Education will be held on Monday, February 26, 2018 at 7:00 p.m. in the High School Media Center. |
| CALL TO THE PUBLIC | None |
| BOARD MEMBER REPORTS | Mr. Meadows gave a shout out to Middle School Drama Club Coach, Mrs. Kobeck, for a great show and her dedication with the students. |

Mrs. Kritzman shared she attended the Middle School Drama Club performance of the Jungle Book. It is now one of her favorite performances. She also attended the Legislative Coffee Hour where they shared information on costs to educate a student. The next meeting is scheduled for March 22, 2018.

Mrs. Schwennesen inquired on scheduling a Finance Committee meeting. Mr. DeKeyser suggested meeting February 26, 2018 at 5:30 p.m.

ADJOURNMENT

Motion to adjourn into closed session meeting at 7:32 p.m. to continue the discussion to consider the lease of middle school property was made by Mrs. McCully; supported by Mr. Dignan. 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

Call to Order

Open session called to order at 8:00 p.m. by Ken Dignan

ADJOURNMENT

Motion to adjourn the Regular Meeting at 8:00 p.m. made by Mr. Dignan; supported by Mrs. McCully. Ayes - 7; Nays - 0, motion carried 7 - 0.

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

Date



WHITMORE LAKE PUBLIC SCHOOLS

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

www.wlps.net

Exceptional, Personalized Education

Board of Education Finance Committee Meeting

February 26, 2018
6:30 pm
District Administrative Office

MINUTES

- I. Call to Order at 6:32 pm
Present: Tom DeKeyser, Denise Kerrigan, Laura Schwennesen, John Meadows, Bob Henry and Sue Wanamaker
- II. Business
 - Go Like the Wind
 - Reviewed 3rd lease proposal, discussed language in contract
 - Reviewed building modifications for 4 rooms and possibly a fourth
 - Livingston Classical Academy
 - Reviewed lease proposal, discussed additional terms
 - Reviewed building use by LCA and WLPS
 - Athletic Rental Contract
 - Discussed possible changes for the future
 - Three Year Budget Projections
 - Reviewed overall rental revenue and the positive impact on fund balance
 - Sinking Fund Renewal Timeline
 - Discussed merits of August and/or November elections and number of years for the millage
- III. Informational Items
 - Next Finance Committee Meeting – Targeting April
- IV. Call to the Public - none
- V. Adjournment at 8:07 pm

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Whitmore Lake Public Schools
Business Office Transactions

For the Month Ending:
February 28, 2018

| | | | |
|--------------------------------------|-------------------|----|----------------|
| <u>Payroll Transactions</u> | February 15, 2018 | \$ | 222,394 |
| | February 28, 2018 | \$ | 221,239 |
| | | \$ | <u>443,633</u> |
| | | | |
| <u>Accounts Payable Transactions</u> | | \$ | <u>196,003</u> |