



**BOARD OF EDUCATION  
REGULAR MEETING**

August 26, 2019 — 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, August 26, 2019 – 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

Alaina Di Dio will present the student council report.

### COMMITTEE REPORTS

### CONSENT ITEMS

Approval of minutes from the July 22, 2019 Board of Education Regular Meeting, and the August 12, 2019 BOE Finance Committee Meeting. **(Attachment 1)**

Approve fund transfer of \$480,115 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$330,557 from Accounts Payable to cover the payrolls of July 15, 2019 and July 31, 2019. **(Attachment 2)**

### NEW BUSINESS

*L-4029 Tax Rate*

**Attachment 3** contains L-4029 Tax Rate Request. Approval is recommended.

*Personnel*

Motion to approve the hire of Lauren Hill as a full time Speech and Language Pathologist for the 2019-2020 school year for Early Child Care at step 2 on the WLEA MA salary scale with a hire date of July 22, 2019 and a state date of August 20, 2019 and,

to approve the hire of Lindsay Babicki as a full time Early Childcare Special Education Teacher at step 2 on the WLEA BA salary scale with a hire date of August 13, 2019 and a start date of August 20, 2019 and,

to approve the hire of Emily Reifert as a full time Math Teacher for WLHS at Step 4 on the WLEA BA salary scale with a hire date of August 13, 2019 and a start date of August 20, 2019 and,

to approve the hire of Blake Groenhout as a full time Special Education Teacher for WLHS at step 6 on the WLEA MA+30 salary scale with a hire date of August 13, 2019 and a start date of August 22, 2019 and,

to approve the hire of Alina Schmidli as a full time Teacher for WLES at step 1 on the WLEA BA salary scale with a hire and start date of August 21, 2019, and

to approve the hire of Kara Weinstein as a full time Teacher for WLES at step 3 on the WLEA BA salary scale with a hire and start date of August 21, 2019, and

to approve the hire of Tara Prieskorn as a full time Middle/High School Special Education Teacher at step 11 on the WLEA BA salary scale with a hire date of August 21, 2019 and a start date to be determined.

## **CLOSED SESSION**

The Board will adjourn to go into closed session to discuss contract negotiations. **Roll call vote required**

## **SUPERINTENDENT'S REPORT**

*Refunding School Bond Loan Fund and  
2007 Refunding Bonds*

Superintendent DeKeyser will share with the Board, information regarding potential refunding of the School Bond Loan Fund loan and 2007 Refunding Bonds.

## **OTHER INFORMATION**

*Personnel*

The following people recently submitted their resignation: Elementary School Teachers Matthew Wozniak, Courtney Macdonald, and Marissa MacDonell, Elementary School Paraprofessionals Emily Daoust and Lori Dancik, and High School Special Education Teacher Lauren Birdsong.

Diane Strong has accepted the part-time Aquatic Programming Supervisor position at \$14.00 (step 1) per hour for Community Recreation with a start date of July 29, 2019.

*Michigan Department of Education*

**Attachment 4** contains two letters from the State of Michigan Department of Education. One congratulating the recent passage of the Millage Increase proposal, and the other offering compliments to the administrators and staff for a successful implementation of Federal Grant Programs expenditures.

## **ANNOUNCEMENTS**

**The next Regular Meeting of the Board of Education will be held on Monday, September 23, 2019 at 7:00 p.m. in the High School Media Center.**

## **CALL TO THE PUBLIC**

## **BOARD MEMBER REPORTS**

Mr. Cole, Mr. Dignan, Mr. Henry, Mrs. Kritzman, Mrs. McCully, Mr. Meadows, 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***

**July 22, 2019 – WLPS Administration Office – 6:00 p.m.**

**MEMBERS PRESENT**

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

**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 6:01 p.m. by President Laura Schwennesen.

**APPROVAL OF AGENDA**

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

Ayes – 7; Nays – 0, motion carried

**CALL TO THE PUBLIC**

**CONSENT ITEMS**

*Motion to approve the minutes from the June 24, 2019 Board of Education Regular Meeting was made by Mr. Dignan; supported by Mr. Henry.*

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

*Motion to approve fund transfer of \$349,899 in payments from Accounts Payable; further, to approve the transfer of \$477,572 from Accounts Payable to cover the payrolls of June 14, 2019 and June 28, 2019 made by Mr. Dignan; supported by Mr. Henry.*

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

**NEW BUSINESS**

*Approval of Legal Counsel*

*Motion to retain the legal firms of Clark Hill PLC, and Thrun Law Firm as legal counsel for the Whitmore Lake Public School District for the 2019-2020 school year made by Mr. Henry; supported by Mr. Dignan.*

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

*School Bond Loan Fund Resolution*

*Motion to approve the School Bond Qualification and Loan Program Resolution for the 2019-2020 school year was made by Mr. Dignan; supported by Mr. Meadows. Roll Call Vote: Mr. Dignan – yes, Mr. Henry – yes, Mrs. Kritzman – yes, Mrs. McCully – yes, Mr. Meadows – yes, Mrs. Schwennesen – yes, Mr. Cole – yes*

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

*Administration Contracts*

*Motion to approve the renewal contracts of Director of Finance and Operations, Denise Kerrigan; Elementary Principal/ECC Director, Sue Wanamaker; Director of Student Services, Melissa Heuker and Director of Instruction, Jill Henry made by Mrs. Schwennesen; supported by Mr. Dignan.*

Mr. Henry excused himself from voting due to a conflict of interest with the position of Director of Instruction.

Ayes – 6; Nays – 0, motion carried 6 - 0

*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. Cole; supported by Mrs. Schwennesen.*

Superintendent DeKeyser shared this is a two year agreement with a step increase in year two of the contract.

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

**SUPERINTENDENT'S REPORT**

Mr. DeKeyser shared the following:

1. Update on open staff positions and interviews are being conducted.
2. Buildings are being cleaned, technology is being installed, the new fiber link for technology has been repaired, and the new servers are next.
3. The Community Recreation Millage Proposal information was posted on the WLPS website and a question and answer session was done.
4. Sinking Funds – Summer projects include the new servers being installed in all the buildings and the replacement of two pumps for the water reservoirs at the middle school to help prevent flooding.

**OTHER INFORMATION**

The Board acknowledged the items of other information.

**ANNOUNCEMENTS**

**The Elementary School Open House will be held on Wednesday, August 21, 2019 at 5:00 p.m.**

**The Middle/High School Parent Night will be held on Wednesday, August 21, 2019 at 7:00 p.m.**

**The next Regular Meeting of the Board of Education will be held on Monday, August 26, 2019 at 7:00 p.m. in the High School Media Center.**

**There will be another Board of Education Regular Meeting on Monday, September 23, 2019, at 7:00 p.m. in the High School Media Center.**

**CALL TO THE PUBLIC**

None

**BOARD MEMBER REPORTS**

None

**ADJOURNMENT**

*Motion to adjourn the Regular Meeting at 6:25 p.m. made by Mr. Dignan; supported by Mr. Cole.*

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

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*Lisa C. McCully, Secretary, Board of Education  
Whitmore Lake Public Schools*

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*Date*





# 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

August 12, 2019

7:00 pm

District Administration Conference Room

### MINUTES

I. Call to Order at 7:07 pm

Present: Tom DeKeyser, Denise Kerrigan, John Meadows, Laura Schwennesen and Shelley Kritzman

II. Business

- Review proposal from teachers
  - *Thorough discussion of new pay structure, budget impact now and in the future, other items to negotiate*

III. Other Items

- *Possible staff reduction*

IV. Call to the Public - *none*

V. Adjournment at 8:28 pm



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

For the Month Ending:  
**July 31, 2019**

<u>Payroll Transactions</u>	July 15, 2019	\$	166,552
	July 31, 2019	\$	164,005
		\$	<u>330,557</u>

<u>Accounts Payable Transactions</u>		\$	<u>480,115</u>
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# 2019 Tax Rate Request (This form must be completed and submitted on or before September 30, 2019)

## MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

Carefully read the instructions on page 2.

County(ies) Where the Local Government Unit Levies Taxes <b>WASHTENAW</b>	2019 Taxable Value of ALL Properties in the Unit as of 5-28-19 <b>273,844,585</b>
Local Government Unit Requesting Millage Levy <b>WHITMORE LAKE PUBLIC SCHOOLS</b>	For LOCAL School Districts: 2019 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. <b>80,274,322</b>

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2019 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2018 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2019 Current Year "Headlee" Millage Reduction Fraction	(7) 2019 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
VOTED	OPERATING - NH	8-2016	19.4972	19.4406	0.9685	18.8283	1.0000	18.0000	0	18.0000	12-2025
EX-VOTED	'07 DEBT	12-2007	NA	NA	1.0000	NA	1.0000	NA	0	1.20000	NA
EX-VOTED	'12 DEBT	5-2012	NA	NA	1.0000	NA	1.0000	NA	0	0.6500	NA
EX-VOTED	'15A DEBT	9-2015	NA	NA	1.0000	NA	1.0000	NA	0	1.2000	NA
EX-VOTED	'15B DEBT	9-2015	NA	NA	1.0000	NA	1.0000	NA	0	2.5000	NA
EX-VOTED	'16 DEBT	3-2016	NA	NA	1.0000	NA	1.0000	NA	0	2.8400	NA
VOTED	SINKING FUND	8-2018	1.0000	NA	0.9851	0.9851	1.0000	0.9851	0	0.9851	12-2027
VOTED	RECREATION MILLAGE	8-2019	1.0000	NA	NA	1.0000	1.0000	1.0000	0	1.0000	12-2028

Prepared by <b>Denise Kerrigan</b>	Telephone Number <b>(734) 839-6301</b>	Title of Preparer <b>Director of Finance &amp; Operations</b>	Date <b>08/19/2019</b>
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		<b>Lisa C. McCully</b>	<b>08/19/2019</b>
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		<b>Laura M. Schwennesen</b>	<b>08/19/2019</b>

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**\*\* IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2019 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	<b>6.0</b>
For all Other	<b>18.0</b>

# 2019 Tax Rate Request

(This form must be completed and submitted on or before September 30, 2019)

## MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

Carefully read the instructions on page 2.

County(ies) Where the Local Government Unit Levies Taxes <b>LIVINGSTON</b>	2019 Taxable Value of ALL Properties in the Unit as of 5-28-19 <b>97,712,330</b>
Local Government Unit Requesting Millage Levy <b>WHITMORE LAKE PUBLIC SCHOOLS</b>	For LOCAL School Districts: 2019 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. <b>39,646,154</b>

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2019 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2018 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2019 Current Year "Headlee" Millage Reduction Fraction	(7) 2019 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
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EX-VOTED	'07 DEBT	12-2007	NA	NA	1.0000	NA	1.0000	NA	0	1.20000	NA
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VOTED	SINKING FUND	8-2018	1.0000	NA	0.9851	0.9851	1.0000	0.9851	0	0.9851	12-2027
VOTED	RECREATION MILLAGE	8-2019	1.0000	NA	NA	1.0000	1.0000	1.0000	0	1.0000	12-2028

Prepared by <b>Denise Kerrigan</b>	Telephone Number <b>(734) 839-6301</b>	Title of Preparer <b>Director of Finance &amp; Operations</b>	Date <b>08/19/2019</b>
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<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		<b>Lisa C. McCully</b>	<b>08/19/2019</b>
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		<b>Laura M. Schwennesen</b>	<b>08/19/2019</b>

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Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	<b>6.0</b>
For all Other	<b>18.0</b>

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STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

August 13, 2019

Superintendent Tom DeKeyser  
Whitmore Lake Public School District  
8845 Main Street  
Whitmore Lake, Michigan 48189

Dear Superintendent DeKeyser:

Congratulations on the recent passage of the Millage Increase proposal for the Whitmore Lake Public School District. This support speaks to your community's effort to improve educational opportunities for your students.

I applaud your dedication and leadership in your district. Having been a local school district superintendent, I know that these proposals take great effort and commitment on the part of the administration to receive the backing of your community.

On behalf of the Michigan Department of Education, congratulations again on this success. I know you will build on this achievement. Keep up your great efforts!

Sincerely,

A handwritten signature in black ink that reads "Michael F. Rice".

Michael F. Rice, Ph.D.  
State Superintendent

STATE BOARD OF EDUCATION

CASANDRA E. ULBRICH – PRESIDENT • PAMELA PUGH – VICE PRESIDENT  
MICHELLE FECTEAU – SECRETARY • TOM MCMILLIN – TREASURER  
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STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

August 13, 2019

Mr. Tom DeKeyser, Superintendent  
Whitmore Lake Public School District  
8845 Main Street  
Whitmore Lake, MI 48189

Dear Mr. DeKeyser:

I would like to offer my compliments to the administrators and staff of the Whitmore Lake Public School District on their successful efforts to bring the district into compliance with State and Federal requirements as identified by the Fiscal On Site Review team on October 18, 2016.

Cristy VanSteenburg, of the Financial Unit of the Office of Educational Supports (OES), has informed me the Fiscal On Site Review compliance plan submitted for Whitmore Lake Public School District has been implemented. With all the responsibilities that schools must address, it is commendable that you were able to successfully achieve this important goal.

Sincerely,

Shoua Vang  
Interim Manager  
Office of Educational Support Services

cc: Melissa Heuker, Whitmore Lake Public School District  
Board President, Whitmore Lake Public School District  
Cristy VanSteenburg, Review Team Member  
Katie Doerr-Parker, Regional Consultant

STATE BOARD OF EDUCATION

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**Michigan Department of Education  
Office of Field Services-Financial Review Unit  
On Site Compliance Plan Fiscal Review Report**

**District Name:** Whitmore Lake Public School District  
**District Code:** 81140  
**Date of Review:** September 19, 2017

**Overview**

The Michigan Department of Education (MDE) – Office of Field Services (OFS) conducted a fiscal review of Consolidated Application Grant Program funds. For this district, OFS reviewed Consolidated Application Grant Programs expenditures paid during Fiscal Year (FY) 2015-16.

***CORRECTIVE ACTIONS***

**Budget**

OFS completed a comparison of the approved Consolidated Application budget, district's Board approved budget and the district's actual expenditures.

OFS noted NO exception(s) as a result of applying this procedure.

Summary of review:

- No variances greater than 10% were found. Budgets were set up to agree to the amounts approved in the Consolidated Application and the actual expenditures agreed to the amounts budgeted. All expenses followed their approval by function and object code.

**General Expenditures**

OFS reviewed expenditures charged to Consolidated Application Grant Programs.

OFS noted NO exception(s) as a result of applying this procedure.

Summary of review:

- No questioned or misclassified costs were found. Amounts charged to the grant followed their approval in the Consolidated Application both by items approved and function and object code.

**Other Observations – Administrative Staff**

The district must implement the following changes:

- Comply with all requirements of this report.
- Comply with all requirements set by MDE – Field Services to bring the federal programs into compliance.

**Summary of Questionable/Misclassified Costs**

Consolidated Application Grant Program expenditures of \$19,669.41 were reviewed.

**District Name:** Whitmore Lake Public School District  
**Date of Review:** September 19, 2017  
**Page:** 2

**Review Team:** Cristy J. VanSteenburg, Review Team Member (OFS)

*Disclaimer for FOSR Reports*

*We were not engaged to, and did not conduct an audit, the objective of which would be the expression of an opinion, on the accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.*

*This report is intended solely for the information and use of this agency, and the Michigan Department of Education and is not intended to be and should not be used by anyone other than the specified parties.*