



**BOARD OF EDUCATION
REGULAR MEETING**
December 14, 2020 — 7:00 p.m.
Virtual Meeting

Emergency Order under MCL 333.2253 – Gatherings and Face Mask Order
prohibits indoor public gatherings



WHITMORE LAKE PUBLIC SCHOOLS BOARD OF EDUCATION

Mission Statement

*Partnering with students, parents, and the community to
provide exceptional, personalized education.*

REGULAR MEETING

Monday, December 14, 2020 – 7:00 p.m.

Virtual Meeting per Emergency Order under MCL 333.2253 – Gatherings and Face Mask Order

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

Jacob Medina will present the student council report.

CONSENT ITEMS

Approval of minutes from the November 9, 2020 Board of Education Regular Meeting (**Attachment 1**)

Approve fund transfer of \$357,960 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$423,218 from Accounts Payable to cover the payrolls of November 13, 2020 and November 30, 2020. (**Attachment 2**)

Reaffirm Instructional Delivery

Approve the December Extended COVID-19 Learning Plan Reconfirmation report. (**Attachment 3**)

COMMITTEE REPORTS

NEW BUSINESS

Appointment of Board Member

Approve the appointment of new Board of Education member to replace Trustee, Ken Dignan. **A roll call vote will be required.**

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 grade levels 7 – 12 and limited enrollment for grade levels in K - 6 in all programs for the second semester of the 2020-2021 school year.

2021 Schedule of Meetings

Attachment 4 contains the proposed 2021 Board of Education schedule of meetings. Approval is recommended.

*2020-2021 Budget Proposal
and Resolution*

Attachment 5 contains the amended budget proposal for the 2020-2021 school year for review and resolution to approve the amended budget. Approval is recommended. **A roll call vote will be required.**

Financial Report

Attachment 6 contains the Budget Performance Report for November 30, 2020. Director of Finance & Operations, Denise Kerrigan will update the Board with information regarding the financial report.

SUPERINTENDENT'S REPORT

OTHER INFORMATION

Ryan Masters has accepted the position of Varsity Boys Basketball Coach.

ANNOUNCEMENTS

The next Regular/Organizational Meeting of the Board of Education will be held on Monday, January 18, 2021 at 7:00 p.m. in the High School Theater.

CALL TO THE PUBLIC

BOARD MEMBER REPORTS

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

CLOSED SESSION

The Board will adjourn to close session for the Superintendent's evaluation.

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
November 09, 2020 – High School Theater – 7:00 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

Ken Dignan (*Trustee*)

ADMINISTRATORS PRESENT

Superintendent, Tom DeKeyser, Director of Finance & Operations, Denise Kerrigan, MS/HS Principal, Jill Henry, Elementary Lead Teacher and Literacy Coach, Heidi Roy-Borland, and Student Services Director, Melissa Heuker

OTHERS PRESENT

Staff, parents and members of the community

CALL TO ORDER

At 7:02 p.m. by President Laura Schwennesen.

APPROVAL OF AGENDA

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

Ayes – 6; Nays – 0, motion carried

CALL TO THE PUBLIC

None

STUDENT COUNCIL

Student Council President, Samantha Ogden was unable to attend. Student Council Representative, Jacob Medina shared highlights of the 2021 senior celebrations held outside earlier today in response to college month.

CONSENT ITEMS

Motion to approve the minutes from the October 12, 2020 Board of Education Regular Meeting was made by Mr. Meadows; supported by Mrs. Kritzman.

Ayes – 6; Nays – 0, motion carried

Motion to approve fund transfer of \$536,760 in payments from Accounts Payable; further, to approve the transfer of \$431,658 from Accounts Payable to cover the payrolls of October 15, 2020 and October 30, was made by Mr. Meadows; supported by Mrs. Kritzman.

Ayes – 6; Nays – 0, motion carried

Reaffirm Instructional Delivery

Superintendent DeKeyser updated Board members on the Extended COVID-19 Learning Plan sharing we are still mostly in-person learning, all changes are sent out to parents right away for planning purposes.

Motion to approve the November Extended COVID-19 Learning Plan Reconfirmation report was made by Mrs. Schwennesen; supported by Mr. Cole.

Ayes – 6; Nays – 0, motion carried

COMMITTEE REPORTS

Mrs. Kritzman shared the Finance Committee met last week. Topics of discussion included an amended budget, Grants, and purchase of buses.

NEW BUSINESS

Food Service Policy

Motion to approve the Food Service policy language in student handbook as presented during the meeting was made by Mrs. Schwennesen; supported by Mrs. McCully.

Mr. DeKeyser shared the addition of the wording in the handbook will allow current students to remove previous debt during the times of the COVID-19 pandemic.

Ayes – 6; Nays – 0, motion carried

2020 Refunding Resolution

Motion to approve the ratification of the resolution authorizing the refunding of Whitmore Lake Public School District's 2020 Refunding Bonds, as prepared by Thrun Law Firm was made by Mrs. Schwennesen; 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

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

Financial Report

Mrs. Kerrigan updated the Board with information regarding the October 31, 2020 financial report. She also shared Food Service is making strides and numbers have increased with students receiving the hot lunch.

Open WLPS Board Position

Board President, Laura Schwennesen, announced Mr. Ken Dignan informed her that he plans to resign as a WLPS Board member by the end of the current year.

SUPERINTENDENT'S REPORT

Superintendent DeKeyser shared the following:

1. Welcomed Julia Licata as the new full time Speech and Language Pathologist for the 2020-2021 school year for Early Childhood.
2. Congratulated Mrs. McCully and Mr. Cole on their election results and thanked them for their continued dedication to the students.
3. Shared Livingston County Schools, along with some of the School Districts in Washtenaw County, are planning to go into remote learning due to COVID-19 cases. He also shared WLPS will promote remote learning the week after the Thanksgiving break to protect our students and end of semester exams.

OTHER INFORMATION

The Board acknowledged all other items of information.

ANNOUNCEMENTS

The next Regular Meeting of the Board of Education will be held on Monday, December 14, 2020 at 7:00 p.m. in the High School Theater.

CALL TO THE PUBLIC

None

BOARD MEMBER REPORTS

Mrs. Schwennesen announced Board members will again participate in the Northfield Human Services Adopt a Family this year. She also volunteered to do all the shopping for the family.

Mrs. Kritzman announced MASB is offering all new board members 101 classes at no charge.

Mr. Meadows shared the WLHS Cross Country team has three students who qualified for states.

ADJOURNMENT

Motion to adjourn the Regular Meeting at 7:45 p.m. made by Mrs. Schwennesen; supported by Mr. Meadows

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

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

Date

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Whitmore Lake Public Schools
Business Office Transactions

For the Month Ending:
November 30, 2020

<u>Payroll Transactions</u>	November 13, 2020	\$	212,746
	November 30, 2020	\$	210,472
		\$	<u>423,218</u>
<u>Accounts Payable Transactions</u>		\$	<u>357,960</u>

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**Whitmore Lake Public Schools
Extended COVID-19 Learning Plan
Reconfirmation Meeting
Required 30 Days After Initial Plan Approval and Every Month Thereafter**

Agenda:

- Reconfirm how instruction is going to be delivered during the 20/21 school year
- Public comments from parents and/or guardians on the Extended Learning Plan
- Review weekly 2-way interaction rates

Reconfirmation Meeting for December

Reconfirm instructional delivery method:
See Below
Reconfirm how instruction will be delivered for each grade level:
Pre-Kindergarten: In-person instruction for students and parents who selected this option. Homebased (full Virtual) for students and parents who selected this option.
Elementary (Grades K - 6): Homeroom in-person instruction for students and parents who selected this option. Homebased (full Virtual) for students and parents who selected this option.
Middle School (Grades 7 - 8): Remote instruction for students and parents who selected the in-person learning option. Homebased (full Virtual) for students and parents who selected this option.
High School (Grades 9 - 12): Remote instruction for students and parents who selected the in-person option. Homebased (full Virtual) for students and parents who selected this option.
Reconfirm whether or not the district is offering higher levels of in-person instruction for English language learners, special education students, or other special populations:
WLPS continues to offer in-person instruction for all students and parents who selected this option.

Document Public Comments:**WLPS Weekly 2-Way Interaction Rates**

<November>	All Students (percentage of all students who received (2) 2-way interactions each week)
Week 1 11/02/20 – 11/06/20	97%
Week 2 11/09/20 – 11/13/20	96%
Week 3 11/16/20 – 11/20/20	95%
Week 4 11/23/20 – 11/27/20	92%
Week 5 11/30/20 – 12/06/20	96%

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Whitmore Lake Public Schools

BOARD OF EDUCATION

2021 Meeting Schedule

Whitmore Lake Public Schools
8845 Main Street
Whitmore Lake, MI 48189
(734) 449-4464

			LOCATION
January 18, 2021	Regular/Organizational Meeting	7:00 p.m.	High School
February 22, 2021	Regular Meeting	7:00 p.m.	High School
March 22, 2021	Regular Meeting	7:00 p.m.	High School
April 19, 2021	Regular Meeting	7:00 p.m.	High School
May 17, 2021	Regular Meeting	7:00 p.m.	High School
June 14, 2021	Regular Meeting	6:00 p.m.	High School
June 28, 2021	Regular Meeting	6:00 p.m.	High School
July 19, 2021	Regular Meeting	6:00 p.m.	Middle School
August 23, 2021	Regular Meeting	6:00 p.m.	Middle School
September 20, 2021	Regular Meeting	7:00 p.m.	High School
October 18, 2021	Regular Meeting	7:00 p.m.	High School
November 8, 2021	Regular Meeting	7:00 p.m.	High School
December 13, 2021	Regular Meeting	7:00 p.m.	High School

Upon request to the Superintendent, the District shall make reasonable accommodation for a person with disabilities to be able to participate in these meetings.

Please note the location is subject to change. View wlps.net for location update.

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Whitmore Lake Public Schools

General Fund

BUDGET SUMMARY

	<u>2019-20 FINAL BUDGET</u>	<u>2019-20 AUDITED BUDGET</u>	<u>2020-21 ORIGINAL BUDGET</u>	<u>2020-21 AMENDED BUDGET</u>
Revenues and Other Sources	9,931,598	9,834,815	9,822,862	10,157,922
Expenditures and Other Uses	10,022,666	9,865,880	10,039,616	10,152,574
Excess (Shortfall) of Revenues over Expenditures	<u>(91,068)</u>	<u>(31,065)</u>	<u>(216,754)</u>	<u>5,348</u>
Fund Balance - Beginning of Year	653,613	653,613	536,546	596,548
Transfer Out - Food Service	(26,000)	(26,000)		
Fund Balance - End of Year	<u>536,546</u>	<u>596,548</u>	<u>319,792</u>	<u>601,896</u>
Total Fund Balance as a Percent of Revenue	5.4%	6.1%	3.26%	5.9%

WHITMORE LAKE PUBLIC SCHOOLS

General Fund

Revenues and Operating Transfers

Property Type	Taxable Values	Estimated Tax Revenues
PRE & Qual Agricultural	\$ 254,450,031	\$ -
Commercial Personal	\$ 6,484,900	\$ 38,909
Non-PRE	\$ 126,687,425	\$ 2,280,374
Total Taxable Value	\$ 387,622,356	\$ 2,319,283

Non-PRE Levy:	18.0000 Mills
Commercial Personal Levy:	6.0000 Mills

	2019-20 FINAL BUDGET	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET
LOCAL REVENUE:			
Property Taxes	2,166,222	2,191,608	2,295,000
Delinq/PILT Tax Collections	12,829	10,000	10,000
Interest on Investments	33,500	28,000	20,000
Kids Club, Tuition Presch	67,000	108,000	25,000
Billboards & Facility Rental	318,061	401,320	322,230
Athletics	70,801	75,000	50,000
Other Local	77,499	93,000	52,000
TOTAL LOCAL REVENUE	\$ 2,745,912	\$ 2,906,928	\$ 2,774,230
STATE REVENUE:			
Proposal A	1,063,957	1,073,474	980,039
Special Ed. Headlee	627,420	614,955	627,424
Discretionary	2,243,906	2,075,790	2,240,391
At Risk - Section 31A	244,697	244,697	231,403
CTE Per Pupil Incentive	5,475	5,475	3,659
Early Literacy Targeted Instruction	12,094	12,094	12,094
Summer Reading Program	2,836	2,836	2,836
Financial Analytic Tools	0	0	0
First Robotics Grant	7,650	7,650	7,650
Vocational Education	17,565	17,565	17,701
Data Collection Headlee Oblig.	17,964	17,795	17,936
High School Pupil Supports	0	0	0
Hold Harmless Guarantee	6,221	6,161	6,211
MPERS Cost Offset	70,665	70,665	66,371
MPERS Normal Cost Offset	108,933	108,933	25,904
MPERS REFORMS - DC	10,799	6,946	6,946
MPERS UAAL Rate Stabilization	652,637	652,637	722,600
Prior Year State Aid Adjustments	12,283	25,000	25,000
TOTAL STATE REVENUE	5,105,102	4,942,673	4,994,165
FEDERAL REVENUE:			
Funded Grants	586,967	699,257	1,012,852
TOTAL FEDERAL REVENUE	586,967	699,257	1,012,852
OTHER REVENUE:			
County Special Education PA-18	\$ 1,099,635	961,624	\$ 1,064,295
Medicaid Proceeds	178,876	\$ 75,000	75,000
WISD Misc; GSRP	100,387	104,380	104,380
Services Provided To/By Other LEAs	114,719	133,000	133,000
TOTAL OTHER REVENUE	\$ 1,493,617	1,274,004	\$ 1,376,675
TOTAL REVENUES	\$ 9,931,598	9,822,862	\$ 10,157,922

WHITMORE LAKE PUBLIC SCHOOLS

General Fund

Expenditures and Operating Transfers

	Function	2019-20 FINAL BUDGET	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET
1111	Elementary	1,762,527	1,737,380	1,812,300
1113	High School	1,922,223	1,928,058	1,972,723
1118	Pre-School	262,867	252,000	190,198
	Total Basic Programs	3,947,617	3,917,438	3,975,221
1122	Special Education	479,166	516,863	522,610
1125	Compensatory Education	144,347	161,221	161,221
1127	Career & Technical Education	93,543	107,635	109,500
	Total Added Needs	717,056	785,719	793,331
	Total Instruction	4,664,673	4,703,157	4,768,552
1212	Guidance	119,158	122,810	122,810
1213	Health	89,415	109,526	110,450
1214	Psychology	6,225	10,000	10,000
1215	Speech	181,026	184,121	161,745
1216	Social Workers	183,025	184,960	185,834
1218	Teacher Consultants	848,030	838,095	819,260
1219	Other Pupil Support	38,638	35,600	35,000
	Total Pupil Support	1,465,517	1,485,112	1,445,099
	Total Instruction and Pupil Support	6,130,190	6,188,269	6,213,651
1221	Improvement of Instruction	291,102	153,956	153,956
1222	Media Services	46,255	45,930	45,930
1226	Supervision of Instructional Staff	214,444	197,879	206,879
1227	Academic Student Assessment	0	0	3,700
	Total Instructional Staff Services	551,801	397,765	410,465
1231	Board of Education	101,200	77,908	94,448
1232	Executive Administration	243,625	280,358	281,525
	Total General Administration	344,825	358,266	375,973
1241	Office of the Principal	455,877	468,209	476,540
1249	Other School Administration	2,000	825	825
	Total School Administration	457,877	469,034	477,365
1252	Fiscal Services	307,975	299,920	306,298
1259	Other Business Services	44,300	66,600	43,650
	Total Business Services	352,275	366,520	349,948
1261	Operating Buildings Services	929,462	884,193	951,404
1266	Safety and Security	9,000	7,800	7,800
	Total Operations and Maintenance	938,462	891,993	959,204
1271	Pupil Transportation	573,666	612,675	588,280
	Total Pupil Transportation	573,666	612,675	588,280
1282	Communications	84,006	87,659	96,278
1283	Personnel	23,785	23,315	23,315
1284	Technology Services	182,895	182,432	224,800
1285	Pupil Accounting	48,925	45,965	47,700
	Total Central Support Services	339,611	339,371	392,093
1293	Support Service-Athletics	237,630	287,215	291,635
	Total Support Service-Athletics	237,630	287,215	291,635
1311	Community Services	6,413	6,413	4,800
1331	Community Activities	10,366	10,366	9,000
1351	Custody & Care of Children	56,870	40,735	40,735
1371	Non-Public School Pupils	15,230	15,230	25,500
1391	Community Services	7,450	17,025	13,925
	Total Community Activities	96,329	89,769	93,960
	Total Expenditures	10,022,666	10,000,877	10,152,574

**General Appropriations Resolution
Resolution for Adoption by the Board of Education**

**Whitmore Lake Public School District
2020-2021 General Education Original Budget**

Amended December 14, 2020

RESOLVED, that this resolution shall be the general appropriations of the Whitmore Lake Public School District for the fiscal year 2020-2021: A resolution to make appropriations; and to provide for the disposition of all income received by the Whitmore Lake Public School District.

BE IT FURTHER RESOLVED, that the total revenue and unappropriated fund balance be available for appropriations in the **GENERAL EDUCATION FUND** of the Whitmore Lake Public School District for the fiscal year 2020-2021 as follows:

REVENUE

Local Revenue	\$ 2,774,230
State Revenue	4,994,165
Federal Revenue	1,012,852
Incoming Transfers & Other Transactions	1,376,675

TOTAL REVENUE AND INCOMING TRANSFERS	\$ 10,157,922
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FUND BALANCE AS OF JULY 1, 2020 (Projected)	596,548
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TOTAL AMOUNT AVAILABLE TO APPROPRIATE	<u>\$ 10,754,470</u>
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BE IT FURTHER RESOLVED, that \$10,754,470 of the total available to appropriate in the **GENERAL EDUCATION FUND** is thereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES and TRANSFERS

Basic Programs, Instruction	\$ 3,975,221
Added Needs, Instruction	793,331
Pupil Support	1,445,099
Instructional Staff Services	410,465
General Administration	375,973
School Administration	477,365
Business Services	349,948
Operations/Maintenance	959,204
Transportation	588,280
Central Support Services	392,093
Athletics	291,635
Community Activities	93,960
TOTAL EXPENDITURES and TRANSFERS	<u>\$ 10,152,574</u>

FUND BALANCE

TOTAL FUND BALANCE AT JUNE 30, 2021 (Projected)	\$ 601,896
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TOTAL APPROPRIATED	<u>\$ 10,754,470</u>
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**Whitmore Lake Public Schools
Budget Performance Reports
November 30, 2020**

Revenue	Actual	Adopted Budget	Remaining Budget	% Used/Rec'd
Fund 11 - General Fund Revenue Totals	\$1,224,558	\$9,822,862	\$8,598,304	12.47%
Fund 23 - Comm Rec Revenue Totals	\$22,379	\$455,697	\$433,318	4.91%
Fund 25 - Food Service Revenue Totals	\$75,418	\$335,645	\$260,227	22.47%

Expenditures	Actual	Adopted Budget	Remaining Budget	% Used/Rec'd
Fund 11 - General Fund Expenditure Totals	\$1,947,888	\$10,039,616	\$8,091,728	19.40%
Fund 23 - Comm Rec Expenditure Totals	\$91,892	\$394,250	\$302,358	23.31%
Fund 25 - Food Service Expenditure Totals	\$77,934	\$335,500	\$257,566	23.23%

Audited Fund Balance 6-30-2020

Fund 11 - General Fund	\$596,548
Fund 23 - Community Recreation	\$114,393
Fund 25 - Food Service	\$175