



**BOARD OF EDUCATION**  
**Public Hearing and Regular Meeting**  
April 17, 2023 — 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 AGENDA  
Monday, April 17, 2023 – 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**

**PUBLIC HEARING**

The Board of Education will review recommendations from the Sex Education Advisory Board (SEAB) for adoption.

**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**

Kimberlee Venture will present the student council report.

**CONSENT ITEMS**

Approval of minutes from the March 27, 2023 Board of Education Regular Meeting. **(Attachment 1)**

Approve fund transfer of \$590,897 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$562,386 from Accounts Payable to cover the payrolls of March 15, 2023 and March 31, 2023. **(Attachment 2)**

**OLD BUSINESS**

*Board of Education Policies*

**Attachment 3** contains Miller Johnson policies, 3001 – Curriculum Development, 3002 – Parental Involvement, 3003 – Instruction, 3004 – Textbooks and Other Instructional Materials, 3005 – Selection of Media Center Materials, 4003 – Conditions of Employment, 5003 – Purchasing, 5004 – Surplus Property, 5010 – Online Fundraising, and 8007 – Discrimination and Harassment updates and revision for a second reading. Approval is recommended.

**NEW BUSINESS**

*Curriculum Revision*

Motion to approve the SEAB recommendations, 3Rs (Rights, Respect, Responsibility), curriculum from Advocates for Youth, beginning in 2023 for fifth and sixth grades and all subsequent years in grade five. Approval is recommended.

*Resolution to Consider Designation  
of Electoral Representative*

The Board will consider the proposed resolution (**Attachment 4**) to designate the district's representative and an alternate representative to serve on the 2023 electoral body responsible for electing members of the Washtenaw Intermediate School District Board of Education. **A motion and roll call vote is required upon consideration.**

*Financial Report*

**Attachment 5** contains the Budget Performance Report for March, 31, 2023. Director of Finance & Operation, Denise Kerrigan will update the Board with information regarding the financial report.

**SUPERINTENDENT'S REPORT**  
*Special Presentation*

Washtenaw Intermediate School District representative, will share information on "My Future Fund" with the Board.

**OTHER INFORMATION**

Claudette Lavigne has accepted the full time position as GLTW Toddler Assistant with a start date of April 17, 2023. This position has an hourly pay rate of \$18.00.

Ajax Coleman has accepted the part time position in Community Recreation as Lifeguard with a start date of April 10, 2023. This position has an hourly pay rate of \$14.00.

**ANNOUNCEMENTS**

**The next Regular Meeting of the Board will be held on Monday, May 15, 2023 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. Zolenski

**ADJOURNMENT**

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



**Whitmore Lake Public Schools**  
**BOARD OF EDUCATION**  
*Regular Meeting Minutes*  
**March 27, 2023 – High School Media Center – 7:00 p.m.**

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

None

**ADMINISTRATORS PRESENT**

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

**OTHERS PRESENT**

Staff, parents and members of the community

**CALL TO ORDER**

At 7:00 p.m. by President Michelle Kritzman.

**APPROVAL OF AGENDA**

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

Ayes – 7; Nays – 0, motion carried

**PUBLIC HEARING**

Mr. DeKeyser announced this is the first of two public hearings scheduled regarding the adoption/revision to the sex education curriculum. The next public hearing will be held on Monday, April 17, 2023 at 7:00 p.m. .

Jennifer Petzke, WLPS Learning & Enrichment Coordinator and S.E.A.B. committee member presented the Board with the fifth grade sex education curriculum recommendations. The committee recommends 3R's (Rights, Respect, Responsibility). This curriculum includes material on HIV education that is mandated by law to be taught at least once in school. The 3R's curriculum meets the Michigan Standards. All teachers will be trained on the new curriculum, and letters will be sent home to parents so they may review the curriculum prior to instruction. Mrs. Petzke then answered all board member questions.

**CALL TO THE PUBLIC**

None

**STUDENT COUNCIL**

Student Council Representative, Kimberlee Ventura was unable to attend. She will update Board members at the next BOE meeting.

**COMMITTEE REPORTS**

None

**CONSENT ITEMS**

*Motion to approve the minutes from the February 6, 2023 Board of Education Regular Meeting and the March 6, 2023 Board of Education Meeting was made by Mr. Henry; supported by Mrs. Schwennesen.*

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

*Motion to approve fund transfer of \$374,291 in payments from Accounts Payable; further to approve the transfer of \$\$604,364 from Accounts Payable to cover the payrolls of February 15, 2023, and February 28, 2023 was made by Mr. Henry; supported by Mrs. Schwennesen.*

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

**NEW BUSINESS**

*Boiler Bid Selection*

Mr. DeKeyser shared a brief overview of the three competitive bids received. He also shared the replacement is for the old portion of the building at the Main Street Campus.

Board members began a discussion on the differences between the bid amounts. Mr. DeKeyser shared that each company has predicted the need for three units, he has interviewed all three companies regarding the removal, plumbing, and installation of the new boilers, and the guidance received from WLPS consultants Kingscott and Clark.

*Motion to award and approve the Main Street Campus Boiler Replacement bid to Detroit Boiler Company for an amount not to exceed \$140,000 was made by Mr. Henry; supported by Mr. Zolenski*  
Ayes – 7; Nays – 0, motion carried 7 – 0

*Pool Filtration System Bid Modification*

*Motion to increase the bid amount to Baruzzini Aquatics to \$226,000 for the addition of a bulk chemical loading system was made by Mrs. Kritzman; supported by Mrs. McCully.*

Mr. DeKeyser shared that adding the bulk chemical loading system during the replacement of the new filtration system saves the district thousands of dollars in labor costs. He also shared having a bulk chemical loading system minimizes employees' time, and improves safety by eliminating the handling and mixing of chemicals.

Mrs. Schwennesen expressed concerns regarding all the pool repairs. She also inquired about reviewing future revenue plans for Community Recreation. Mr. Cole inquired on the viability of finding the life expectancy of the pool.

Ayes – 6; Nays – 1 (Schwennesen), motion carried 6 – 1

*Juul Labs, Inc. Lawsuit Resolution*

*Motion to approve the resolution to accept the settlement amount and settle the Lawsuit against the Juul Defendants and to authorize the Superintendent to sign settlement documents pertaining to the Juul Defendants on behalf of the District and to take such other action as necessary as prepared by Thrun Law Firm was made by Mr. Cole; supported by Mrs. Schwennesen.*

*Roll Call Vote: Mr. Henry – yes, Mrs. Kritzman – yes, Mrs. McCully – yes, Mr. Meadows – yes, Mrs. Schwennesen – yes, Mr. Zolenski – yes, Mr. Cole – yes*  
Ayes – 7; Nays – 0, motion carried 7 – 0

*2023-2026 Athletic Training Contract*

*Motion to approve the 2023-2026 multi year Athletic Training Services Agreement with MedSport, a Program of the Regents of the University of Michigan was made by Mrs. Kritzman; supported by Mr. Henry.*  
Ayes – 7; Nays – 0, motion carried 7 - 0

*Financial Report*

Director of Finance & Operations, Denise Kerrigan, updated the Board with information regarding the February 28, 2023 financial report. She then answered all board member questions.

*Board of Education Policies*

Superintendent DeKeyser announced policy 2007 Health and Safety included in the packet will not be included at this time. Mr. DeKeyser shared the change options and updates to policies 3001 – Curriculum Development, 3002 – Parental Involvement, 3003 – Instruction, 3004 – Textbooks and Other Instructional Materials, 3005 – Selection of Media Center Materials, 4003 – Conditions of Employment, 5003 – Purchasing, 5004 – Surplus Property, 5010 – Online Fundraising, and 8007 – Discrimination and Harassment with the Board for a first reading. He answered questions from Board members and added if there are any additional questions they should be directed to him prior to the April 17, 2023 board meeting, where approval will be recommended.

**SUPERINTENDENT'S REPORT**

Superintendent DeKeyser shared the following:

1. Facilities update –the new outdoor marquee signs are being installed this week, the Jennings road parking lot in front of the playground will have new gravel brought in to fill the potholes, and talking with a company regarding the repair or replacement of the theater bleacher seating.
2. Police support and on-site patrol will increase effective immediately. A memo of understanding was created to allow the Northfield Township Police Department to assign an officer five (5) days a week to WLPS through the end of this school year.

**OTHER INFORMATION**

The Board acknowledged the items of other information.

**ANNOUNCEMENTS**

**The second Public Hearing for the S.E.A.B curriculum recommendations to the Board of Education will be held on Monday, April 17, 2023 at 7:00 p.m. in the High School Media Center.**

**The next Regular Meeting of the Board of Education will be held on Monday, April 17, 2023 at 7:00 p.m. in the High School Media Center.**

**CALL TO THE PUBLIC**

None

**BOARD MEMBER REPORTS**

Mr. Cole shared he recently attended the Park and Rec Committee meeting. The Park and Rec Committee is requesting donations from small businesses to contribute towards the park. He also shared their plan to have a Farmers Market beginning in June.

Mr. Meadows shared that his daughter, who is traveling with the Trip Club in Europe over spring break, has reported that they are having an amazing time.

Mr. Zolenski and Mrs. Kritzman shared that they attended an incredibly packed, and amazing production of Mary Popping presented by WLHS Drama Club. Mrs. Kritzman also reminded board members of the WASB Legislative Breakfast scheduled on April 3, 2023 at the WISD.

**ADJOURNMENT**

*Motion to adjourn the Regular Meeting at 8:25 p.m. made by Mrs. Kritzman; supported by Mr. Cole.*

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

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

\_\_\_\_\_  
*Date*



2

**Whitmore Lake Public Schools  
Business Office Transactions**

For the Month Ending:  
**March 31, 2023**

Payroll Transactions

March 15, 2023

\$ 266,114

March 31, 2023

\$ 296,272

\$ 562,386

Accounts Payable Transactions

\$ 590,897

3

## **Update 14.07**

### **Policy 3001 Curriculum Development**

The Board directs the Superintendent to develop, implement, and provide ongoing evaluation of the School District's **core academic** curriculum. The curriculum will:

- Be consistent with the Board's policy on Student Learning and Achievement;
- Meet or exceed all requirements of the State of Michigan for instructional programs; and,
- Be standards based and founded upon legally-compliant, research based grade level learning and achievement standards that lead to the awarding of a School District diploma.

The School District's curriculum will also include legally-compliant, research based learning and achievement standards for students who participate in career and technical education programs, as well as address the needs and provide legally-compliant opportunities for students with disabilities and students who are considered gifted.

The Superintendent will appoint well qualified administrators and teachers to assist the Superintendent in implementing and improving the School District's curriculum, as well as otherwise improving student learning and achievement. Any changes to the **School District's core academic** curriculum must be approved by the Board, **to the extent required by Michigan law [MCL 380.1278].**

## Update 14.08

### Policy 3002 - ~~Parental Involvement~~ Parent and Family Engagement (PFE)

The Board strongly encourages and supports the involvement of parents and families in their children's education. The Superintendent will develop and implement regulations, in consultation with parents and families, which will include:

- The manner in which the School District will cooperate with parents and families of students to develop students' intellectual and vocational skills in a safe and positive environment;
- The manner in which the School District will permit parents and families to review the School District's curriculum, textbooks, and teaching materials;
- The manner in which the School District will permit parents and families to observe instructional activities, other than testing and assessments, in which their students are enrolled and present; and
- The manner in which the School District will permit the disclosure or use of student information for purposes of sales or marketing.

Parental and Family Engagement ("PFE") involvement is also considered a key component of federal Title I programs. In order to help build a partnership between home and school for purposes of Title I, the School District:

- Informs parents and families of the program, the reasons for their children's participation and the specific instructional objectives;
- Trains parents and families to work with their children to attain instructional objectives;
- Trains teachers and other staff involved in Title I programs to work effectively with the parents and families of participating students;
- Consults with parents and families on a regular basis;
- Provides opportunities for parents and families to be involved in the design, operation, and evaluation of the program; and
- Provides opportunities for the full participation of parents and families who lack literacy skills or whose native language is not English.

The Superintendent will develop and implement regulations that are compliant with Title I. The regulations are to support the above principles and actions and also assure that services provided with state and local funds in Title I schools are comparable to those provided in non-Title I schools in the School District.

## Update 14.09

### Policy 3003 - Instruction

To the ~~maximum~~ extent feasible, student instruction will be delivered using research based and peer reviewed instructional methodologies. The Superintendent may develop regulations that are consistent with this policy.

#### **Update 14.10**

##### Policy 3004 - Textbooks and Other Instructional Materials

~~The Board delegates to the Superintendent the authority to purchase and recommend to the Board, for its approval, instructional materials, including textbooks, that are compatible with the School District's curriculum. The Superintendent may utilize well-qualified administrators and teachers to assist in the selection of instructional materials, including textbooks, to be recommended to the Board.~~

**Textbooks: The use of textbooks (or their modern equivalent) is fundamental to the delivery of the core academic curriculum for students. The Superintendent may utilize well-qualified administrators and teachers to assist in the selection of textbooks to be recommended to the Board for approval, to the extent required by Michigan law [MCL 380.1421/22].**

**Other Instructional Materials: The delivery of the core academic curriculum is augmented by the use of instructional materials, the approval of which is not required by the Board. The Board delegates to the Superintendent the authority to approve and purchase, consistent with the requirements of Michigan law, other instructional materials. The Superintendent may utilize well-qualified administrators and teachers to assist in the selection of instructional materials. Those materials utilized should be compatible with the School District's core academic curriculum, as approved by the Board.**

#### **Update 14.11**

##### Policy 3005 - Selection of Media Center/Library Materials

The Board intends that students be provided access to a wide variety of educational materials, in various media, to support learning. The Superintendent is authorized to make or approve purchases for the media center (and/or classroom libraries) and may receive recommendations for such purchases from professional staff members, parents, and students.

#### **Update 14.12**

#### Policy 4003 - Conditions of Employment

Alcohol and Drug Free Workplace. The Board maintains a workplace free of alcohol and illegal drugs, as well as prescription drugs for which the employee does not have a current, valid prescription. An employee or volunteer who is found to have unlawfully manufactured, distributed, dispensed, possessed, or used alcohol or any drug in the workplace shall be disciplined, up to and including discharge from employment. Similarly, an employee or volunteer who is found to have been present in the workplace while under the influence of illegal drugs, prescription drugs for which the employee does not have a current, valid prescription, or alcohol will be subject to discipline, up to and including discharge from employment. The Superintendent may require an employee to submit to a medical examination when there is a reasonable suspicion that the employee is under the influence of drugs or alcohol while performing job duties or on school grounds.

#### **Update 14.13**

#### Policy 4003 Conditions of Employment

#### Medical Examinations

The Superintendent or his/her designee may require an employee to submit to a medical examination when:

- Required or permitted by federal or state law.
- Required or permitted by the employee's contract of employment.
- Information suggests that a health condition may be negatively affecting the employee's ability to perform the essential functions of his/her job, with or without accommodations.
- Information suggests that the employee is a direct threat to his/her safety or the safety of others.
- An employee has provided insufficient medical documentation as the basis for a health leave and, after providing the employee an opportunity to supplement the documentation, the documentation remains insufficient.
- There is a reasonable suspicion that an employee is under the influence of drugs or alcohol while performing job duties or on school grounds.

If the Superintendent requires an employee to submit to a medical examination, all costs will be borne by the School District. The employee will be required to sign a release authorizing the physician to submit a copy of the report of the examination directly to the Superintendent. A copy of the physician's report will be maintained in a separate, confidential personnel file.

Update 14.14

Policy 5003 - Purchasing

**Real Property and Structures.**

**The Superintendent may identify real property and structures suitable for purchase by the School District and recommend to the Board the procedures to be followed for the purchase or acquisition of such property. Board approval is required for both the process to be followed and the ultimate purchase or acquisition. The Superintendent is authorized to execute any and all closing documents required to close on the purchase or acquisition of such property.**

Update 14.16

Policy 5004 - Surplus Property

**Real Property and Structures ~~Land, Buildings, Facilities, and Real Estate.~~**

The Superintendent may identify School District **real property and structures** ~~land, buildings, facilities, and real estate~~ no longer required for School District purposes and recommend to the Board the procedures to be followed for the sale or disposition of such property. Board approval is required for both the process to be followed and the ultimate sale or disposition. **The Superintendent is authorized to execute any and all closing documents required to close on the sale or disposition of such property.**



Update 14.17  
Policy 5010 - Online Fundraising

No employee shall create, post, or sponsor any online fundraiser seeking to secure or generate funds from the public for school purposes, purchases for school, or utilizing the District's name, logo, or likeness, without prior written consent from the Superintendent. If permission to create, post, or sponsor an online fundraiser is provided by the Superintendent, any property secured or purchased through such fundraising activities shall become the property of the District and not the employee. This policy applies, but is not limited to online fundraising services. ~~such as DonorsChoose.org, Kickstarter.com, GoFundMe.com, CrowdRise.com, and similar sites.~~

Update 14.22  
Policy 8007 - Discrimination and Harassment

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from ~~illegal~~ discrimination and harassment **based on a legally prohibited characteristic**. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex **(including sexual orientation and gender identity)**, marital status, genetic information, disability, age, or any other basis prohibited by law. The Superintendent will develop administrative regulations to implement this policy. The Superintendent designates Melissa Heuker, Director of Student Services and Linda Lupi, Public Safety Coordinator, to supervise the implementation of this policy and its implementing regulations.

4

**RESOLUTION TO CONSIDER DESIGNATION OF ELECTORAL REPRESENTATIVE  
FOR THE JUNE 5, 2023, BIENNIAL ELECTION**

Whitmore Lake Public Schools, Washtenaw and Livingston Counties, (the "District")

A Regular meeting of the board of education of the District (the "Board") was held in the High School Media Center, within the boundaries of the District, on the 17th day of April, 2023, at 7 o'clock in the p.m.

The meeting was called to order by \_\_\_\_\_, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

**WHEREAS:**

1. The Revised School Code provides that board members of Washtenaw Intermediate School District, Michigan (the "ISD"), be elected biennially on the first Monday in June by an electoral body composed of one (1) person designated by the board of each constituent school district; and

2. The Revised School Code further provides that this Board shall consider the resolution of designating its representative on the electoral body at not less than one (1) public meeting before adopting the designating resolution; and

3. This Board now determines it necessary and desirable to establish the first public meeting at which this Board will consider the proposed resolution designating the District's representative on the electoral body.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. At the public meeting of this Board to be held on the 15th day of May 2023, at 7 o'clock in the p.m., to be held at the High School Media Center, this Board will consider a resolution to appoint \_\_\_\_\_ as the designated representative of this District for the electoral body of the ISD biennial election to be held June 5, 2023 and \_\_\_\_\_ as an alternate in the event the designated representative is unable to attend.

2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

---

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Whitmore Lake Public Schools District, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a Regular meeting held on April 17, 2023, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

---

Secretary, Board of Education

5

**Whitmore Lake Public Schools  
Budget Performance Reports  
March 31, 2023**

<b>Revenue</b>	<b>Actual</b>	<b>Adopted Budget</b>	<b>Remaining Budget</b>	<b>% Used/Rec'd</b>
Fund 11 - General Fund Revenue	\$8,392,574	\$12,824,068	\$4,431,494	65.44%
Fund 23 - Comm Rec Revenue	\$475,042	\$547,115	\$72,073	86.83%
Fund 25 - Food Service Revenue	\$254,133	\$474,850	\$220,717	53.52%

<b>Expenditures</b>	<b>Actual</b>	<b>Adopted Budget</b>	<b>Remaining Budget</b>	<b>% Used/Rec'd</b>
Fund 11 - General Fund Expenditure	\$9,412,174	\$12,816,312	\$3,404,138	73.44%
Fund 23 - Comm Rec Expenditure	\$272,362	\$330,400	\$58,039	82.43%
Fund 25 - Food Service Expenditure	\$314,024	\$474,300	\$160,276	66.21%
	(\$59,891)			
	\$10,725 Supply Chain Grant			
	\$5,000 10 Cent a Meal Grant			
	<u>(\$44,166)</u>			

**Audited Fund Balance 6-30-2022**

Fund 11 - General Fund	\$1,178,174
Fund 23 - Community Recreation	\$352,858
Fund 25 - Food Service	\$179,633