



BOARD OF EDUCATION

REGULAR MEETING

Tuesday, July 16, 2024 — 6:00 p.m.

Main Street Campus

Administration Office Conference Room



WHITMORE LAKE PUBLIC SCHOOLS
BOARD OF EDUCATION

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

REGULAR MEETING AGENDA - REVISED
Tuesday, July 16, 2024 – 6:00 p.m.
Whitmore Lake Main Street Campus Administration Office
8845 Main Street
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

CONSENT ITEMS

Approval of minutes from the June 24, 2024 Board of Education Regular Meeting. (**Attachment 1**)

Approve fund transfer of \$711,424 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$625,015 from Accounts Payable to cover the payrolls of June 14, 2024 and June 28, 2024. (**Attachment 2**)

COMMITTEE REPORTS

NEW BUSINESS

Approval of Legal Counsel

Motion to retain the legal firms of Miller Johnson, and Thrun Law Firm as legal counsel for the Whitmore Lake Public School District for the 2024-2025 school year.

School Bond Loan Fund Resolution

Attachment 3 Contains a copy of the School Bond Qualification and Loan Program Resolution for the 2024-2025 school year for approval. **A roll call vote will be required.**

Sewer Easement Resolution

Motion to approve the Sewer Easement Resolution of an existing sewer easement in a location and under terms substantially similar to the attached easement and sketch resolution and to authorize the Superintendent to execute all necessary documents. (**Attachment 4**)

SUPERINTENDENT'S REPORT

OTHER INFORMATION

Personnel

Elementary Teacher, David Chapman has submitted his letter of retirement with an effective date of July 1, 2024.

Elementary Teacher, Kara Weinstein recently submitted her resignation with an effective date of June 30, 2024. **(Attachment 5)**

ANNOUNCEMENTS

The next Regular Meeting of the Board will be held on Monday, August 19, 2024 at 6:00 p.m. in the High School Barb Huang Library.

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.

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**Whitmore Lake Public Schools
BOARD OF EDUCATION**

Regular Meeting Minutes

June 24, 2024 – High School Barb Huang Library – 6:00 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

ADMINISTRATORS PRESENT

Superintendent, Tom DeKeyser, Director of Finance & Operations, Denise Kerrigan, MS/HS Principal, Jill Henry, and Communications and Human Resources Director, Maria Carter-Ewald

OTHERS PRESENT

Staff, parents, and members of the community

CALL TO ORDER

At 6:00 p.m. by President Michelle Kritzman.

APPROVAL OF AGENDA

Motion to approve the agenda as presented made by Mrs. Kritzman; supported by Mr. Cole.

Ayes – 7; Nays – 0, motion carried

CALL TO THE PUBLIC

None

STUDENT COUNCIL

Student Council President, Landen Livingston updated Board members with the 2024-25 meeting dates, announcing their first Student Council meeting for Officers is August 20, 2024.

COMMITTEE REPORTS

Mr. Meadows reported the Finance Committee met on June 17, 2024. Topics included 2023-24 General Fund budget updates, 2024-25 budget, Community Recreation expenses; summer repairs, and press box demo at Jennings Rd., Sinking Fund; pole vault repairs and painting of track for new requirements, and Summer School.

CONSENT ITEMS

Motion to approve the minutes from the June 10, 2024 Board of Education Regular Meeting was made by Mrs. Kritzman; supported by Mr. Henry.

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

NEW BUSINESS

***2023-2024 Fund Budget Proposal
and Resolution***

Motion to approve the 2023-2024 Final Budget Summary as presented was made by Mr. Meadows; supported by Mr. Henry.

Mrs. Kerrigan updated the Board on the final budget proposal, reviewing the increases in both revenue and expenses. She also shared the transfer of the revenue and expenses in childcare services to the Community Recreation budget, as recommended by the auditor. Mrs. Kerrigan then answered all board member questions.

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

***2024-2025 Budget Proposal
and Resolution***

Motion to approve the 2024-2025 Original Budget Summary as presented was made by Mrs. Kritzman; supported by Mr. Henry.

Director of Finance & Operations, Denise Kerrigan reviewed the proposed 2024-2025 budget recommendations. She noted this is a conservative budget due to the uncertainty of the state budget. However, this budget is projected with a \$301.00 per-pupil allowance increase and an additional twenty-five students. She then answered all Board member questions.

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

Borrowing Resolution

Motion to approve the borrowing resolution for adoption for the 2024-2025 school year through the Michigan Financial Authority (MFA) for an amount not to exceed \$2,000,000 made by Mrs. Schwennesen; supported by Mr. Cole.

Mrs. Kerrigan shared that the requested amount has decreased from the previous school year, however the district needs to borrow funds to in order to meet cash flow needs, until we receive the state aid.

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

Personnel

Motion to approve the hire of William Ormerod III as a full time High School Social Studies Teacher at Level 8 on the WLEA BA salary scale with a hire date of June 6, 2024 and a start date of August 21, 2024 was made by Mrs. Kritzman; supported by Mr. Cole.

Mr. DeKeyser shared that William is the spouse of our current MS/HS Art Teacher and has ten years of experience coming from the Clarenceville School District.

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

Administration Contracts

Motion to approve the renewal contract of Director Of Finance and Operations, Denise Kerrigan, and Communications and Human Resources Director, Maria Carter-Ewald effective July 1, 2024 through June 30, 2026 made by Mrs. Kritzman; supported by Mr. Meadows.

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

Motion to approve the renewal contract of Middle/High School Principal and Director of Instruction, Jill Henry-Peters, Elementary Principal, Heidi Roy-Borland, and Director of Student Services, Melissa Heuker, effective August 1, 2024 through July 31, 2026 made by Mrs. Kritzman; supported by Mr. Cole.

Mr. Henry excused himself from voting due to a conflict of interest with the position of Middle/High School Principal.

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

SUPERINTENDENT’S REPORT

Superintendent DeKeyser shared the following:

- 1) Thanked the Five Board members who attended the Superintendent Evaluation and Rater Reliability Training on June 20, 2024 and shared the other two Board member will attend the training through a remote session soon.
- 2) Bond Proposal – The mailed out bond proposal information is now being received in the community. Mr. DeKeyser will be hosting a Zoom Q&A session tomorrow evening, June 25, 2024; the session will be recorded and available for those who want to listen later.
- 3) Facility update – Combined Athletic and Community Recreation repairs cost approximately \$20,000 paid out of Sinking Fund. The high school theater bleachers are on back order; expect work to begin again July 1 2024. Jennings Road property; township is requesting the board to sign off on an easement update due to sewer drain line.
- 4) Committee Meetings – plan to meet prior to August meeting, will send out dates to meet soon, will also have Policy Committee meeting to review updates received

OTHER INFORMATION

The board acknowledge the resignations of Early Childhood and Kindergarten Special Education Teacher, Kathyne Coppel, and Varsity Cheer Coach, Macayla Komor.

The board also acknowledge the hiring of GLTW Montessori Infant Assistant, Elizabeth Lennon, and Varsity Cheer Coach, Mindijo Rahn.

ANNOUNCEMENTS

The next Regular Meeting of the Board of Education will meet on Monday, July 15, 2024 at 6:00 p.m. in the Main Street Campus, Administration Office Conference Room.

CALL TO THE PUBLIC

None

BOARD MEMBER REPORTS

None

ADJOURNMENT

*Motion to adjourn the Regular Meeting at 6:47 p.m. made by Mr. Henry; supported by Mrs. Schwennesen
Ayes – 7; Nays – 0, motion carried 7 – 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:
June 30, 2024

<u>Payroll Transactions</u>	June 14, 2024	\$	283,342
	June 28, 2024	\$	341,673
		\$	<u>625,015</u>
<u>Accounts Payable Transactions</u>		\$	<u>711,424</u>

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School Bond Qualification and Loan Program
 School Loan Revolving Fund
 Bureau of Bond Finance
 Michigan Department of Treasury
 430 W. Allegan
 Lansing, MI 48922

ANNUAL LOAN/REPAYMENT ACTIVITY APPLICATION
 For Participation in the School Bond Qualification and Loan Program

Legal Name of School District Whitmore Lake Public Schools	District Code No. 81-140	County Washtenaw County
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CERTIFICATE

I, the undersigned, Secretary of the Board of Education, do certify hereby that the following constitutes a true and complete copy of a resolution adopted by the Board of Education of this School District, at a [regular or special] meeting held on the 16th day of July, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with Act 267 of the Public Acts of 1976 (Open Meetings Act).

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, _____.

Lisa C. McCulley
 (Type or Print Name of Secretary)

 (Signature of Secretary)

John W. Meadows Jr.
 (Type or Print Name of Treasurer, Board of Education)

 (Signature of Superintendent of Schools)

RESOLUTION

A 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. Act 92 of the Public Acts of Michigan, 2005, enacted pursuant to Article IX, Section 16, of the Michigan Constitution of 1963, provides the procedure, terms and conditions for obtaining a loan from the Michigan School Loan Revolving Fund.

2. Pursuant to Executive Order No. 1993-19, the state activities related to bond qualification and state borrowing functions for the provision of loans by the State of Michigan to school districts were transferred from the Department of Education to the Department of Treasury. The State Treasurer is responsible for prescribing the forms and procedures regarding the application for loan from the School Loan Revolving Fund.

3. This district has taken all necessary actions to comply with all legal and procedural requirements for borrowing from the School Loan Revolving Fund.

NOW, THEREFORE, LET IT BE RESOLVED THAT:

1. The district approves the estimated amount to be borrowed from or repaid to the School Bond Qualification and Loan Program and certifies the amount of qualified debt millage to be levied in accordance with the following:

Qualified bond debt millage (Tax Year 2024)	8.39	
Combined beginning balance owed to the SBLF and/or SLRF 06/30/2024		\$ 8,160,769.91
Estimated amount to borrow from or repay to the SBLF and/or SLRF		\$ 501,386.00
Estimated accrued interest		\$ 433,107.00
Estimated combined ending balance owed the SBLF and/or SLRF 06/30/2025		\$ 9,095,262.91

2. The district agrees to levy the debt millage tax as indicated above in the current tax year and to levy the debt millage tax required by law on the taxable valuation of the district for each subsequent year until all loans are repaid in full to the State of Michigan.

3. The district agrees to take actions and to refrain from taking any actions as necessary to maintain the tax exempt status of tax exempt bonds or notes issued by the State or the Michigan Finance Authority for the purpose of financing loans to school districts.

4. The district agrees to file a draw request with the State Treasurer not less than 30 days prior to the time when disbursement proceeds will be necessary in order to pay maturing principal or interest or both and to provide any other pertinent facts which may be required to be included in the request.

5. The (title of authorized officer) Director of Finance and Operations is authorized and directed to file with the Department of Treasury the Annual Loan/Repayment Activity Application and any draw request documents necessary for borrowing from the SLRF.

6. In the event that the district fails to perform any actions as identified in this application or required by law, the district will submit to the State Treasurer a board approved resolution which indicates the actions taken and procedures implemented to assure future compliance.

7. The district board members have read this application, approved all statements and representations contained herein as true to the best knowledge and belief of said board, and authorized the Secretary of the Board of Education to sign this application and submit same to the State Treasurer for his review and approval.

Ayes: Members

Nayes: Members

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**WHITMORE LAKE PUBLIC SCHOOLS
BOARD OF EDUCATION
RESOLUTION APPROVING SEWER EASEMENT**

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

A regular meeting of the board of education of the District (the "Board") was held in the Main Street Campus, Administration Office Conference Room, within the boundaries of the District, on the 16th day of July, 2024 at 6:00 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, Northfield Township has determined it necessary and desirable to upgrade the sewer system serving the community; and

WHEREAS, the existing sewer currently traverses a portion of the lands held by the Whitmore Lake Public Schools; and

WHEREAS, the Township intends to install the new sewer in the same general location; and

WHEREAS, the Superintendent recommends approval of the proposed easement; and

WHEREAS, the Board of Education has determined it to be in the best interests of the Whitmore Lake Public Schools and the community it serves to cooperate in the installation of the proposed sewer;

NOW, THEREFORE, BE IT RESOLVED that the Whitmore Lake Public Schools Board of Education approves the proposed easement in a location and under terms substantially similar to the attached easement and sketch; and

BE IT FURTHER RESOLVED that the Superintendent is authorized to execute all necessary documents to approve the easement and implement this resolution.

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 School District, Washtenaw and Livingston Counties, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution duly adopted by the Board of Education of Whitmore Lake Public Schools, Michigan, at a regular meeting held on the 16th day of July, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary, Board of Education

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June 28, 2024

Dear Whitmore Lake Public Schools,

I am writing this letter to resign from my position as 5th and 6th grade math teacher at Whitmore Lake Elementary School at the end of the 2023/2024 contract.

Thank you for the opportunity to work in your district. I have loved working with the Whitmore Lake community. I appreciate all of the growth opportunities that I have received throughout my 5 years teaching in the district.

Let me know if you have any questions.

Sincerely,
Kara Weinstein