

*Canton Preparatory High School
Board Meeting Minutes
Wednesday, May 4, 2016 at 6:00 pm*

Meeting held at:

Canton Preparatory High School
46610 Cherry Hill Road
Canton, MI 48188

BOARD OF DIRECTORS:

PRESENT

UNABLE TO ATTEND

Carl Berry – President	X	
Brooke Franklin - Director		X
Ted Lang – Vice President		X
Marco Lollo – Treasurer	X	
Ashlee Sherman – Secretary	X	

Non-Board Members Attending:

- 1) Dave Angerer – Director of Educational Services, PrepNet
- 2) Matt Chesney – Principal, Canton Prep
- 3) Laura Kaleefey – Controller, PrepNet
- 4) Sean McAnally – Board Representative, PrepNet
- 5) Randy Remenap – Field Representative, GVSU
- 6) Stephanie Roberts – Assistant Principal, Canton Prep
- 7) Joe Urban – Board Legal Counsel, Clark Hill

1. CALL TO ORDER

Mr. Berry called the meeting to order at 6:00 p.m.

2. ROLL CALL AND APPROVAL OF AGENDA

Roll call was taken.

A motion was made by Mr. Lollo and supported by Ms. Sherman to approve the agenda as presented. The motion was approved unanimously.

3. PUBLIC COMMENTS ON AGENDA ITEMS

The advocate of a suspended student spoke to the Board about the situation, and requested that the Board consider the reinstatement of the student. Mr. Urban, at the request of the Board, provided his contact information and stated he would contact the advocate to further discuss the matter pursuant to the procedure set out in the school's Code of Conduct.

4. REPORTS

a. Secretary's Report

i. *Review and Approval of March 2, 2016 Regular Board Meeting Minutes*

The Board reviewed the March 2, 2016 Regular Board Meeting Minutes. A motion was made by Ms. Sherman and supported by Mr. Lollo to approve the March 2, 2016 Regular Board Meeting Minutes as presented. The motion was approved unanimously.

b. Treasurer's Report

i. *Board Fund Report*

The Board reviewed the Board Fund Report. Ms. Kaleefey answered a question from the Board about the report.

ii. *3rd Quarter Financial Statements*

The Board reviewed the 3rd Quarter Financial Statements. Ms. Kaleefey answered a question from the Board about the Board of Education budget line item, and about insurance carriers.

iii. *3rd Quarter Invoices*

The Board reviewed the 3rd Quarter Invoices for services rendered by PrepNet.

iv. *2015-16 Final Amended Budget*

Ms. Kaleefey provided an overview of the need for and adjustments made on the final amended budget, as compared to the first amended budget from last fall. The Board reviewed and discussed the 2015-16 final amended budget.

c. Authorizer Comments

Mr. Remenap reminded the Board of the availability of spots for the upcoming Charter Schools Office golf outing for Board members, school administrators, and teachers.

d. Management Reports

i. *School Leadership Report*

Ms. Roberts provided an enrollment update and staffing update, described recent highlights, and previewed upcoming events.

Mr. Chesney presented the Board with Canton Prep's draft 2016-17 School Improvement Plan Goals & Objectives. He described the objectives as a five percent increase in proficiency and/or growth from current or historical trends by grade level. The Board reviewed and discussed the goals and objectives.

ii. Charter School Grant Report

Mr. McAnally presented the Programmatic Review report for the supplement award component of the Charter School Program start-up grant, which took place at the school on April 6.

e. Special Reports

There were no special reports.

5. ANNUAL ORGANIZATIONAL MEETING

a. Annual Organizational Appointments and Designations

Mr. Berry announced his resignation from the Board effective at the end of the meeting. He recommended that Ms. Franklin be elected Board President, and that he had spoken to her about it prior to the meeting as she was unable to attend.

The Board discussed the slate of Board Officers and the other designations in the Annual Organizational Meeting.

b. Approval of the Annual Organizational Items Resolution

A motion was made by Ms. Sherman and supported by Mr. Lollo to approve the Annual Organizational Items Resolution with the following appointments and designations:

- Board Officers: Brooke Franklin as President, Ted Lang as Vice President, Marco Lollo as Treasurer, Ashlee Sherman as Secretary;
- The Board Treasurer as the CAO, and the PrepNet Chief Financial Officer as the agent of the CAO;
- The PrepNet Board Representative as the school's FOIA Officer;
- Clark Hill as the Board's legal counsel;
- Jason Pater as the school's AHERA Contact; and
- The Principal as the school's Title VI, Title IX, and Section 504 Contact.

The motion was approved unanimously.

6. DISCUSSION ITEMS

a. 2016-17 School Calendar

The Board reviewed the proposed 2016-17 school calendar. Mr. Angerer explained that this calendar adds three more school days than the current year, in order to meet the new requirement of 180 school days. Mr. McAnally stated that the calendar aligns as closely as possible with the K-8 schools from which a majority of students enroll, in order to ensure stability for families with children in both the K-8 and high schools.

b. 2016-17 Parent and Student Handbook

Mr. McAnally presented the proposed revisions to the 2016-17 Parent and Student Handbook. The Board reviewed the revisions.

- c. 2016-17 E-Rate Letter of Agency and CIPA Compliance
Mr. McAnally explained the need for the annual opt-in to the e-rate consortium and acknowledgement that the school's IT system meets CIPA regulations.
- d. 2016-17 MHSAA Membership Resolution
The Board reviewed the proposed 2016-17 MHSAA Membership Resolution.
- e. 2016-17 Renewal of Cooperative Education Program Agreement with Livonia Public Schools
The Board reviewed the proposed resolution to renew the Cooperative Education Program Agreement with Livonia Public Schools.
- f. 2016-17 Renewal of Fingerprint Processing Agreement with Grosse Ile Township School District
The Board reviewed the proposed resolution to extend the Fingerprint Processing Services agreement with Grosse Ile Townships School District.
- g. Lease Amendment
The Board reviewed and discussed the proposed Lease amendment. Mr. Urban prefaced the discussion by reminding the Board that it must be comfortable with the lease amount in the context of the value of the building to the educational program, and that the Board's lease from PrepNet is a sublease of a Master Lease between PrepNet and the Master Lease landlord.

He also reminded the Board that the Board's services agreement with PrepNet ensures the budgeted educational program, including lease payments, is implemented fully without creating a budget deficit and without the need for debt or other external financing.

Ms. Kaleefey explained that the rent increase reflects the final completion cost for the building and the full utilization of the space for the educational program beginning next school year.

In discussion, the Board agreed that the lease amount is fair and appropriate for the value to the educational program.

7. BUDGET HEARING

- a. CAO Open the Budget Hearing
The CAO suspended the Regular Board Meeting and called the Budget Hearing to order at 6:55 p.m.
- b. 2016-17 Proposed Budget Discussion
Ms. Kaleefey provided an overview of the budget structure and revenue and cost assumptions, reminding the Board that the budgets use the Governor's proposed per-pupil funding increase of \$120 per pupil over the current amount.

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She answered a question from the Board about fund balance and the connection between student count and revenue. The Board discussed the school funding landscape and disparities between traditional public schools and charter schools.

c. Public Comment on 2016-17 Proposed Budget

There were no public comments given on the proposed 2016-17 budget.

d. Close the Budget Hearing

The CAO ended the Budget Hearing at 7:03 p.m.

8. ACTION ITEMS

A motion was made by Ms. Sherman and Mr. Lollo to approve the following:

- 2016-17 School Calendar
- 2016-17 Parent and Student Handbook
- 2016-17 E-Rate Letter of Agency and CIPA Compliance
- 2016-17 MHSAA Membership Resolution
- 2016-17 Renewal of Cooperative Education Program Agreement with Livonia Public Schools
- 2016-17 Renewal of the Fingerprint Processing Agreement with Grosse Ile Township School District
- Approval of Board President to sign the Audit Engagement Letter

The motion was approved unanimously.

A motion was made by Ms. Sherman and supported by Mr. Lollo to approve the 2015-16 Michigan General Appropriations Act (2015-16 Final Amended Budget) as presented. The motion was approved unanimously.

A motion was made by Ms. Sherman and supported by Mr. Lollo to approve the 2016-17 Michigan General Appropriations Act (2016-17 Preliminary Budget) as presented. The motion was approved unanimously.

A motion was made by Ms. Sherman and supported by Mr. Lollo to approve the First Amendment to the Lease as presented. The motion was approved unanimously.

9. NEW BUSINESS

No new business was brought before the Board.

10. BOARD COMMENTS

Mr. Berry stated it was his pleasure to work with the Board and PrepNet in the founding and startup of Canton Prep. Mr. Remenap, the Board, the School Leadership Team, and PrepNet representatives thanked Mr. Berry for his service and dedication to the school.

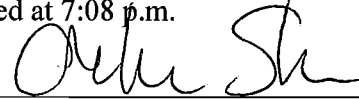
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11. PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments on non-agenda items.

12. ADJOURNMENT

A motion was made by Mr. Lollo and supported by Ms. Sherman to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned at 7:08 p.m.



Officer of the Board Signature