

*Canton Preparatory High School  
Board Meeting Minutes  
Wednesday, May 6, 2020 at 6:00 pm*

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Meeting held at:  
Google Meets (virtual)

BOARD OF DIRECTORS:	PRESENT	UNABLE TO ATTEND
Mary Jo Boruta – Treasurer-Secretary	X	
Carrie Fanin - Director	X	
Ted Lang – President	X	
Lawrence Millben - Director	X	
Laura Mortier – Vice President	X	

Non-Board Members Attending:

- 1) Dave Angerer – Director of Educational Services, PrepNet
- 2) Ron Brown – Instructional Coach
- 3) Brooke Franklin – School Consultant, GVSU
- 4) Laura Kaleefey – Controller, PrepNet
- 5) Sean McAnally – Board Representative, PrepNet
- 6) Anthony McNamara – Assistant Principal
- 7) Stephanie Roberts – Principal
- 8) Jennifer Schmotzer – Assistant Principal

1. CALL TO ORDER

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

Mr. Lang administered the Oath of Office to Ms. Boruta and Mr. Millben.

2. ROLL CALL AND APPROVAL OF THE AGENDA

A motion was made by Ms. Mortier and supported by Ms. Boruta to approve the agenda as presented. The motion was approved unanimously by roll call vote.

3. PUBLIC COMMENT ON AGENDA ITEMS

There were no comments from the public.

4. MANAGEMENT REPORTS

Ms. Roberts, Ms. Schmotzer, Mr. Brown, Mr. McNamara presented the School Leadership Report, updating the Board on remote learning currently underway, upcoming events (including senior graduation), and enrollment.

COVID-19 Emergency Continuity of Learning Plan

The Board reviewed the Continuity of Learning Plan and Resolution.

Monthly Financials & Invoices

The Board reviewed the monthly financials and invoices through March 31.

5. COMMENTS BY AUTHORIZER

GVSU Learning Continuity & Innovation Grant

Ms. Franklin presented the GVSU Learning Continuity & Innovation Grant and invited Mr. Millben to the New Board Member Orientation virtual meeting taking place tomorrow. She state that the Academic Grant requirements have been met for the 2019-20 school year.

6. ANNUAL ORGANIZATIONAL MEETING

a. Approval of the Annual Organizational Items Resolution

A motion was made by Ms. Boruta and supported by Ms. Fanin to approve the Annual Organizational Items Resolution with the following designations:

- Board Officers comprised of Mr. Lang as President, Mr. Mortier as Vice President, Ms. Boruta as Treasurer, and Mr. Millben as Secretary;
- The Board Treasurer as the School's Chief Administrative Officer (CAO) and the Controller of PrepNet as the agent of the CAO to assist the CAO with the performance of the CAO's duties under the Budgeting and Accounting Act;
- Ms. Fanin and Ms. Mortier as members of the Discipline Appeal Committee for the 2020-21 school year;
- The Board Representative as the school's Freedom of Information Act Officer;
- Joe Urban, Clark Hill PLC, as Board Legal Counsel;
- Jason Pater as AHERA Contact; and
- The Principal as Title VI, Title IX, and Section 504 Coordinator

The motion was approved unanimously by roll call vote.

7. BUDGET HEARING

A motion was made by Ms. Boruta and supported by Ms. Fanin to suspend the Regular Meeting to conduct the Budget Hearing. The motion was approved unanimously by roll call vote and the Budget Hearing was convened at 6:46 p.m.

a. 2020-21 Preliminary Budget Discussion

Ms. Kaleefey presented the preliminary 2020-21 preliminary budget, including the per-pupil funding reductions recommended by the Authorizer and MAPSA. She state that more information would be made available after the May revenue conference of the state legislature and Governor's office. The opening plan for the fall will depend on state and authorizer guidance, including a possible hybrid model with less students in the building per day with

synchronous online learning. She stated expenses are being tightening up where possible, including not back-filling vacated positions if appropriate.

b. Public Comment on 2020-21 Preliminary Budget

No public comments were given on the 2020-21 preliminary budget.

A motion was made by Ms. Mortier and supported by Ms. Fanin to adjourn the Budget Hearing and resume the Regular Board Meeting. The motion was approved unanimously by roll call vote, and the Budget Hearing was adjourned at 6:59 p.m.

8. DISCUSSION ITEMS

a. 2019-20 Final Amended Budget

Ms. Kaleefey presented the 2019-20 final amended budget, noting a likely per-pupil funding cut for June, July, and August state aid payments and requirement to ensure final expenses do not exceed ten percent of the object code line item to conform to the Uniform Budget Accounting Act. In response to a question, she stated that PrepNet is in a position to cover anticipated revenue losses this school year and next. She clarified another question from the Board about the budgeted increase in Direct Instruction in anticipation of remaining self-insured medical claims and increased tuition costs for the Early College Program.

b. 2020-21 School Calendar

The Board Reviewed and discussed the 2020-21 School Calendar.

c. FY2020 Audit Engagement Letter and Audit Planning

The Board reviewed the FY2020 Audit Engagement Letter and Audit Planning document from BDO.

9. ACTION ITEMS

A motion was made by Ms. Boruta and supported by Ms. Fanin to:

- Accept the GVSU Learning Continuity and Innovation Grant;
- Approve the Resolution in Support of the Continuity of Learning Plan;
- Approval of the March 4, 2020 Board Meeting Minutes as presented;
- Approval of the 2020-21 School Calendar;
- Approval of the 2019-20 Michigan General Appropriations Act (2019-20 Amended Budget) as presented;
- Approval of the 2020-21 Michigan General Appropriations Act (2020-21 Preliminary Budget) as presented; and
- Approval of the Board President to sign Audit Engagement Letter.

The motion was approved unanimously by roll call vote.

10. PUBLIC COMMENT

There were no comments from the public.

11. BOARD COMMENTS

Mr. Lang thanked the School Leadership Team and PrepNet for a smooth transition to online learning. Mr. Angerer and Ms. Roberts answered a question about testing.

12. ADJOURNMENT

The meeting was adjourned at 7:14 p.m.



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**Officer of the Board Signature**