

*Arbor Preparatory High School  
Board Meeting Minutes  
Wednesday, May 11, 2016 at 12:00 pm*

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Meeting held at:

Arbor Preparatory High School  
6800 Hitchingham Road  
Ypsilanti, Michigan 48197

BOARD OF DIRECTORS	PRESENT	UNABLE TO ATTEND
Keith Boruta – Treasurer/Secretary		X
Andrew Brown – Director	X	
Armaan Dandavati – Director	X	
Dr. William Kennelly – President	X	

Non-Board Members Attending:

- 1) Dave Angerer – Director of Educational Services, PrepNet
- 2) Laura Kaleefey – Controller, PrepNet
- 3) Sean McAnally – Board Representative, PrepNet
- 4) Ana Salazar – Principal, Arbor Prep
- 5) Joseph Urban – Board Legal Counsel, Clark Hill
- 6) Pat Victor – BMCC Field Representative
- 7) Susan Walker – Board Candidate

1. CALL TO ORDER

Dr. Kennelly called the meeting to order at 12:08 p.m.

2. ROLL CALL

Roll call was taken.

3. PUBLIC COMMENT ON AGENDA ITEMS

No public comments were made.

4. MANAGEMENT REPORTS

a. School Leadership Report

Ms. Salazar presented the draft 2016-17 School Improvement Goals and Objectives, and answered questions from the Board.

b. Board Fund Report

The Board reviewed Board Fund activity through April.

5. COMMENTS BY AUTHORIZER

Mr. Victor reminded Board members of the upcoming Board Training event.

6. ANNUAL ORGANIZATIONAL MEETING

a. Annual Organizational Appointments and Designations

The Board discussed the annual appointments and designations.

b. Approval of the Annual Organizational Items Resolution

A motion was made by Mr. Brown and supported by Mr. Dandavati to approve the Annual Organizational Items Resolution as discussed:

- Dr. Kennelly as Board President, Mr. Boruta as Vice President, Mr. Brown as Treasurer, Mr. Dandavati as Secretary;
- The Board Treasurer as the Chief Administrative Officer (CAO) and the PrepNet Chief Financial Officer as the agent of the CAO;
- The PrepNet Board Representative as the Freedom of Information Act (FOIA) Officer;
- Clark Hill as Board Legal Counsel;
- Jason Pater as the AHERA Contact;
- The Principal as the Title VI, Title IX, and Section 504 Coordinator.

The motion was approved unanimously.

7. DISCUSSION ITEMS

a. 3<sup>rd</sup> Quarter Financial Statements

Ms. Kaleefey provided an overview of the 3<sup>rd</sup> quarter financials, stating expenses are on track with the approved budget. She answered a question from the Board about the timing of expenses in the budget year.

b. 3<sup>rd</sup> Quarter Invoices

The Board reviewed 3<sup>rd</sup> quarter invoices for services rendered by PrepNet through March 2016.

c. 2016-17 School Calendar

The Board reviewed the proposed 2016-17 School Calendar. The Board discussed rescheduling meetings that are scheduled during school breaks.

d. 2016-17 Parent and Student Handbook

Mr. McAnally presented the proposed changes to the Parent and Student Handbook for the 2016-17 school year, and responded to questions from the Board.

e. 2015-16 Final Amended Budget

Ms. Kaleefey provided background on the need for a final budget amendment to comply with the Michigan Budget Act.

- f. 2016-17 E-Rate Letter of Agency and CIPA Compliance  
Mr. McAnally provided an overview of the need for annual attestation of compliance with CIPA provisions in order for the school to participate in the e-rate consortium for discounted phone and Internet services.
- g. 2016-17 MHSAA Membership Resolution  
The Board reviewed the proposed resolution to continue membership in the Michigan High School Athletics Association.
- h. Fingerprint Processing Agreement Extension  
The Board discussed extending the school's service agreement with Grosse Ile Township School District for fingerprint processing services through June 30, 2017.

8. BUDGET HEARING

- a. CAO Open the Budget Hearing  
A motion was made by Mr. Brown and supported by Mr. Dandavati to suspend the Regular Board Meeting. The motion was approved unanimously.

In the absence of the Treasurer, Dr. Kennelly opened the Budget Hearing at 12:42 p.m.

- b. 2016-17 Proposed Budget Discussion  
Ms. Kaleefey provided the Board with the key assumptions and drivers of the preliminary 2016-17 budget. Mr. Angerer provided additional details on anticipated staffing for the level of projected enrollment. Ms. Walker stated that the school's recent national ranking by *U.S. News & World Report* is something parents in the community value highly and should be promoted actively.
- c. Public Comment on 2016-17 Proposed Budget  
There were no public comments on the 2016-17 proposed budget.
- d. Close the Budget Hearing  
A motion was made by Mr. Brown and supported by Mr. Dandvati to adjourn the Budget Hearing and resume the Regular Board Meeting. The motion was approved unanimously and the Budget Hearing ended at 12:50 p.m.

9. ACTION ITEMS

A motion was made by Mr. Brown and supported by Mr. Dandvati to:

- Approved the March 3, 2016 Board Meeting Minutes as presented;
- Approve the 2016-17 School Calendar as presented;
- Approve the 2016-17 Parent and Student Handbook as presented;
- Approve the 2015-16 Michigan General Appropriations Act (2015-16 Final Amended Budget) as presented;
- Approve the 2016-17 Michigan General Appropriations Act (2016-17 Preliminary Budget) as presented;

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- Approve the 2016-17 E-Rate Letter of Agency and CIPA Compliance;
  - Approve the 2016-17 MHSAA Membership Resolution;
  - Approve the Extension of the Fingerprint Processing Agreement with Grosse Ile Township School District;
  - Nominate Susan Walker for Appointment to the Board of Directors; and
  - Approve the Board President to sign the Audit Engagement Letter.
- The motion was approved unanimously.

10. BOARD COMMENTS

No Board comments were made.

11. PUBLIC COMMENT ON NON-AGENDA ITEMS

No public comments were made.

12. ADJOURNMENT

A motion was made by Mr. Brown and supported by Mr. Dandavati to adjourn the meeting. The meeting was adjourned at 12:54 p.m.

  
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Officer of the Board Signature ✓