

*Wellspring Preparatory High School
Board Meeting Minutes
Wednesday, May 11, 2016 at 7:30 am*

Meeting held at:

Wellspring Preparatory High School
1031 Page St NE
Grand Rapids, MI 49505

BOARD OF DIRECTORS	PRESENT	UNABLE TO ATTEND
Janice Hidalgo – Secretary	X	
Mark Lemoine – Director	X	
Pat Sandro – President	X	
Sheryl Siegel – Vice-President		X
Fred Slade - Treasurer	X	

Non-Board Members Attending:

- 1) Dave Angerer – Director of Educational Services, PrepNet
- 2) Laura Kaleefey – Controller, PrepNet
- 3) Jessica Knoth – Principal, Wellspring Prep
- 4) Sean McAnally – Board Representative, PrepNet
- 5) Tim Morris – BMCC Field Representative
- 6) Cindy Pointe – Parent
- 7) Aric Smith – Parent
- 8) Matt Stolz – Director of Curriculum & Instruction, PrepNet
- 9) Joseph Urban – Board Legal Counsel, Clark Hill

1. CALL TO ORDER

Mr. Sandro called the meeting to order at 7:30 a.m.

2. ROLL CALL AND BOARD APPROVAL OF THE AGENDA

Roll call was taken.

A motion was made by Mr. Slade and supported by Ms. Hidalgo to approve the Board Meeting Agenda as presented. The motion was approved unanimously.

3. PUBLIC COMMENT ON AGENDA ITEMS

No public comments on agenda items were given.

4. MANAGEMENT REPORTS

a. School Leadership Report

Ms. Knoth highlighted recent public rankings of Wellspring Prep in the U.S. News & World Report and Washington Post.

Ms. Knoth presented the draft 2016-17 School Improvement Plan Goals & Objectives and answered questions from the Board.

b. Board Fund Report

The Board reviewed Board Fund activity through April.

c. Charter Reauthorization – Board Analysis

The Board reviewed and discussed the draft Board Analysis prepared by the Reauthorization Team. The Board also discussed members' availability to attend the Reauthorization Meeting in Brimely on June 21st.

d. Facility Update

Mr. Angerer provided an update on the progress of the gym renovation, stating the project is on-schedule for completion by mid-August. He answered a question from the Board about feedback from neighbors.

5. COMMENTS BY AUTHORIZER

Mr. Morris stated he looked forward to meeting with the Reauthorization Team in Brimley.

On behalf of the BMCC Charter Schools Office, he thanked Mr. Sandro for his dedication and service to the Wellspring Prep Board. Mr. Sandro thanked Mr. Morris for his faithful presence at each Board meeting and ongoing support provided by the Charter Schools Office.

6. ANNUAL ORGANIZATIONAL MEETING

a. Annual Organizational Items

The Board discussed the annual appointments and designations.

b. Approval of the Annual Organizational Items Resolution

A motion was made by Ms. Hidalgo and supported by Mr. Slade to approve the Annual Organizational Items Resolution as discussed:

- Ms. Siegel as Board President; Mr. Lemoine as Vice President; Mr. Slade as Treasurer; and Ms. Hidalgo as Secretary;
- The Board Treasurer as the Chief Administrative Office (CAO) and the PrepNet Chief Financial Officer as the agent of the CAO;
- The PrepNet Board Representative as the school's Freedom of Information Act (FOIA) Officer;
- Clark Hill as Board Legal Counsel;
- Jason Pater as the school's AHERA Contact; and

- The Principal as the Title VI, Title IX, and Section 504 Coordinator.
The motion was approved unanimously.

7. DISCUSSION ITEMS

- a. 3rd Quarter Financial Statements
Ms. Kaleefey provided an overview of the 3rd quarter financial statements and answered questions from the Board about specific line items.
- b. 3rd Quarter Invoices
The Board reviewed the invoices for services rendered by PrepNet through March 2016.
- c. 2016-17 School Calendar
The Board reviewed the 2016-17 School Calendar.
- d. 2016-17 Parent and Student Handbook
Mr. McAnally reviewed the proposed changes to the 2016-17 Parent and Student Handbook, and answered questions from the Board about the changes and the process for how revisions are made.
- e. 2016-17 Final Amended Budget
Ms. Kaleefey provided an overview of the need for a final amended budget to comply with the Michigan Budget Act. The Board reviewed and discussed the proposed budget amendment.
- f. 2016-17 E-Rate Letter of Agency and CIPA Compliance
Mr. McAnally reviewed the need for the Board's annual attestation that the school's IT network meets the requirements of CIPA in order for the school to participate in the e-rate consortium for discounted phone and Internet service.
- g. 2016-17 MHSAA Membership Resolution
The Board reviewed the proposed resolution for continued membership in the Michigan High School Athletics Association.
- h. Lease Amendment
The Board reviewed the proposed lease amendment. Mr. McAnally stated that the lease amount change reflects greater utilization of the facility since the last amendment, as well as the investment in the gym renovation.

8. BUDGET HEARING

- a. CAO Open the Budget Hearing
A motion was made by Mr. Lemoine and supported by Mr. Slade to suspend the Regular Board Meeting. The motion was approved unanimously. The Budget Hearing was called to order at 8:20 a.m.

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b. 2016-17 Proposed Budget Discussion

Ms. Kaleefey provided an overview of the key assumptions and drivers of the proposed budget. She responded to questions from the Board about enrollment, the services agreement, and employee compensation.

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. Lollo and supported by Ms. Hidalgo to adjourn the Budget Hearing and resume the Regular Board Meeting. The Budget Hearing was adjourned at 8:31 a.m.

9. ACTION ITEMS

A motion was made by Mr. Slade and supported by Mr. Lemoine to:

- Approve the March 9, 2016 Board Meeting Minutes;
- Approve the Charter Reauthorization Board Analysis;
- Approve the 2016-17 School Calendar;
- Approve the 2016-17 Parent and Student Handbook;
- Approve the 2015-16 Michigan General Appropriations Act (2015-16 Final Budget Amendment);
- Approve the 2016-17 Michigan General Appropriations Act (2016-17 Preliminary Budget);
- Approve the 2016-17 E-Rate Letter of Agency and CIPA Compliance;
- Approve the 2016-17 MHSAA Membership Resolution;
- Approve the Lease Amendment; 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

Ms. Pointe asked a question about the school calendar, which Mr. Angerer responded to.

12. ADJOURNMENT

The meeting was adjourned at 8:37 a.m.


Officer of the Board Signature