



2111 Emmons Road  
Jackson, MI 49201

Telephone: (517) 768-7093      Facsimile: (517) 795-2375  
Website: www.JacksonPEC.org

**Jackson Preparatory & Early College  
Board of Governors Meeting  
Meeting Notes – Regular Meeting**

**Date:**            October 6, 2014  
**Time:**            6:00 p.m.  
**Location:**      Jackson College  
                         Potter Center – Board Room  
                         2111 Emmons Road  
                         Jackson, MI 49201

MEETING TYPE:	<input checked="" type="radio"/> Regular	<input type="radio"/> Special
MINUTES TYPE:	<input checked="" type="radio"/> Proposed	<input type="radio"/> Approved

**I. Call To Order**

The meeting was called to order by Chairman Rando at 6:00 p.m.

**II. Pledge of Allegiance**

**III. Board Governor Attendance:**

Governor Baltimore	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Governor Halsey	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Chairman Rando	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Governor Wilcox	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Governor Williams	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

Other Attendees: Amy Miller; Tony Hurst; Michael P. Masters; Dr. Daniel Phelan; Jeff Steers; Carmen White

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The Academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, 42 USC § 12101 et seq or any successor law. Should you require specific accommodation(s) please contact (517) 768-7093 prior to the meeting.

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**IV. Approval of Agenda**

Chairman Rando moved to add Employees Only to the agenda as agenda Item IX. Previous Business agenda Item IX would move to XII. Chairman moved to approve the agenda. Governor Williams seconded. The agenda was approved unanimously.

**V. Public Comment (reserved for agenda items only)**

The board heard no comments from the public.

**VI. Oath of Office – Zoe M. Wilcox**

Chairman Rando presided over the swearing in/oath of office for Zoe Wilcox. Notary Public Amy Miller witnessed the oath and notarized the resolution. Board approved unanimously.

**VII. Approval of September 2, 2014 Regular Meeting Open Meeting Minutes**

Governor Williams noted that September 2 minutes should reflect Chairman Rando's absence and that Governor Williams made the adjournment motion. Governor Baltimore moved to approve the minutes with changes as presented. Governor Halsey seconded the motion. The minutes were approved unanimously.

**VIII. Action Items**

**A. Board Policy Revisions – First Reading**

- i. Policy 0131.1 Charter Contract Bylaws and Board Operating Policies
- ii. Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
- iii. Policy 2260.01 Section 504/ADA Prohibition Against Discrimination Based on Disability
- iv. Policy 2370.01 On-line Blended Learning Program
- v. Policy 5330.01 Epinephrine Auto-Injectors
- vi. Policy 5517 Anti-Harassment
- vii. Policy 8142 Criminal History Record Check
- viii. Policy 8321 Criminal Justice Information Security
- ix. Policy 8420 Emergency Situations at the Academy

In the first reading, the Board discussed the 9 policy revisions. Dr. Halsey asked for the MCL on Epinephrine legislation, as well he noted that the epi-pens should last for more than one year; President Masters to check on MCL law as well as expiration date.

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Policy i, ii, iii, iv – motion made by Governor Williams; Governor Halsey supported.  
Policy v, vi, vii – motion made by Governor Williams; Governor Baltimore supported.  
Policy viii – motion made by Governor Williams; Governor Wilcox supported.  
Policy ix – motion made by Governor Williams; Governor Halsey supported.

#### **IX. Employees Only**

Carmen from EO presented on hiring and recruiting for JPEC. Stated the secondary ELA position had been filled and that we continue to look for a PT Social Studies teacher. Carmen mentioned the Teach for America Program; that JPEC will receive REP training onsite; that the JPEC employee handbook is loaded into the DarwiNet System; and that the staff has participated in bloodborne pathogen, hazardous materials and sexual harassment training.

#### **X. Information Items**

##### **A. Dean's Update**

- i. Dean Malmquist introduced JPEC student Naseba Ikram; Naseba spoke about National Junior Honor Society and the work she was leading at JPEC to start a NJHS Chapter. Naseba noted the focus that NJHS would have on community service.
- ii. President Masters introduced the Early College Student Council; the Student Council introduced themselves and provided an update on how the council was formed and the direction they are headed. Student Council President Hasan presented a few requests such as recycling bins in the classroom and additional PE in future terms. Governor Williams noted that the student council might embrace the student code of conduct and modeling for the entire student body at JPEC.
- iii. Staffing – Jonathon Marowelli was discussed by Dean Malmquist and Employees Only, prior in the board meeting.
- iv. NWEA – Measures of Academic Progress. Dean Malmquist spoke about NWEA-MAP testing in reading, writing and mathematics; 2<sup>nd</sup> MAP testing to

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occur in Winter Term. Governor Halsey asked about the high academic achieving students and differentiating; whether we also see the other end of the academic spectrum. Dean Malmquist noted that students scored across the continuum. Governor Williams asked if students would be differentiated within the classes; Dean Malmquist explained how differentiation and extended learning are implemented at JPEC

## **B. President's Report**

- i. Masters provided update on National School Lunch Program; currently awaiting replies on the second MDE approved RFQ sent to service providers. Governor Halsey asked if we felt students were intentionally forgetting their lunches. Masters stated that he did believe that was the case.
- ii. Masters provided update on enrollment. Count Day number was 227; however, schools have opportunity to continue to track absentee students from count day. The numbers are fluctuating around 237 with new students still inquiring and enrolling. Governor Williams asked Masters gut feel on the 227/237 numbers; Masters stated he feels we are/will be at 237.
- iii. MDE Charter School Planning/Implementation Grant Update on the closeout process for the planning grant Phase II, and the submittal of the Phase I Implementation Grant. Waiting for the last few checks to clear from the Phase II planning grant.
- iv. Professional Employment Organization . This update was moved to agenda Item IV, per Board approved agenda change.
- v. Board of Governor Onboarding Process – Masters stated that Governor Wilcox and he had met to begin work on development of a JPEC Board member onboarding process. Governor Wilcox spoke about onboarding process development and both she and Governor Halsey noted that the Michigan Association of School Boards had wonderful training programs - onboarding being one such example. Masters noted that JPEC would be working to join MASB, MEMCA and MAPSA.

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- vi. Business Management Services was discussed and that a financial reporting and budget revision would occur at the November 3 Board of Governors Regular meeting.

#### **XI. Extended Public Comment (limited to three minutes): Non-agenda items**

Mr. Tony Hurst spoke about the challenges he sees with JPEC in the first term. He asked that the Board be present within the school during school hours. Mr. Hurst stated that the promises on the JPEC website and what is occurring in the school do not marry-up. He also noted that the IT service has not been rolled out to the degree expected at this point. Mr. Hurst comments were respectfully accepted by the Board of Governors.

JPEC Teacher Dr. Bartholomew spoke about is perspective of current state at JPEC. He mentioned the lunch program and his concern that students were not bringing in/eating healthy lunches. Dr. Bartholomew's comments were respectfully accepted by the Board.

#### **XII. Previous Business**

President Masters updated the Board on the previous business question regarding the JPEC Procurement Policy. Governor Halsey commented that he was pleased the policy seeks multiple bids and that JPEC was working toward a preferred vendor list.

#### **XIII. Board of Governors Comment**

Governor Halsey requested that a financial report be provided to the Treasurer on a monthly basis and to the board quarterly. Governor Halsey stated that some parents are asking about starting up a JPEC foundation of sorts. Also, stated the need for a Parent Advisory Group. Governor Baltimore was pleased to see students and thanked them and Tony Hurst for his comments. Governor Wilcox spoke about the Student Councils request for additional XBlock and PE times.

#### **XIV. Adjournment**

Governor Rando moved that the meeting adjourn. Motion seconded by Governor Halsey. The meeting adjourned at 7:21 p.m.

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**Minutes Certification:**

Proposed minutes respectfully submitted,

\_\_\_\_\_  
Board Secretary /Recording Secretary

\_\_\_\_\_  
Date

Approved by the Board of Governors on November 3, 2014.

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

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- iv. Parent Advisory Group Summary
- v. EDUStaff up and running
- vi. NWEA Training
- vii. Employee Insurance Update

- IX. Extended Public Comment (limited to three minutes): Non-agenda items
- X. Board of Governors Comment
- XI. Adjournment

**Minutes available at:**

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This meeting is a meeting of the Board of Governors in public for the purpose of conducting the Academy's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated on the agenda.

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