



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: November 3, 2014
Time: 6:00 p.m.
Location: Jackson College
Potter Center – Board Room
2111 Emmons Road
Jackson, MI 49201

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

I. Call To Order

The meeting was called to order by Chairman Rando at 6:04 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: Dr. Jim Goenner; Michael P. Masters; Dr. Daniel Phelan; Jeff Steers; Carmen White; Darrell

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Norris; Shafaa Ikram; Naseebah Ikram; Noor Subhani; Bianca Fulara; Zack Shoquist; Ayoub Huwais; Heather Hillman; Hassan Ahmad; Stevie Halmon; Scott Bogner

IV. Approval of Agenda

Governor Halsey 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. Approval of October 6, 2014 Regular Meeting Open Meeting Minutes

Governor Williams moved to approve the minutes. Governor Wilcox seconded the motion. The minutes were approved unanimously.

VII. Early College Student Council Update

Student President Hassan presented brief PowerPoint, requesting recycling bins in each classroom; mentioning the recent powder-puff and flag football games during spirit week; and noting the upcoming leaf rake event, dodgeball tournament, fall formal, and canned food drive. Chairman Rando, Governor Baltimore, Governor Williams and Governor Baltimore posed sundry questions. Stevie Halmon – vice president – spoke about designing uniforms for basketball; Governor Halsey asked if there was a deadline; Governor Williams asked if there were complaints about the volleyball uniforms. It was noted there have been no known complaints about the uniforms.

VIII. Employees Only Report

Carmen presented and wished everyone an early Happy Thanksgiving. She mentioned hiring of PT staff and termination of a PT employee. Noted that EO has posted with Pure MI and at Spring Arbor University for PT teachers and substitutes. She updated the Board on where employees were at with blood borne pathogen training, hazardous materials, etcetera. Governor Baltimore asked question about the modules and Governor Halsey asked question about the staff failure to take the modules. President Masters clarified that the reason for the delay was the JPEC staff were not receiving emails from SafeSchools, but the problem had been rectified on the SafeSchools end.

IX. JPEC Financial Report

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Darrell Norris presented on the financial report. He walked through the revenue and expense section; discussed the fund balance; reported current per pupil funding model is based upon 230 students; mentioned that we are purchasing accounting software suited for K-12 State of MI chart of accounts requirements.

X. Action Items

A. Board Policy Revisions – Second Reading

- i. Policy 0131.1 Charter Contract Bylaws and Board Operating Policies
Motion by Governor Halsey, seconded by Governor Wilcox. Unanimous decision to adopt.
- ii. Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
Motion by Governor Wilcox, seconded by Baltimore. Williams made comments about the Boards previous discussions on this policy and that certain classes within the policy are not federally protected. Unanimous decision to adopt.
- iii. Policy 2260.01 Section 504/ADA Prohibition Against Discrimination Based on Disability
Motion by Governor Williams, seconded by Governor Halsey. Governor Halsey asked question as to how often names would be updated in the JPEC Handbook, to reflect Board appointments. Unanimous decision to adopt.
- iv. Policy 2370.01 On-line Blended Learning Program
Motion by Governor Baltimore, seconded by Governor Halsey. Unanimous decision to adopt.
- v. Policy 5330.01 Epinephrine Auto-Injectors
Motion by Governor Wilcox, seconded by Governor Williams. Governor Halsey questioned the 1 year expiration date on the injectors. Also questioned if employees who administer the shot are legally covered. Carmen from EO is checking on EO coverage. Unanimous decision to adopt.
- vi. Policy 5517 Anti-Harassment
Motion by Governor Williams, seconded by Governor Baltimore. Unanimous decision to adopt.
- vii. Policy 8142 Criminal History Record Check
Motion by Governor Halsey, seconded by Governor Baltimore. Governor Williams asked question about who/how named in JPEC Board Policy.

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President Masters explained the JPEC Board policy. Unanimous decision to adopt.

viii. Policy 8321 Criminal Justice Information Security

Motion by Governor Halsey, seconded by Governor Baltimore. Unanimous decision to adopt.

ix. Policy 8420 Emergency Situations at the Academy

Motion by Governor Williams, seconded by Governor Wilcox. Governor Halsey asked if the dates/timeframes and number of drills was State mandated. President Masters stated the numbers, types and timeframes were indeed State mandated and that all drills/outcomes would be uploaded onto the JPEC website as per State requirements. Unanimous decision to adopt.

B. Jackson College – Jackson Preparatory & Early College Charter Amendment

i. Schedule 7 Section B; Schedule 7 Section E

Governor Williams made motion to approve Charter Amendment; Governor Wilcox seconded. Board approved Amendment unanimously.

C. JPEC School Attendance Policy

President Masters explained that while School Attendance Policy is not a State required policy, it is recommended provided that pupil accounting guidelines might review for such policy in a pupil audit. The first reading and review was performed by the Board of Governors.

D. JPEC 2014-2015 School Approved Courses

President Masters explained that while the Board was not required to approve courses, again it is best given that pupil accounting guidelines might review for such in a pupil audit. Motion by Governor Halsey and seconded by Governor Baltimore to approve the course list provided. Board approved unanimously.

XI. Information Items

A. Dean's Update

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- i. Dean Malmquist requested the Board approve an agenda change so Dean Bosheff could report on pupil accounting. Board approved the change. Bosheff reported on her work with the JCISD pupil accounting group. She has uploaded JPEC data to the State in MSDS; noted the audit packet work she has accomplished with Victoria Burke at the JCISD. Governor Halsey asked question about the count of students. Governor Williams asked when closure of process will occur; Bosheff noted JPEC certifies on November 12th.
- ii. and iii. Dean Malmquist introduced teacher Heather Hillman to speak about the mock trial on the causes of the American Revolution project in her social studies courses. Student Naseebah Ikram presented on her role in the trial; student Ayoub Huwais presented and Governor Williams asked about taxation without representation as part of the cause. Student Bianca Fulara presented on her role; student Noor Supanin presented on her role in the trial; student Zack Shoquist presented on what he learned and how he particularly liked the learning activity. Heather Hillman wrapped up the project presentation. Dean Malmquist then updated the Board on National Junior Honor Society numbers. That NJHS is planning the induction ceremony with NJHS to begin meeting in Term II. Dean Malmquist updated the Board on academics and the subs coming in from IEE to perform curriculum planning with teachers. He noted the common template on how teachers are communicating with parents and that we are setting a calendar of communications. He spoke about academic accommodations and shifts based upon NWEA assessments. Governor Halsey asked question as to whether Shane is comfortable with where academics stand; Malmquist noted that he is pleased with the progress we are making. Governor Williams noted that communication to parents about academics was critically important. Governor Baltimore asked about the criteria to enter NJHS; Malmquist noted that it was based upon an essay students wrote as part of the application process to NJHS.

B. President's Report

- i. Masters provided update on National School Lunch Program; noted that the second MDE approved RFQ that was sent to service providers produced no positive responses of interest.

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- ii. Masters stated that Dean Bosheff had covered in her earlier comments.
- 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. President Masters noted that the last check had just cleared and that he would be working to closeout Phase II of the planning grant and move forward with the Implementation Grant.
- iv. President Masters noted that letters had been mailed to select parents requesting their participation on a JPEC Parent Advisory Group. The group would consist of 7 parents, as well as Dean Malmquist and President Masters. He also noted that letters had been sent to approximately 15 students to request their participation on the JPEC Early College Student Focus Group.
- v. President Masters noted that JPEC was within days of having everything established and in place to hire substitute teachers via EDUStaff. The JCISD and local districts all utilize EDUStaff and JPEC would become a 3rd party to the JCISD agreement.
- vi. President Masters provided update on AOS regarding PowerSchool and NetOps. PowerSchool is nearly complete in being setup and NetOps was deployed - yet AOS is working with NetOps to determine the cause and fix to a few glitches.

XII. Extended Public Comment (limited to three minutes): Non-agenda items

The board heard no comments from the public.

XIII. Previous Business

Governor Williams made comment about the organizations that JPEC may be contemplating joining . . . and to consider budget in those decisions.

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XIV. Board of Governors Comment

Governor Halsey asked question about the student suspensions that had occurred at JPEC and the next steps. Dean Malmquist replied to the next steps and the return to school process.

XV. Adjournment

Governor Rando moved that the meeting adjourn. Motion seconded by Governor Halsey. The meeting adjourned at 7:27 p.m.

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Minutes Certification:

Proposed minutes respectfully submitted,

Board Secretary /Recording Secretary

Date

Approved by the Board of Governors on December 1, 2014.

Board Secretary

Date

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