



Jackson Preparatory & Early College

**Jackson Preparatory & Early College
Board of Governors Meeting
Regular Board Meeting – Wednesday, May 31, 2017**

Date: May 31, 2017
Time: 5:30 p.m.
Location: Jackson College
2111 Emmons Road
Potter Center - Board Room

1. Call to Order

The board meeting was called to order by Mr. Jon Williams at 5:35 pm

2. Pledge of Allegiance

3. Roll Call – Declaration of Quorum

Board:

Chairman	Dr. Rob Rando	Absent
Vice-Chair	Mr. Jon Williams	Present
Treasurer	Mrs. Zoe Wilcox	Present
Secretary	Dr. David Halsey	Present
Trustee	Dr. Rebekah Woods	Present
Trustee	Mr. Steven Hogwood	Present
Trustee	Mrs. Cheryl Schantz	Present

Authorizing Body:

President	Dr. Phelan	Absent
NCSI	Don Cooper	Present
Finance	Daryl Norris	Present

4. Review and Approval of Agenda

The May 31, 2017 agenda was reviewed and approved.

Motion made by S. Hogwood and seconded by C. Schantz.

Vote: Yes (6), No (0)



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5. Public Comment Related to Agenda Items –

-Hassan Ahmad: speaking on behalf of student Ryan Hilleary for appeal in district reinstatement.

-Ted Hilleary: Ryan Hilleary's grandfather, also speaking on Ryan's behalf for his appeal back into the district.

-Karen Hilleary: Ryan Hilleary's mother, speaking on Ryan's behalf for appeal back into district.

6. Action Items

A. Approve April 24, 2017 Board Meeting Minutes

Motion made by J. Williams and seconded by Z. Wilcox

Vote: Yes (6), No (0)

B. Student Appeal for Reinstatement to the district

J. Williams provides opportunity to go into a closed session.

Mr. Hilleary would keep it open, Mr. Malmquist advises for a closed session.

Decision is keep session closed.

Session opens back up- J. Williams to motion to bring it back to next board meeting

i. Vote: Yes (6) No (0)

J. Williams motions to move 9.C agenda item up to before 6.C, for guest presenters

Vote: Yes (6), No (0)

C. Adoption of Board Policy – President's Job Description

Motion made by J. Williams and seconded by S. Hogwood.

Vote: Yes (6), No (0)

D. Adoption of Board Policy – Monitoring Presidential Performance

Motion made by S. Hogwood and seconded by J. Williams.

Vote: Yes (6), No (0)

E. Approval of 2016-17 Academic Calendar

A. 204 Calendar for EC and CP

B. EC Calendar

i. Differences in breaks, EC more aligned with college breaks

ii. School year extended into August to align with summer term dual enrollment

iii. 14-15 week terms with a one week break in between each term

iv. Intersession not included on EC calendar, due to Intersession was



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meant for College Prep, per charter--EC attendance for Intersession is very low

- v. *Intersession Fridays not included on EC calendar, concern for dual enrolled students not attending on Fridays.*

C. CP 204 Calendar

- i. *Differences with EC 204 calendar, no week long break in March, instead there would be an extended weekend and again in May*
- ii. *Feedback from students and faculty was there was a need for extended breaks between terms*

Motion made to approve 2017-2018 Calendars by J. Williams and seconded by D. Halsey.

Vote: Yes (6), No (0)

7. Policy First Readings

D. Financial Condition

- i. *Item 6- may require state guidance*
- ii. *Changes will be made at second meeting*

E. Communication & Counsel to the Board

- i. *Expectations appear to be accurate*

8. Informational Items

A. Golf Outing

*Received sponsors to fund entire event
Only have 5 teams, looking towards 36 teams
Reduced rates for teams with teachers*

B. End of Year Picnic

*July 14th, 5PM at Cascades Park
Celebration for all students- current and incoming*

C. Summer Board Retreat

*Two retreats per year
S. Malmquist looking for dates for board retreats
A. Elfe to send out requests for dates
S. Malmquist send out proposed retreat dates*

9. Board Reports

A. Finance Report- D. Norris & Gimmie. P

i. April Financials- Gimmie. P

- a) *1/12th accrual method was used*
- b) *\$483,298 of income over expenditures*
- c) *\$150,000 of income set aside for new technology*
- d) *Spent less money on dual enrollment*

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- e) *\$563,000 still due from the state*
 - ii. 2017-2018 Budget- D. Norris
 - a) *Additional items can be added to bonds*
 - b) *HJ Simms to issues bonds to JPEC- non-rate municipal bonds*
 - c) *20 year mortgage for new building*
 - d) *B. Hogwood suggests Horizon Bank, C. Schantz suggests Huntington Bank-- concerned for high rates*
 - e) *Highlights from 17-18 Budget- Gimmie. P*
 - a. *potential raise per student*
 - b. *higher student enrollment*
 - c. *dual enrollment budget capped at \$700,000 for next year, \$80,000 less budgeted for this year*
 - d. *Hiring one new teacher*
 - e. *Assumed 3% raise*
 - f. *Almost grade level caps*
 - g. *Raises for next year*
 - i. *Meeting state averages for teaching salary, lower than local averages*
 - ii. *Looking towards merit based payment, developed by committee*
 - h. *All debt to college repaid*
- B. President's Report
- i. Student Community Monitoring Report
 - a) *Sent to board members 5/30/17*
 - b) *Highlights*
 - a. *Tracking community progression in leadership and academic teams*
 - b. *Covers athletics to student culture*
- C. Facilities Report- Jim Jones
- i. Site Plan
 - a) *J. Jones explains beltway that would be connected to Hague road, and concerns for the grating of Hague road.*
 - b) *Preliminary plans for beltway were recently received*
 - c) *Entrance to created for easy student pick up and drop off*
 - d) *To help save costs, roadway will cut through future land*
 - e) *JC will have to re-locate soccer field, but spot is ideal financially*
 - ii. Architecture/Design- J. Covale
 - a) *Cut 1.1-1.2 millions dollars from original budget*
 - b) *Front entry design has not changed from original design*
 - c) *Administrative space has expanded for more faculty space, due to*



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- multipurpose space being repurposed*
- d) *Multipurpose room was downsized, to reduce costs, so that classroom sizes would remain the same size as original design*
- e) *Classrooms would have cost effective heating system, which changed roof design from flat to pitched*
- f) *Saved money by cutting designs from original blueprint*
- g) *Halsey expresses concern for electric heating system in school.*
- h) *Heating system is used in a common hotel room, and windows are open for ventilation. Air conditioning is also accessible through this system of heating/cooling*
- i) *Regained additional workspaces between classrooms*
- j) *Plans for outdoor patio space*
- iii. Construction Timeline- Mike Bullinger
 - a) *State site review could take time to get approved*
 - b) *Date of 100% completion- July 2018*
 - c) *Site work to begin in September*
 - d) *Floors to be put in by November, concerned about floors freezing up, would have to heat ground, which could create expenses*
 - e) *If ground can be put down, then completion should follow timeline*
 - f) *State permit process- if a shell package can be created, the permits will come quickly*
- iv. Construction Budget- Mike Bullinger
 - a) *Site work/demolition to cost about \$400,000*
 - b) *Concrete- \$147,000*
 - c) *Masonry- \$56,000*
 - d) *Carpentry- \$465,000*
 - e) *Doors/Windows- \$231,000*
 - f) *Interior Finishes- \$366,000*
 - g) *Specialities- \$34,000*
 - h) *Mechanicals- \$350,000*
 - i) *Electrics- \$474,000*
 - j) *Grand Sub-Total- \$2,845,965*
 - k) *Total Construction Cost- \$3,497,529*
 - l) *Hogwood brings up concern for operational costs, would like to have projected operational costs.*
 - m) *Concerns for additional rent with EC classes still being held at JC*
 - n) *Operational costs already built into JPEC building budget, however those numbers are projections*

-Motion to move 9A to on the agenda, J. Williams

Vote: Yes (6), No (0)

D. Legislative Report



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i. Update

- a) *State budget- three parties in stalemate with what to do with teacher retirement*
- b) *School aid budget is unsettled right now, there will be an increase per pupil, at least \$100 at this point*
- c) *401k moved away from Employees Only to state provided 401k plan*
- d) *Money for dual enrollment is still uncertain*

E. Provost Report

i. No comment

10. Authorizer Items

A. No comment

11. Extended Public Comment

No comment.

12. Board of Governors Comment

Room for JPEC to grow and find the best team possible!

- *S. Malmquist- highlighting medical pathway created by EC faculty and graduate students team teaching with JPEC faculty*

13. Adjourn – The meeting was adjourned by J. Williams at 8:20 pm.

Certification by Secretary: Laura Van Wormer (Interim Secretary)

I certify that, to the best of my knowledge, that the foregoing minutes of the May 31, 2017 meeting of the Board of Governors is accurate and correct.

Secretary Dr. David Halsey

Date

Minutes Prepared by Laura Van Wormer

Proposed minutes are available for public inspection within eight (8) business days.
Approved minutes are available for public inspection within five (5) business days after approval.
Contact Address: 2111 Emmons Road, Jackson, MI 49201 517.768.7093