

Jackson Preparatory & Early College



Jackson Preparatory & Early College Board of Governors Meeting Special Meeting – Monday, August 15, 2016

Date: August 15, 2016
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 Jon Williams at 5:34 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	Mrs. Rebecca Woods	Present
Trustee	Mr. Steven Hogwood	Present

Authorizing Body:

4. Review and Approval of Agenda

The November 27, 2017 agenda was reviewed and approved with the change of part b of VI moved to the President's Report.

Motion made by Jonathon Williams and seconded by Zoe Wilcox.

Vote: Yes (5), No (0)

5. Public Comment Related to Agenda Items – No comments were made.

6. Board Reports

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7. Action Items

- A. Approval of July 18, 2016 Regular Meeting Minutes.

Vote: Yes (5), No (0)

8. Board Updates

- A. President's Report

- i. Staffing Update

Addition of Gimmie Pilaczynski (Accountant)

- ii. Budget Policy & Procedure

Implementing a formal policy and procedure. Cash handling policy for all staff to sign.

- iii. Enrollment Update

Current enrollment is at 368. Additional attrition did occur.

County school early start may impact our numbers.

- iv. Application Window

a) Proposing a date to close application window. Section 25 will still be in place. With the influx of students - we have a space constraint and having appropriate staff.

- v. Finance Committee Update

Members include: Zoe Wilcox, Gimmie Pilaczynski Recommended: Steven Hogwood, Cheryl, Dr. Woods

Tentative Schedule: up to finance committee, at least once per month

Answer by September 7th, 2016 (next regular board meeting)

- vi. Audit Update

End of September/beginning of October – usually takes 7 days

9. Authorizer Items

- A. Will be reaching out to spend time with each board member for retreat.

Agenda/docs will be sent out several days before the meeting.

- B. Have been in contact with Employees Only, representative from Employees Only will be present at retreat.

10. Board of Governors Comment

- A. Approving of Closed Meeting Minutes – Process

- B. Posting commercial on our social media.

- C. Short term loan option – follow up call is scheduled with Mr. Malmquist with Scott from Oakridge Financial.

- D. Presented to Hurst Foundation Board – no follow up questions asked.

11. Adjourn – The meeting was adjourned by Jon Williams at 6:32 pm.

Certification by Secretary:

Jackson Preparatory & Early College



I certify that, to the best of my knowledge, that the foregoing minutes of the August 15, 2016 meeting of the Board of Governors is accurate and correct.

Secretary Dr. David Halsey

Date

Minutes Prepared by Alex Elfe

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