

Jackson Preparatory & Early College



Jackson Preparatory & Early College Board of Governors Meeting Special Meeting – Wednesday, September 7, 2016

Date: September 7, 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 Dr. Rando at 5:31 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:

President	Dr. Phelan	Present
NCSI	Don Cooper	Present

4. Review and Approval of Agenda

The September 7, 2016 agenda was reviewed and approved.

Motion made by Dr. Rando and seconded by Dr. Halsey

Vote: Yes (6), No (0)

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

6. Board Reports

Jackson Preparatory & Early College



7. Action Items

A. Approval of August 18, 2016 Regular Meeting Minutes.

Vote: Yes (6), No (0)

B. Set Financial Committee & Schedule

Recommendations: Zoe Wilcox, Steven Hogwood, Cheryl Shantz, Rebecca Woods

Recommended Schedule: Tabled.

Motion to appoint finance work group: Zoe Wilcox, Steven Hogwood, Rebecca Woods.

Finance Work Group will review the finances with auditor before the audit is presented to the full board.

Motion made by Dr. Rando and seconded by Dr. Halsey.

Vote: Yes (6), No (0)

8. Board Updates

A. President's Report

i. Accountant Transition

ii. June 2016 Financial Statement

Line item: Income Over and Under expenditures. Amended budget states a loss of \$60,000 in actuality loss was \$30,000. (Title I, Title II, Section 31a).

iii. Budget Policy and Procedures

Have been reviewed with Accountant, will be adjusted and presented to the board.

iv. Audit Update

Patrick from Audit is planning to meet next week to go over plan. Audit will happen in next 3 weeks.

Items are still being provided to auditor.

v. Enrollment Update

Current number is at 389. Projected the number for October is going to be fairly close to this. 37% increase.

Per pupil rate \$7,511.

vi. Staffing Update

Scarlet Sager – English Department, Sarah Shirk – Art Department, Jerry Waddington – Physical Education Department.

Still looking for social studies instructor.

Still looking for Special Education instructor.

B. Provost's Report

i. Dual enrollment update and projections

Projection: \$214/credit

Cost Fall Term: \$171,200 (112 students, 800 credits)

Cost Winter Term: \$220,000 (135 students, 1027 credits)

Cost Spring Term: \$220,000 (135 students, 1027 credits)

42% of classes were 4.0.

Median grade is a 3.5.

Jackson Preparatory & Early College



ii. 2016-17 program highlights

Last Year: Achieve 3000 program for literacy was implemented. With first year of use we had 14 students complete over 40 lessons average lexile 540 (4th grade level), those students ended at a high 6th grade reading level.

This year: Big emphasis on stretch goals. At PD trainer for Achieve 3000, showed instructors how to implement. Goal of students reaching 80 lessons. Reaching out to Bryan from UofM, wants to partner with to have a master's candidate visit. Data organization will give answers. Implementing soft skill scores.

9. Authorizer Items

Expresses thanks for participating in board retreat. Scheduling a booster work shop in early 2017.

10. Extended Public Comment

Bus Program – Providing bus passes to qualifying students based upon Title I funding. Application, due date once a month, if a student qualifies, receives a bus pass for 31 days. Must be renewed per month.

11. Board of Governors Comment

Bullet points for Fall term presented to the board for promotional items.

12. Adjourn – The meeting was adjourned by Dr. Rando at 6:51 pm.

Certification by Secretary:

I certify that, to the best of my knowledge, that the foregoing minutes of the September 7, 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