

# Jackson Preparatory & Early College



## Jackson Preparatory & Early College Board of Governors Meeting Annual Board Meeting – Monday, January 23, 2017

Date: January 23, 2017  
Time: 5:30 p.m.  
Location: Jackson College  
2111 Emmons Road  
Potter Center - Board Room

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### 1. Call to Order

The board meeting was called to order by Dr. Rando at 5:38 pm

### 2. Pledge of Allegiance

### 3. Roll Call – Declaration of Quorum

#### Board:

|            |                     |         |
|------------|---------------------|---------|
| Chairman   | Dr. Rob Rando       | Present |
| Vice-Chair | Mr. Jon Williams    | Present |
| Treasurer  | Mrs. Zoe Wilcox     | Present |
| Secretary  | Dr. David Halsey    | Present |
| Trustee    | Mrs. 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 | Absent  |

### 4. Review and Approval of Agenda

The January 23, 2017 agenda was reviewed and approved.  
Motion made by R. Rando and seconded by Cheryl Schantz  
Vote: Yes (7), No (0)  
Moving Student Rep forward in the agenda.  
Moving State Rep. Julie Alexander to 5C.

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



## 6. Action Items

### A. Student Representative Update – Ayoub Huwais

*Reached out to President of Albion College and coming to visit JPEC on January 30. We hope to establish connections in many degrees at Albion College. This is the first step of the student outreach challenge.*

*Party Planning Committee – run by Aaron Frechette. Created to get student government focused on more important things.*

*Student recommendation form – Having students create what they want in JPEC, not student government.*

### B. State Representative Julie Alexander

*State Representative for 64<sup>th</sup> District. Currently has a JPEC student as her political intern. Has a strong background in education and has been a public school teacher for many years through Hanover Horton and Grass Lake Schools.*

*\*Adding Legislative update on agenda to keep JPEC Board up to speed.*

### C. Approval of December 5, 2016 Board Meeting Minutes

*Motion made by D. Halsey and seconded by C. Schantz.*

*Vote: Yes (7), No (0)*

### D. Election of Board Officers

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

*Vote: Yes (7), No (0)*

### E. Appointment of Chief Administrative Officer

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

*Vote: Yes (7), No (0)*

### F. Approval of Finance Policies

*Motion made by D. Halsey and seconded by S. Hogwood.*

*Vote: Yes (7), No (0)*

*6210 - Changing the wording on part one of 6210 to “but not limited to...”. Also removing the second part of section two.*

*Removing the “Whenever practicable” after the fund balance statement.*

*6220 – adding a time table to when they need to review and approve.*

*6230 – adding a time table to budget hearing 5 days prior to adoption.*

*6231 – no changes. Educational Service Provider (ESP) is Shane Malmquist.*

*\*\*Financial Committee will determine a Budget Timeline at their next meeting in February*

*Motion to table of establishing Budget Timeline by R. Rando.*

*Vote: Yes (7), No (0)*

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## G. Appointment/Reappointments

- i.** FOIA, Civil Rights, Title IX Coordinator(s)  
Motion made by D. Halsey and seconded by Z. Wilcox.  
Vote: Yes (7), No (0)
- ii.** McKinney-Vento Homeless Liaison  
Motion made by D. Halsey and seconded by Z. Wilcox.  
Vote: Yes (7), No (0)
- iii.** Auditor  
Motion made by D. Halsey and seconded by Z. Wilcox.  
Vote: Yes (7), No (0)
- iv.** Legal Counsel  
Motion made by D. Halsey and seconded by Z. Wilcox.  
Vote: Yes (7), No (0)
- v.** Electronic Transfer Officer  
Motion made by D. Halsey and seconded by Z. Wilcox.  
Vote: Yes (7), No (0)
- vi.** Assistant Secretary  
Motion made by D. Halsey and seconded by Z. Wilcox.  
Vote: Yes (7), No (0)
- vii.** Individuals authorized for contract negotiations  
Motion made by D. Halsey and seconded by Z. Wilcox.  
Vote: Yes (7), No (0)

## H. Adoptions

- i.** Deposit designation for Board funds  
Motion made by S. Hogwood and seconded by J. Williams.  
Vote: Yes (7), No (0)
- ii.** Principal print media sources  
Motion made by J. Williams and seconded by C. Schantz  
Vote: Yes (7), No (0)
- iii.** Authorized bank account signatories  
Motion made by S. Hogwood and seconded by D. Halsey.  
Vote: Yes (7), No (0)

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## 7. Board Reports

### A. President's Report

#### i. Financial Statements – November

*When setting calendar meeting for 2017, making the dates where financial statements are only one month behind.*

*\*\*\*JPEC Will propose a 4<sup>th</sup> week Monday meeting calendar and send to board.*

#### ii. JPEC Growth and General Update

*Currently 384, increase of 105. Attrition of 4 students, but added 7 for winter term. A growth from Fall count to Winter count.*

*Each grade has almost a full 50/50 Male to Female ratio.*

*37% of our student population qualify for Free and reduced lunch.*

*53% of our student population qualify for at risk funding.*

*Marketing efforts – radio ads, TV commercials, word of mouth, open houses, social media.*

*Fundraisers – Turkey Bowl, Golf Outing, Parent dinner in planning, End of Year Picnic.*

*\*\*\*Cash Bash, Gold Rush, etc. types of fundraisers may be great for JPEC.*

*Grants – Federal Rural Grant - \$24,000, 2 Robotics Grants - \$20,000*

*CP – Capstone Projects*

*NWEA – 20% increase in the number of students demonstrating high average or above in annual growth. 40% of year 3 are scoring on a high average or above in Language.*

### B. Provost Report

#### i. Early College Pathway Update

*Meetings with advancing the pathway of manufacturing. Partnering with JAC3.*

#### ii. Fall and Winter Terms Dual Enrollment Update

*Fall – 650 credits ~ 11 full associate's degrees. Earned at 2.0+ GPA*

*Average 2.8. Median GPA 3.0*

*Winter – 900 credits*

### C. Student Representative Report – moved to beginning of meeting.

## 8. Authorizer Items

*No items.*

## 9. Extended Public Comment

*No comment.*

## 10. Board of Governors Comment

*Finance Committee Meeting date?*

# Jackson Preparatory & Early College



**11. Adjourn** – The meeting was adjourned by Dr. Rando at 6:57 pm.

Certification by Secretary:

I certify that, to the best of my knowledge, that the foregoing minutes of the January 23, 2017 meeting of the Board of Governors is accurate and correct.

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Secretary Dr. David Halsey

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Date

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Minutes Prepared by Alex Elfe

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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