

Jackson Preparatory & Early College



Jackson Preparatory & Early College Board of Governors Meeting Regular Board Meeting – Monday, August 20, 2018

Date: August 20, 2018
Time: 5:30 p.m.
Location: Jackson College
2111 Emmons Road
Potter Center - Board Room

1. Call to Order

Zoe Wilcox called the meeting to order at 5:32pm.

2. Pledge of Allegiance

3. Roll Call – Declaration of Quorum

Board:

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

Authorizing Body:

President	Dr. Phelan	Absent
	Jeremy Frew	Absent
	Darrell Norris	Absent

4. Review and Approval of Agenda

The August 20, 2018 agenda was reviewed and approved.
Motion made by C. Schantz and seconded by S. Hogwood.
Vote: Yes (5), No (0)

5. Public Comment Related to Agenda Items

Jackson Preparatory & Early College



No comment.

6. Action Items

A. Approval of June 18, 2018 Board Minutes

Motion made by Z. Wilcox and seconded by D. Halsey

Vote: Yes (5), No (0)

B. Adoption of Financial Audit Report

Motion made by S. Hogwood and seconded by D. Cooper.

Vote: Yes (5), No (0)

Independent Auditor's Report: ...present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of JPEC.

JPEC's financial position remains positive after the academy's fourth year of operations.

Total cost of instructional programs: \$1,787,484 of total revenue.

Fund balance: \$738,915

Fund balance of 2017-18: \$295,777

No compliance issues.

C. Adoption of Board Policy – Global Limitations

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

Vote: Yes (5), No (0)

D. Adoption of Board Policy – Treatment of Staff & Parents/Guardians

Motion made by S. Hogwood and seconded by D. Cooper.

Vote: Yes (5), No (0)

In some capacity, in this policy, getting feedback is valued. Will expect admin to collect feedback.

E. Adoption of Board Policy – Governance Process

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

Vote: Yes (5), No (0)

7. Informational Items

A. Board ENDS Monitoring

Indicators (sub-bullets) – points talked about at previous times.

This adds additional work, but also allows structure to collect information LT already has and allows us to start getting comparisons.

Review timeline – for sept/oct meeting to be accepted. The rest would like to start reports in February.

Jackson Preparatory & Early College



B. President Evaluation Process/Board Self-Assessment

Select process – policy on when/how both individual and collective.

Particular items/questions of each to create their own.

September – Recommendations on what used

October – give example

November – Edits

December – Approved

January – Used

Question is board members evaluate each other.

8. Policy First Readings

A. Treatment of Staff

Read over, no comments.

B. Asset Protection

Read over, no comments.

9. Board Reports

A. Finance Report

i. June Financials

Auditor was able to present audited final year statements.

Very good position for 4 year institution. We are first board presentation of all other charter schools that they process, great achievement from past.

Good standing, no comments.

ii. July Financials

\$249,389 of revenue – this is 1/12 of state funding received

Spent ~\$73,000 in expenditures.

This is an addition of cleaning services, about \$2,500/month

Nothing out of the ordinary.

This month was big for contracts, insurance, payroll, and school supplies.

iii. Outstanding Invoices

Only have 4 outstanding invoices, JC Lease payment for July, Substitute teacher contract fee (annual), alert solutions (our communication system), and MSBOA. Great!

B. President's Report

a) Enrollment Report

**Board be informed of #'s if cap is reached.*

Jackson Preparatory & Early College



*Motion to increase caps to 55 in each 7th and 8th grades.
Motion made by C. Schantz and seconded by D. Halsey.
Yes (5) No (0).*

*Currently at 389 students
Focusing on messaging/marketing of CP students.
Adjust caps to increase overall numbers, but manage effectively in each program.
No self-contained 6th grade this year.*

*b) Cleaning Staff Update
Very nice! Doing a great job.*

*c) Faculty Staffing Update
2 new. Very pleased!
Rachel King and Kelly Houle.
Will join us at next board meeting.*

*d) Programmatic Update
CP Math – lowest area, increasing math to every day instruction with 60 min blocks and 90 min blocks. Eliminating Math XL in the early college.
Transitioning to illustrative math. This is better aligning to PSAT/SAT.*

C. Legislative Report
Out of session. .

D. Provost Report
No Comment.

10. Authorizer Items

**JC to provide building update at each meeting moving forward.*

11. Extended Public Comment

No Comment.


12. Board of Governors Comment

13. Adjourn – The meeting was adjourned by Dr. Rob Rando at 7:17 pm.

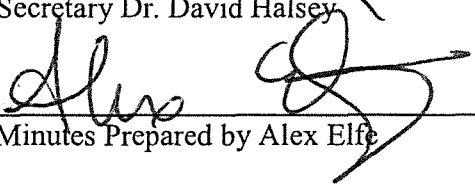
I certify that, to the best of my knowledge, that the foregoing minutes of the August 20, 2018 meeting of the Board of Governors is accurate and correct.

Jackson Preparatory & Early College




Secretary Dr. David Halsey

9/24/18
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.