

Jackson Preparatory & Early College



Jackson Preparatory & Early College Board of Governors Meeting Regular Board Meeting – Monday, September 24, 2018

Date: September 24, 2018
Time: 5:30 p.m.
Location: Jackson College
2111 Emmons Road
Potter Center - Board Room

1. Call to Order

Dr. Rob Rando called the meeting to order at 5:30pm.

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
Governor	Mr. Don Cooper	Call In
Governor	Mr. Steven Hogwood	Present
Governor	Mrs. Cheryl Schantz	Absent

Authorizing Body:

President	Dr. Phelan	Absent
	Jeremy Frew	Present
	Darrell Norris	Present

4. Review and Approval of Agenda

The September 24, 2018 agenda was reviewed and approved.

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

Vote: Yes (4), No (0)

***1a. Daniel Casey is here from student government to introduce himself.**

Jackson Preparatory & Early College



5. Public Comment Related to Agenda Items

No comment.

6. Informational Items

A. Daniel Casey – Student Government

Vice President for JPEC. Will be here to take notes to report back to the student body. Will take any information to bring back to student government.

B. Introduction of New Staff

Rachel King – Math instructor for CP. Grew up in Port Huron, MI. Attended MSU. Certified in Math/Science 6-12. Was a long-term sub last school year. Love JPEC because we assess skills back to daily life also because of the growth mindset.

Kelly Houle – History/English for EC. Grew up in Grand Ledge, MI. Attended EMU and UofM for Masters. Can use both degrees here at JPEC. Has 11 years of experience in Education. Very excited to be at JPEC because it is so different!

Mohamed El-Houssieny – Math for EC. Has degrees from Egypt and Italy. Taught at WMU in Physics, Taught in Toledo as well. Everyone has motivation to grow including students, staff, and administration. Feels part of the Family here at JPEC.

C. Provost & Principal Report

a) Principal – Debra Holton

a. Enrollment

123 students. 23 new 6th grades (1 more pending), 6 new 7th graders, 14 new (1 on wait list)

b. Culture

Very excited! Students have gotten off to a great start this year. Great positivity and being prepared and ready to learn. Very few discipline issues. Good back to school bash night and skate night. Focus Group teachers are working hard to build a uniform approach of what Focus Group is. Have implemented circles (restorative justice). This builds community. Trust is growing in each group.

Communication has improved this year. Focus group teachers are now doing advising 1:1 with each student and making goals. Also reaching out personally to parents each week. CP staff is working together very well. CP notes from the Principal – going out each week.

b) Provost

a. Enrollment

259 total. 14 new EC1, 12 in EC2, 8 in EC3, 5 in EC4. 43 total new.

Jackson Preparatory & Early College



Few more interviews happening.

First year having full graduating class leave us. Also have a lot less dual enrollment because of those graduates.

Been rising since day one.

b. Culture

Positivity!

Kindness committee participated in Relay for Life and won the Rookie Award. Cross Country team helped with clean up from storms and got recognition from Mlive – new enrollments because they saw the article!

Mr. Llerena has been doing a great job.

5 students started at Albion College full time. 8 credits each. Very exciting!

Students have been making friends with JCEC students. Helping with schedules and reaching out.

Very few disciplinary issues.

c. SAT Results

3rd highest district in county (1012). 4 points behind Hanover Horton, Grass Lake did great with 1065.

4th Highest school. Western has alternative program.

If JPEC were to pull bottom 10% of class population, our average score would be 1055 or second in the county.

Our score is of 11th graders. JPEC's score increased while state average decreased.

Still waiting on MLive to publish county data.

D. Board Self Assessment

One part is holistic to overall board but done by each board member.

You would be evaluating yourself but also each other.

Link would be sent out to do digitally and then compiled by JPEC administration.

Board members should give feedback on questions, digitally vs. paper copy, should a 3rd party also do, and who should compile.

Some questions are required, but some are if applicable.

All would be anonymous but each member would get their score.

Report would be public data. (holistic not individual)

Leadership would also evaluate board.

Timeline: Review. Oct – Action Item Nov – Adoption Dec – complete eval Jan – for annual meeting.

7. Action Items

A. Approval of August 20, 2018 Board Minutes

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

Jackson Preparatory & Early College



Vote: Yes (5), No (0)

B. Adoption of Board Policy – Treatment of Staff

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

Vote: Yes (5), No (0)

C. Adoption of Board Policy – Asset Protection

Motion made by S. Hogwood and seconded by Z. Wilcox.

Vote: Yes (5), No (0)

D. Adoption of Board ENDS Monitoring Schedule/Content

Motion made by S. Hogwood and seconded by Z. Wilcox.

Vote: Yes (5), No (0)

What should be included in each monitoring report. Many examples/samples we had were from post secondary. Needed to make them K12 friendly.

This document is a combination of the past draft from August meeting but also the past monitoring report policy that was already approved.

Every month would have the first bullet as the report title, sub-bullets would be details included.

Once approved, monitoring reports would start in January.

8. Policy First Readings

A. Personnel Standard

The last limitation section policies. Board will now have a complete manual.

Expectation of employees and school leadership/administration.

Addition of morals/ethics expectation explicitly.

9. Board Reports

A. Finance Report

i. August Financials

2017-18 audit has been finalized and sent to the state.

Revenue \$505,595

Expenditures \$351,161

Current net position of \$153,453

Cash \$437,824

Nothing brought to the board that is out of the ordinary.

Dual enrollment is lower.

ii. Outstanding Invoices

Nothing out of the ordinary.

Normal Expenses – have been paid as of current date.

iii. Cashflow Forecast

Nothing significant to be brought to board's attention.

Jackson Preparatory & Early College



iv. Pro-forma Forecast

Round 2 of building project – 5 year forecast showed student growth, this was not the case. Next forecast shows a flat enrollment number. Many factors to consider. Salary increases must be revised to accommodate new building expenses. New salaries are achievable this year but in school's best interest to scale them back. Conservatively we can afford a \$900,000 building with the interest not exceeding 6%.

D. Norris – talking internally to present concrete options at a later date. JC is in agreement with this draft. Pool of \$45,000 for increases. About 3%.

B. President's Report

a) Back to School Bash

2nd Annual.

Past years has been information specific but this year was to come in as a community to meet other families and meet teachers/focus group leaders.

b) Board ENDS Monitoring

a. Governance Process

Policies will be reviewed on timeline for any changes or revisions.

b. Stakeholder Engagement

How we hear from families.

Feedback from Survey.

Open Forum for families to come in and give feedback

Give feedback in paper form.

First year – 30% participation

Past year – 23% participation

In front of board for review prior to sending it to the community to make any additions/revisions.

Students receive a course evaluation, not as long, but specific to courses they took and instructors but also whole school.

c) Enrollment Data

a. Count Day Comparisons

Difference from total students in counts we have attrition. But grew in Fall.

Most districts have attrition from Fall to Spring. Average attrition for PSA is 15%

b. Applications Vs. Enrollments

Applications may be up but not given enrollment paperwork.

c. JCISD Enrollment K-6

d. Intent to Return Vs. Actual Enrollment

Jackson Preparatory & Early College



d) NCSI Site Visit

Mark W. was able to come out to do our site visit.

School culture has significantly improved from JPEC's first year of operation. Schedules appear to be clear and organized and the operation of the school is orderly – Jason Sarsfield.

Every student has a educational development plan. Career Cruising – what JPEC uses as a planning tool.

Further develop, refine, document and institutionalize JPEC's written curriculum in a consistent manner for all grades and subject areas that is easily accessible for all teachers.

Work with JC to revise the school's educational goals to ensure that they are specific, measurable, attainable, rigorous and time sensitive.

Improve and continue to develop the tools and procedures currently being used with individual students to systematically track their progress toward graduation and post-secondary success.

Each student should have a program of study.

C. Legislative Report

10. Authorizer Items

No Comment.

11. Extended Public Comment

John & July Warfield – Son and Daughter at JPEC. Encourage parents participate in review of board and have mandatory meeting with parents/staff so parents could give feedback. Disconnect between Mark W and Shane and Shane with staff. Communication is top with education, reason they chose JPEC. Encourage good communication with all and honesty. Communication with math program has been limited.

Gretchen Speidel – 2 daughters at JPEC. Grades are still not updated. Transparency is necessary.

12. Board of Governors Comment

Board asks if conversations were ever followed up on and if the avenues of communication were ever closed.

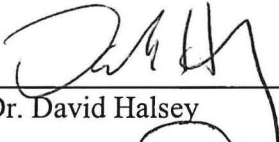
Parent feedback is necessary and how do we connect everyone.

13. Adjourn – The meeting was adjourned by Dr. Rob Rando at 7:33 pm.

Jackson Preparatory & Early College

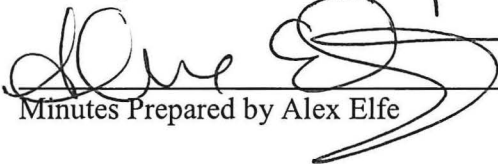


I certify that, to the best of my knowledge, that the foregoing minutes of the September 24, 2018 meeting of the Board of Governors is accurate and correct.


Secretary Dr. David Halsey

10/22/18

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.