

# Jackson Preparatory & Early College



**Jackson Preparatory & Early College  
Board of Governors Meeting  
Annual Board Meeting – Wednesday, February 6, 2019**

Date: February 6, 2019  
Time: 6:00 p.m.  
Location: Jackson College  
2111 Emmons Road  
Potter Center - Board Room

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**1. Call to Order**

*A. Elfe called the meeting to order at 6:06pm*

**2. Pledge of Allegiance**

**3. Roll Call – Declaration of Quorum**

**Board:**

Mr. Jon Williams	Present
Mrs. Zoe Wilcox	Present
Dr. David Halsey	Present
Mr. Don Cooper	Present
Mr. Steven Hogwood	Present
Mrs. Cheryl Schantz	Present

**Authorizing Body:**

President	Dr. Phelan	Absent
	Jeremy Frew	Absent
	Darrell Norris	Present
	Mark Weinberg	Present

**4. Election of Officers**

*A. Elfe asked for a motion for Chairman.*

**i. Chairman**

Motion made to elect Jonathon Williams as Chairman

Made by D. Cooper and seconded by C. Schantz.

Vote: Yes (6), No (0)

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J. Williams – Yes  
Z. Wilcox – Yes  
D. Cooper – Yes  
S. Hogwood – Yes  
D. Halsey – Yes  
C. Schantz – Yes

## ii. Vice-Chair

Motion made to elect Don Cooper as Vice-Chairman

Made by Z. Wilcox and seconded by C. Schantz.

Vote: Yes (6), No (0)

J. Williams – Yes  
Z. Wilcox – Yes  
D. Cooper – Yes  
S. Hogwood – Yes  
D. Halsey – Yes  
C. Schantz - Yes

## iii. Treasurer

Motion made to elect Zoe Wilcox as Treasurer.

Made by D. Cooper and seconded by D. Halsey.

Vote: Yes (6), No (0)

J. Williams – Yes  
Z. Wilcox – Yes  
D. Cooper – Yes  
S. Hogwood – Yes  
D. Halsey – Yes  
C. Schantz - Yes

## iv. Secretary

Motion made to elect David Halsey as Secretary

Made by D. Cooper and seconded by Z. Wilcox

Vote: Yes (6), No (0)

J. Williams – Yes  
Z. Wilcox – Yes  
D. Cooper – Yes  
S. Hogwood – Yes  
D. Halsey – Yes  
C. Schantz - Yes

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## 5. Review and Approval of Agenda

The February 6, 2019 agenda was reviewed and approved.

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

Vote: Yes (6), No (0)

## 6. Public Comment Related to Agenda Items

*None.*

## 7. Informational Items

### A. Math Update

*Donna Lloyd reviewed all changes that have been implemented in the math program.*

### B. ABO Contract

*Marquita Tharpe:*

*Will be on-site once a month, at board meetings.*

*Will provide HR Update monthly.*

*No extra cost will be associated with the additional on-site personnel.*

### C. Winter Board Retreat Reminder

*February 15, 2019 starting at 12:00n. Location TBD.*

*Focus is strategic planning and vision planning. This will contribute to District Improvement Plan.*

*Community Forum is next Wednesday, February 13<sup>th</sup> at 5:30pm.*

### D. MLK Symposium

*First MLK Symposium on January 22<sup>nd</sup>. "Standing UP instead of standing OUT".*

*Half day event with guest speaker and classroom engagement activities.*

### E. Construction Manager of Record

*Information/Comment from one of our parents on this agenda item.*

## 8. Action Items

### A. Board Nominations

*Valerie Schuette*

*Julie Warfield*

*S. Hogwood – asked about policy to have certain number of members be parents*

*Mrs. Schuette put forth interest for the position to Dr. D. Phelan.*

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Motion of nomination to JC Board of Mrs. Valerie Schuette for vacant position on JPEC Board of Governors.

Motion made by D. Cooper seconded by Z. Wilcox.

Vote: Yes (6) No (0)

J. Williams – Yes

Z. Wilcox – Yes

D. Cooper – Yes

S. Hogwood – Yes

D. Halsey – Yes

C. Schantz - Yes

*Decision of 7 or 9 board members would have to be recommended to JC board.*

B. Approval of December 18, 2018 Board Minutes

Motion made by C. Schantz and seconded by D. Cooper.

Vote: Yes (6), No (0)

C. Election of CAO

Motion for Zoe Wilcox

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

Vote: Yes (6), No (0)

D. Reappointment of:

a. FOIA Coordinator

Motion made by C. Schantz and seconded by D. Cooper.

Vote: Yes (6), No (0)

b. Civil Rights Coordinator

Motion made by C. Schantz and seconded by D. Cooper.

Vote: Yes (6), No (0)

c. Legal Counsel

d. McKinney Vento

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

Vote: Yes (6), No (0)

e. Foster Care Liaison

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

Vote: Yes (6), No (0)

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f. Assistant Treasurer

Motion made by D. Halsey and seconded by C. Schantz.  
Vote: Yes (6), No (0)

g. Assistant Secretary

Motion made by C. Schantz and seconded by D. Halsey.  
Vote: Yes (6), No (0)

h. Contract Negotiation

Motion made by C. Schantz and seconded by Z. Wilcox.  
Vote: Yes (6), No (0)

i. Deposit Designation

*Tabled.*

j. Electronic Transfer Officer

Motion made by C. Schantz and seconded by S. Hogwood.  
Vote: Yes (6), No (0)

k. Authorized Signatories

Motion made by C. Schantz and seconded by D. Halsey.  
Vote: Yes (6), No (0)

l. Print Media Outlets

Motion made by Z. Wilcox and seconded by D. Cooper.  
Vote: Yes (6), No (0)

m. Account Designation

*Research has been done by CFO. No fees for accounts. Tabled.*

n. Board Schedule

Motion made by D. Cooper and seconded by Z. Wilcox.  
Vote: Yes (6), No (0)

o. Auditor

Motion made by D. Cooper and seconded by D. Halsey  
Vote: Yes (6), No (0)  
*Question if this could be local. Bidding process for future years.*

p. Seat Schedule

Motion made by D. Halsey and seconded by S. Hogwood  
Vote: Yes (6), No (0)

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- E. Conflict of Interest  
*All board members have completed.*
- F. Approval of Open Enrollment  
Motion made by D. Cooper and seconded by S. Hogwood  
Vote: Yes (6), No (0)
- G. Closing of 2018-19 Application Window  
Motion made by D. Cooper and seconded by S. Hogwood  
Vote: Yes (6), No (0)
- H. NCSI Fall Board Policy Disposition Sign off  
*Weapons policy will mirror JC policy due to campus overlap.*
- I. Board Communication Policy  
*Motion to move to Strategic Planning session next week.*  
Motion made by S. Hogwood seconded by C. Schantz.  
Vote: Yes (6), No (0)

## 9. Board Reports

- i. Finance Report
  - i. December Financials  
*Continue to be in good standing.*  
*Food for students - \$40,000 to food for students who qualify for free/reduced.*  
*Currently it is for pre-packaged goods. Next is working with authorizer and JPS for other options for kids.*
  - ii. Outstanding Invoices  
*Continue to manage them well. 2 large invoices are for JC Lease but will be taken care of by end of the month.*
  - iii. Cashflow Forecast  
*Well with managing cashflow.*  
*Allocate additional dollars towards math support.*
- ii. President's Report
  - a) Student Government
  - b) Board Self-Assessment  
*moved to board retreat.*
  - c) Development Report  
*moved to board retreat.*
  - d) Facilities Update

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*Prepare current facility (Da Vinci). Deal is looking to take more time (between JC and Da Vinci). Working with Shane on plan for Fall 2019.*

iii. Legislative Report

**10. Authorizer Items**

*Mark W. – Looking forward to working with Shane on board retreat.*

**11. Extended Public Comment**

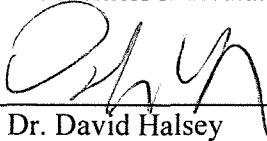
*None.*

**12. Board of Governors Comment**


*S. Hogwood - Food necessary in meetings.*

**13. Adjourn** – The meeting was adjourned by J. Williams at 8:18pm.

I certify that, to the best of my knowledge, that the foregoing minutes of the February 6, 2019 meeting of the Board of Governors is accurate and correct.

  
\_\_\_\_\_  
Secretary Dr. David Halsey

*03/10/2019*  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Minutes Prepared by Alex Eife

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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.

