

Jackson Preparatory & Early College



**Jackson Preparatory & Early College
Board of Governors
Study Session – Monday, February 29, 2016
2111 Emmons Road
Jackson, MI 49201**

Date: Monday, February 29, 2016
Time: 6:00 p.m.
Location: Jackson College
2111 Emmons Road
Potter Center – Board Room

AGENDA

I. Call to Order

6:07pm

II. Pledge of Allegiance

III. Roll Call

Rebecca Woods – Absent
Rob Rando – Absent

IV. Approval of Agenda

- a. Nomination of Alex Elfe for Assistant Secretary to the Board
 - b. Update to agenda – Hurst Foundation Update.
 - E. Update to Administrative Roles
- Motion to approve agenda. Support. Approved unanimously.

V. Public Comment (limited to three minutes): For agenda items only

No Comment.

VI. Open Items

- a. Motion to approve Alex Elfe to be Assistant Secretary. Support. Approved Unanimously.
- b. Hurst Foundation Update
Conversations were positive and supportive of JPEC. Conversations with Tony Hurst is happening every two weeks. Following up on financial status.
Item 1: complete six requests for funds from outside sources by the end of the year - Incomplete draft of generic grant is in place and was built off of the Sigmund foundation grant. We now have two templates that can be used for future grants. Currently working on Ronald McDonald Foundation grant.
We have grants that we are waiting to hear back on.
Pell grant – Dual enrollment cost (applied for), for those that qualify for this specific grant.
64a – has already been built in from JC. For all dual enrolled students.

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Ronald McDonald Grant, applied for.

Item 2: establishing a fund development committee. - Many parents are functioning as this role. Need to build up this committee.

Item 3: Filling board vacancies in a timely manner, need to add one additional member. - Build up candidates for future board vacancies.

Item 4: Hurst foundation is willing to fund a grant writer. - We need to find a grant writer as soon as possible.

Item 5: Hurst willing to support the registration fees of professional organizations.

Administrative team and board to recognize which organization will help our team with training and support along with recognition for JPEC. MASB, MACS, GLEP are ones that we may find helpful.

Item 6: provide administration and leadership mentors for Mr. Malmquist – Scott Bogner is a mentor that Mr. Malmquist is reaching out to. Also getting advice from Don Cooper from NCSI. Focusing on marketing and promotion of JPEC, along with board compliance.

MAPSA is also a foundation that we are utilizing through Don Cooper.

Item 7: Limit budget cuts to items which do not directly compromise the quality of instruction – Conference call including Zoe Wilcos, Dr. Phelan, Jason Valente, and Tony Hurst during this call Dan stated there was enough funding that could cover dual enrollment. At last board meeting Dr. Woods stated that if JPEC couldn't cover dual enrollment that JC would cover the cost. A further discussion with Dr. Phelan needs to be scheduled to clear up any confusion.

c. *Budget review*

Various items are not being reflected correctly. More concrete conversations need to happen with recording of spending. \$72,000 is left for third term dual enrollment, meaning we would need around \$85,000 more to cover all dual enrollment for third term. Our stance, from previous conversations, is to move forward with full dual enrollment for third term. \$150,000 startup funds were to be given back to JC as due diligence. Because JPEC has given \$30,000, \$120,000 would need to be given back. To repay the due diligence fee, about \$35,000 would be repaid over the course of 5 years.

Athletics – budget has been cut in half. How we involve parents and keep our athletic program growing in a positive manner. Striving to not cut our sports this year, but may be a possibility for next year.

d. *Dual enrollment discussion*

Comparison data provided. The biggest difference is Fall vs. Winter of 2015-2016 school year. JPEC shows exponential growth with 81 students taking 604 credits. This compares closest with LISD College Now, but they limit credits and ensure all students complete the thirteenth year, along with only having high school grades rather than 6-13 and only having dual enrollment happening in two terms compared to JPEC's three terms. Other schools' second (winter) term students who dual enroll drops significantly because of the credit limit. JPEC's numbers will consistently increase each year.

Field work experiences are starting as early as their second year. Documents are put together to outreach to local businesses to build a partnership with JPEC. Different models are being created to build a crosswalk for how long they dual enroll, how fast they progress, and what next steps would be taken.

Conversation with Hurst foundation to get \$85,000-\$90,000 for third term dual enrollment. If this funding cannot happen, we will only use the \$72,000 available through JPEC budget and will not roll over the cost to next year.

Jon/Shane – Working out a plan for third term. Finding an answer from Hurst or JC, because we won't rollover the cost to next year.

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e. *Facilities review and planning*

Doug Baumont reached out to Shane. Feb 15th meeting, Dr. Phelan did extend our lease to '16-'17 school year. Meaning building plans are being pushed back one year than the stated year in the JPEC charter. The college is assuring us that after Bert Walker hall is opened there will be adamant space. College is recommending a 12% set aside to be the down payment of the new JPEC building. If we take up more space on JC campus will the rent/lease cost stay at the stated rate. Conversations need to be had with JC on our building/lease/cost for upcoming years.

VII. New Items

a. *Marketing and promotional support*

\$2,000 would be left in the marketing budget after the outdoor advertising. Asking support from the board for printing items.

Promotional Materials – 40,000 people served per location in McDonalds. Promo materials may be a good option with Mr. Hogwood. Placemat advertising is another promotional option. Sharing of billboards.

b. *Enrollment events*

Attendance at enrollment events.

c. *JPEC Administrative Responsibilities*

Changes to titles and responsibilities.

Concerns may be that secretarial and managerial duties have been mixed, therefore having a problem with salaries and legal issues.

Only new position needed is part time accountant.

d. *Intent to return & Title I*

54% intent to return forms handed in to-date

49% Title I forms returned in to-date.

e. *What my Charter School Means to Me essay contest*

Student selected that embodied our school culture.

VIII. Extended Public Comment (limited to three minutes): Non-agenda items

No Comment

IX. Board of Governors Comment

No Comment

X. Adjournment

8:01pm

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*Jackson College
2111 Emmons Road
Jackson, MI 49201
Telephone: (517) 768.7093*

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