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2111 Emmons Road  
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 49201

**Jackson Preparatory & Early College  
 Board of Governors Meeting  
 Regular Board Meeting – Monday, April 23, 2018**

Date: April 23, 2018  
 Time: 5:30 p.m.  
 Location: Jackson College  
 2111 Emmons Road  
 Potter Center - Board Room

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call – Declaration of a Quorum

**Board:**

*Chairman*

Dr. Rob Rando Present

*Vice-Chair*

Mr. Jon Williams Present

*Treasurer*

Mrs. Zoe Wilcox Present

*Secretary*

Dr. David Halsey Present

*Trustee*

Mr. Steven Hogwood Present

*Trustee*

Mrs. Cheryl Schantz Present

*Trustee*

Mr. Darrell Norris Present

**Authorizing Body:**

*President*

Dr. Dan Phalen Present

*Vice President*

Jeremy Frew Absent

- IV. **Review and Approval of Agenda**  
 The March 19, 2018 agenda was reviewed and approved

Motion made by: J. Williams

Seconded by: D. Halsey

- V. **Public Comment Related to Agenda Items**  
 None

- VI. **Information Item**

**A. JPEC Presentation to Authorizer**

- a. **Governor Williams** | *Very positive discussion focused on a public commitment by the Jackson College Board to support JPEC in remaining on the College's campus. Providing us the opportunity to extend our lease for an additional year, and to work out a facility solution for the future.*
- b. **Governor Wilcox** | *It was clear that there was a unanimous commitment to JPEC and to the commitment of keeping us on campus.*

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- c. **Governor Shantz** | *The unanimous support and commitment from Jackson College's Board and from Dr. Phelan was public and vocal. The JC Board clearly made it know, and tasked Dan with working with National Charter School Institute and Jim Goenner on figuring out a solution for JPEC.*
- d. **Governor Williams** | *This was not a RAC issue that came up, it was an "on campus vs. off campus" issue. It was noted that Dr. Rando would step down from the JPEC Board of Governors if we moved forward with the RAC. However, it is clear now that JC wants us to remain on the college campus.*
- e. **Dr. Dan Phelan** | *It is clear that the JC Board has tasked me with searching out a solution. This will provide Shane and Jonathon the opportunity to focus on the academics, culture, and development of the Academy.*
- B. Board Resignation | Darrell Norris
  - a. **Governor Norris** | *There were clear conflicts and personal reasons for the decision to step down. I still have a desire to support and have had a conversation with Shane regarding ways to continue to be involved in JPEC*
    - i. **Motion made by: R. Rando**
    - ii. **Seconded by: D. Halsey**
- C. Recommendation of Don Cooper to Board of Governors
  - a. *Discussion of bringing Don Cooper forward as a recommendation for the Board vacancy.*
  - b. **Governor Halsey** | *In the future it is suggested to ask of the Board of Governors to provide any suggestions prior to an alternative options*
  - c. *Discussion continued regarding the positive options/reasons to have Don Cooper join. Motion of support was made.*
    - i. **Motion made by: C. Shantz**
    - ii. **Seconded by: D. Halsey**
- D. JC Board Response Letter
  - a. *Positive acceptance of the thank you letter to the Jackson College Board of Trustees*
  - b. *Edit requested to be made in Governor Shantz last name before sending.*
- E. Strategic Planning Board Advisory Committee
  - a. **Governor Rando** | *Previously had an advisory committee and would like to incorporate the opportunity for additional community members and Board members to participate in stakeholder engagement*
  - b. **Governor Halsey** | *It may be beneficial, but it seems the purpose of our time together as a Board and during our Board meetings could be focused on these items*
  - c. **Governor Williams** | *It may be a beneficial opportunity for the Board to provide directive to a strategic advisory planning committee to focus on specific items, but would not want to lose the input and perspective as the Board.*
  - d. **Governor Wilcox** | *This is not alien to the world that JPEC exists in, nor that the College exists in. However, this may not be the time to create.*
  - e. **Governor Hogwood** | *May not be needed at this time*
  - f. **Shane Malmquist** | *This will be a*

## VII. Action Items

- A. Approval of March 19, 2018 Board Minutes

Motion made by: J. Williams  
Seconded by: D. Halsey

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- |   |                             |
|---|-----------------------------|
| B. Approval of March 26, 2018                             | Motion made by: J. Williams |
| a. Spelling error in Schantz                              | Seconded by: D. Halsey      |
| C. Adoption of Board Policy   Compensation and Benefits   | Motion made by: S. Hogwood  |
|   | Seconded by: Z. Wilcox      |
| D. Adoption of Board Policy   Financial Planning & Budget | Motion made by: J. Williams |
|   | Seconded by: C. Schantz     |
| E. Adoption of Board Policy   Global Ends                 | Motion made by: S. Hogwood  |
|   | Seconded by: Z. Wilcox      |

## VII. Policy First Readings

- A. Policy Category | Governance Process
  - a. Policy Name | Global Governance Process
    - i. *Policy draft presented*
- B. Policy Category | Governance Process
  - a. Policy Name | Strategic Agenda Planning
    - i. *Policy draft presented*
- C. Policy Category | Governance Process
  - a. Policy Name | Stakeholder Engagement
    - i. *Policy draft presented*

## VIII. Board Reports

- A. Finance Reports
  - i. March Financials
    - i. *Presented and Governor Williams asked whether the financials were representative of actuals or whether there was a gap in the report vs. this month.*
  - ii. Cashflow Forecast
    - i. *Presented and Governor Halsey shared his appreciation for the progress JPEC has made in being current with expenses.*
  - iii. Outstanding Invoices
    - i. *Presented and no questions*
- B. 2018-2019 Budget Draft | First Reading
  - i. *Presented*
    - i. **Governor Halsey** | *Are we ensuring that our salary increases are in relation to the per pupil funding increase percentage?*
    - ii. **Shane Malmquist** | *Yes, and a stipulation has been placed in the merit design that salary increases are connected to our enrollment numbers and fund balance*
    - iii. **Governor Wilcox** | *Expressed concerns with ensuring that we are attracting quality teachers during a time that teaching candidates are becoming sparse*
    - iv. *Additional points were made regarding paying close attention to ways in which we are recruiting and retaining quality teachers through our salaries.*

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- v. **Governor Hogwood** | *Expressed that teachers are being treated as a depreciating asset and that significant increases must be considered. Ways to take care of line items or cut line items to increase teacher pay.*

## C. President's Report

### i. Enrollment Report

- i. *Presented*
- ii. **Governor Williams** | *Shared his appreciation for the admissions work, the level of detail and articulation provided to parents. Shared his appreciation for a sense that JPEC is moving forward in getting some of the standard procedures organized and consistent.*
- iii. **Governor Halsey** | *asked how promotion will work for the information nights, locations, and times.*
  - 1. *Governor Schantz* | *shared that JPEC should provide a contest to students through social media for shares to get the word out.*
  - 2. *Governor Hogwood* | *shared that McDonalds will pass out a small promotional material through to-go bags and on trays*
  - 3. *Governor Wilcox* | *suggesting that JPEC student ambassadors and their parents be invited to come out and support information nights.*

### ii. Academic Report

- i. *Presented and no questions*

## D. Extending Board Meeting motion made

- i. *Motion made: J. Williams*
- ii. *Seconded by : D. Halsey*

## E. Legislative Report

### i. Pupil Accounting Update

- i. *NCSI and JPEC will be working closely on gather evidence for students who meet the legislative language around attending more than 180 days of school and completing 60+college credits or an associate degree before the 5<sup>th</sup> year.*

## IX. Authorizer Items

- A. **Mark Weinberg** | *Followed up with NCSI regarding fundraising opportunities and Don Cooper will be supporting with this.*
  - a. *May 2<sup>nd</sup> Mark and Jason Sarsfield will be visiting to discuss a review of goals related to charter contract*

## X. Extended Public Comment

- A. *None*

## XI. Board of Governors Comment

## XII. Adjourn – 7:49pm

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I certify that, to the best of my knowledge, that the foregoing minutes of the January 22, 2018 meeting of the Board of Governors is accurate and correct.

David Hanson  
Secretary Dr. David Hanson

5/21/18

Date

Minutes Prepared by Alex Lue Shane Malenquist

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