

Jackson Preparatory & Early College



**Jackson Preparatory & Early College
Board of Governors Meeting
Regular Board Meeting – Monday, June 18, 2018**

Date: June 18, 2018
Time: 5:30 p.m.
Location: Jackson College
2111 Emmons Road
Potter Center - Board Room

1. Call to Order

Dr. Rando called the meeting to order at 5:38pm.

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	Absent
Governor	Mr. Steven Hogwood	Present
Governor	Mrs. Cheryl Schantz	Present

Authorizing Body:

President	Dr. Phelan	Present
	Jeremy Frew	Present
	Darrell Norris	Absent

4. Student Disciplinary Hearing

Cancelled due to student unenrollment.

5. Review and Approval of Agenda

The June 18, 2018 agenda was reviewed and approved.

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Motion made by D. Halsey and seconded by R. Rando.

Vote: Yes (6), No (0)

A. Information items will include introduction of Debra Holton.

B. Presidential Evaluation will be held in closed session.

F. Spring Board Policy Mandates – currently 20th in line for updates for adoption.

6. Public Comment Related to Agenda Items

No comment.

7. Informational Items

A. Staffing Update

Introduction of Debra Holton

Coming from Vandercook Lake. 11 Years of MS experience with English Arts. Prior military experience in Air Force. Very excited to join the team!

B. Strategic Agenda Planning

Creating an opportunity annually for the board to discuss the ENDS and to review for potential changes.

Currently developing/creating the ENDS to evaluate president.

*Need to schedule strategic agenda meeting in first quarter, or prior to school year starting.
August 3 – 3:00pm-7:00pm*

C. President Evaluation and Compensation Consideration

Motion to go into Closed session

Motion made by C. Schantz second by D. Halsey.

Yes (6) No (0)

Closed Session:

Employees Only gave evaluation of President. Parents, Staff, and Faculty included in this evaluation.

Some legal limitations on evaluations for contracted employee vs. board employee.

President will inquire about how board can give input on other topics.

Governors will fill out online evaluation from Employees Only.

President will do a self evaluation of accomplishments throughout the year.

Motion to go into Open session.

Motion made by Z. Wilcox second by J. Williams.

Yes (6) No (0)

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D. Miller Canfield

Currently with Clark Hill for Legal Services.

Jim Crowley is connection and is familiar with JPEC. He did do work on facility project in prior years. Has a very strong history with charter schools.

Challenge with Clark Hill is speed of response and efficiency to keep cost down but has a lag in response time.

Clark Hill would also give update in costs to give comparison.

Board would like to stay local if possible.

8. Action Items

A. Approval of May 21, 2018 Board Minutes

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

Vote: Yes (6), No (0)

B. Adoption of Board Policy – Monitoring Governance Process

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

Vote: Yes (6), No (0)

C. Adoption of Board Policy – Collective Authority

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

Vote: Yes (6), No (0)

D. Adoption of Board Policy – Accountability of the President

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

Vote: Yes (6), No (0)

E. Adoption of Board Policy – Authority of the President

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

Vote: Yes (6), No (0)

F. Approval of 2017-2018 Final Budget Amendment

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

Vote: Yes (6), No (0)

G. Adoption of Contract of Services – Krystal Klear

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

Vote: Yes (6), No (0)

Three proposals for cleaning companies for consideration.

Krystal Klear never came onsite to review space after multiple requests. Not recommending.

Recommendation from President is for Kitley's Cleaning services.

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Krystal Klear for probationary period to see how facility is maintained is recommended by board.

9. Policy First Readings

A. Global Limitations

B. Treatment of Scholars and Parents/Guardians

President's treatment of scholars and parents.

10. Board Reports

A. Finance Report

i. May Financials

Accounted for \$2.861 million in revenue.

\$2.532 million on expenses

Positive net position of \$329,000 in May

No unexpected expenses coming our way.

Dual enrollment is expected to come in \$20,000 under budget.

ii. Cashflow Forecast

Expected to start month with \$34,000 in bank

Net cash in the bank at end of June \$290,000.

We are building cash so we do not have to take out any loans in the month of September to take care of payroll.

iii. Outstanding Invoices

Only invoice is for JC Lease payment for May. Bill received mid month.

B. President's Report

a) Enrollment Report

Typically rise in enrollment in August. Interest is in Early College particularly.

b) Additional FTE Conversation

Mark Weinberg is working with Jonathon M and Holly from ISD. Students are on track to graduate before 5th year and are attending more 180 days a year.

Evidence is comfortable with evidence we provided but there is a reporting timeline issue that needs a solution.

c) New LMS and SIS update

LMS – Learning Management System. Currently using Moodle. Not convinced it is the best system for us.

Currently looking at Schoology and Empower.

SIS – Student Information System. Currently using PowerSchool. It currently doesn't allow the customization for our philosophy.

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Looking at Skyward as new SIS.

d) Flex Mod Scheduling

C. Legislative Report

No Comment.

D. Provost Report

No Comment.

11. Authorizer Items

Prevailing wage – don't have to pay for K12. Dr. Phelan is going to recalculate the numbers.

226 students in JCEC currently. JCEC is not free. Not covering textbooks and technology.

Greg O'Connor – 7am radio show.

Reconstruction of west side of beltway from potter center to Emmons road is going to be under construction.

After July 1, construction of Jets Trail around outside of campus.

Bus services, \$85,000 to city to bring students out. May get own bus for Jackson College to transport students.

Continued conversation with Jeff Beal about buses for JCEC.

12. Extended Public Comment

No Comment.

13. Board of Governors Comment

Building conversation needs to keep going.

14. Adjourn – The meeting was adjourned by Dr. Rob Rando at 7:35 pm.

I certify that, to the best of my knowledge, that the foregoing minutes of the June 18, 2018 meeting of the Board of Governors is accurate and correct.

Secretary Dr. David Halsey

Date

Minutes Prepared by Alex Elfe

Proposed minutes are available for public inspection within eight (8) business days.

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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.