

# Jackson Preparatory & Early College



## Jackson Preparatory & Early College Board of Governors Meeting Regular Board Meeting – Monday, July 24, 2017

Date: July 24, 2017  
Time: 5:30 p.m.  
Location: Jackson College  
2111 Emmons Road  
Potter Center - Board Room

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### 1. Call to Order

*Dr. 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
Trustee	Dr. Rebekah Woods	Absent
Trustee	Mr. Steven Hogwood	Present
Trustee	Mrs. Cheryl Schantz	Present

#### Authorizing Body:

President	Dr. Phelan	Present
NCSI	Don Cooper	Present
Finance	Daryl Norris	Present

### 4. Review and Approval of Agenda

The July 24, 2017 agenda was reviewed and approved.

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

Vote: Yes (6), No (0)



## 5. Public Comment Related to Agenda Items –

### 6. Action Items

#### A. Approve June 26, 2017 Board Meeting Minutes

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

Vote: Yes (6), No (0)

#### B. Approve July 12, 2017 Special Board Meeting Minutes

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

Vote: Yes (6), No (0)

*Remove part (c) in 6.*

#### C. Adoption of Board Policy – Board Roles & Responsibilities

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

Vote: Yes (6), No (0)

#### D. Approve Bond Reimbursement Resolution

Motion made by Z. Wilcox and seconded by J. Williams.

Vote: Yes (6), No (0)

#### E. Approve Letter of Representations

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

Vote: Yes (6), No (0)

*Required to start taking in bonds. Has been looked over by board appointed legal counsel.*

*Policy of first and second reading should be remembered when wanting approval and shouldn't be overlooked.*

#### F. Approve Bond Resolution

Motion made by J. Williams and seconded by C. Schantz.

Vote: Yes (6), No (0)

### 7. Policy First Readings

#### A. Board Members' Code of Conduct

*Specifically speaks to responsibilities and roles of all board members.*

*An addition can be added but not to be approved in the same night without prior communication.*

*Continue finding opportunities for board training and development.*

#### B. Board Committee Principles

*Outlines the formation and function of board committees.*

*As governors recruit members, keeping in mind these types of policies. The expectations for JPEC's Board of Governors.*

### 8. Informational Items

#### A. Seclusion and Restraint Policy Update



*This document comes from the state and takes effect in August 2017.*

**B. Naming Opportunities Policy Option**

*Defining how long recognition is for and other expectations. Being very clear now on these expectations rather than have problems later.*

*Will work with partners to revise document and make it one for JPEC.*

**C. Bond Resolution**

*The reason for first reading of this document because of questions to bond agency. The purpose of the 5 million is because the bond agency needs a maximum number but will far exceed the project cost but is a safe number to not go over. This does not lock JPEC into this number.*

*The risk the board is willing to take in terms of percentage of bonds in general funds.*

- 1. Consideration of potential motion to amend the agenda to an action item.*
- 2. Percentage of risk the board is comfortable with*
- 3. What is the maximum amount for the bond that the board is comfortable with*

**Motion to move Bond Resolution to Action Item.**

**Motion made by C. Schantz seconded by J. Williams.**

**Vote: (6) No (0)**

*Board asks that JPEC reps give breakdown of expenses on \$4.2 and \$4.6, contingency, debt ratio, payments, total costs of project, bond fees, reserve, etc.*

*Board asks for recommendation from President on items such as this.*

**9. Board Reports**

**A. Finance Report**

**i. June Financials**

*Audit starts tomorrow, July 25. Ended year at ~\$3M revenue. Roughly \$35,000 in income. ~\$61,000 at risk funds. ~\$7350 for robotics, \$121,000 in title funds, \$20,000 in title II funds, \$602,000 in dual enrollment, \$80,000 in technology, \$341,000 in Revenue – well over 10% threshold. Expenses for year did not exceed budgeted expenses.*

**B. Facilities Report**

**a) Update**

*Jay from HJ Simms has set up weekly phone call to stay connected. Shane shares immense gratitude towards JC Team for their help and guidance throughout the process.*

**C. Monitoring Report | Leadership**

*Benefit of monitoring reports is identifying data that needs to be monitored and collected. In the next year, reports should be getting deeper in detail. Shane welcomes feedback on reports.*

*Should help the board be able to have data to share with public.*

**D. Restorative Circle Update**

*Student had recently appealed for reinstatement to district and the board instructed JPEC President to hold restorative practices. The circle involved students involved.*



# Jackson Preparatory & Early College



parents, faculty involved, and administration. Initial conversations with students was that the restorative circle would be a time to acknowledge the appealing student to come back. The student circle participants took the situation to heart. At the end of the circle, the decision was divided. Was a very valuable experience for all involved.

The recommendation from the President is that the student will not be welcomed back into the district. A document will be in the next board meeting.

**E. Legislative Report**

Not in session. In summer recess. Governor did sign budget into law. Increase of \$120 pupil and \$125/ high school student

**F. Provost Report**

Spring SAT scores came back – 82 point growth. Compare to last years highest score we would be ranked second in the county.

MASP – Jonathon was able to present pathways that JPEC has been starting to implement.

**10. Authorizer Items**

Continue to work on Jackson County Supers. Hopefully Dr. Phelan can have Shane join.

**11. Extended Public Comment**

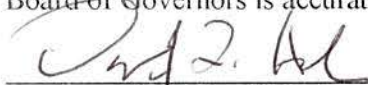
No comment.

**12. Board of Governors Comment**

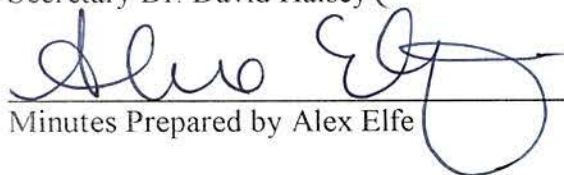
Fundraising – having a staff member assist in process of grant writing and fundraising.  
Parent Teacher Conferences – Get the real message out to families

**13. Adjourn** – The meeting was adjourned by Dr. Rob Rando at 7:25pm.

I certify that, to the best of my knowledge, that the foregoing minutes of the July 24, 2017 meeting of the Board of Governors is accurate and correct.

  
Secretary Dr. David Halsey

8/29/17  
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