

Jackson Preparatory & Early College



Jackson Preparatory & Early College Board of Governors Meeting Regular Board Meeting – Monday, October 23, 2017

Date: October 23, 2017
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 5:30pm.

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	Absent
NCSI	Don Cooper	Absent
Finance	Daryl Norris	Present

4. Review and Approval of Agenda

The October 23, 2017 agenda was reviewed and approved.
Motion made by S. Hogwood and seconded by D. Halsey.
Vote: Yes (6), No (0)

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5. Public Comment Related to Agenda Items

No comment.

6. Informational Items

A. Count Day Update

CP and EC have separate schedules. EC had 2 count days Oct 4 and 5. 400 students counted. Did reconcile some absences. System and prep was better than any year. Have to account for attendance every hour, weren't able to count every hour. Lost .98 FTE, but lowest in school history.

For financial accounting, count day is a 90/10 blend. 90% given at first count day and 10% on the second count day.

Lessons Learned – difference between applications in hand and word of mouth. Also difference between enrollment papers turned in and applications received.

Early college enrollment is still increasing while CP has plateaued.

B. Nomination of Roles / Re-appointment

Dr. Woods will be resigning from JPEC board as she has taken a different position at another college.

Board will find others interested in the JPEC board position for the filling of Wood's position.

Governors up for nominations:

S. Hogwood

C. Chantz nomination, support by D. Halsey.

Vote: Yes (5) No (0)

Z. Wilcox

D. Halsey nomination, support by S. Hogwood.

Vote: Yes (5) No (0)

J. Williams

D. Halsey nomination, support by C. Schantz.

Vote: Yes (5) No (0)

C. Turkey Bowl

November 17th, adult only.

Parents and staff come together and enjoy the night.

D. Spirit Week / Homecoming

School culture is continuing to grow!

Spirit games were last Friday. Homecoming dance on Saturday.

Wonderful turn out for homecoming dance and great involvement for spirit games.

7. Action Items

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- A. Approve September 25, 2017 Board Meeting Minutes
Motion made by S. Hogwood and seconded by C. Schantz.
Vote: Yes (6), No (0)

- B. Adoption of Board Policy – Naming Policy
Motion made by Z. Wilcox and seconded by S. Hogwood.
Vote: Yes (6), No (0)

3. d.

Last meeting Governors wanted to ensure that ultimately it is the full board vote and consideration. Language was added in to make clear.

5. a.

Keep the term substantial, but defining the term. Giving the board more flexibility of naming options of a donation.

5.b.

Added in the ability to design and bring to full board.

8. Policy First Readings

A. Governance Commitment

Statement overview: can remain as just MCCSA, or add national standards in the policy as well.

Add national standards as well for revision.

B. Governing Style

Trying to merge and blend public school oversight as it pertains to a board and policy governance.

9. Board Reports

A. Finance Report

i. September Financials

Have accrued for \$829,896, received \$0 as of today.

Expenses, \$242,080.

Received \$17,000 in AUP and athletic fees from student body.

**Have had computer damage, mainly screen breakage due to age and use.*

Have paid for majority of curricular licenses.

Paid attorney fees in full. Will need to make an adjustment in budget as additional costs have been billed due to new building construction.

End of September, \$163,000 in cash which covered needs. No need for short term financing. All supplies was provided and covered.

2/3 of spring tuition, June, July, and August rent, and Covalle Architects was paid.

ii. Cashflow Forecast

Started month with \$324,000. Computer supplies and payroll were major expenses. Also substitute teaching costs were increased due to shortage in staff.

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Plan to make a substantial payment to Jackson College when we receive the November state aid payment.

Slowly pay college in full by April (including rent and all tuition payments)

Rent per month is \$12,500.

iii. Outstanding Invoices

Covalle, Mercer, Driesenga and other bills have been paid. Jackson College is in a payment period.

iv. Budget Amendment I Draft

State will pay 90% of current count and 10% of last years count.

\$220,000 less in cash than what was anticipating.

Original budget included 2 additional staff members, that was cut. Saved.

Line items for furniture and equipment have been added.

Saved \$20,000 because of merge of in house technology maintenance.

Paying more out of Title II for teacher PD and less in teacher mentoring.

Line item addition of Architecture and Engineering Fees where Covalle, Mercer, and Driesenga fees are being accounted for.

\$300,000 have been set aside for fees regarding the new building.

Governor's comment: Have conversation with authorizer about fees prior to building construction and who will have to pay those fees.

16.7% for fund balance.

B. President's Report

a) Annual Education Report

Same data from last year, because of transition from MEAP to MSTEP 2016-17 has not been released.

b) Student Learning Monitoring Report

Growth in student demographics, and curriculum!

Accountability measures that are changing in state such as scorecard.

C. Legislative Report

Don Cooper has resigned from NCSI and has taken a position at GVSU as the director of charter schools.

Conversations are already in progress for a replacement.

D. Provost / Principal Report

i. EC Student Learning Presentation

ii. CP Student Learning Presentation

10. Authorizer Items

Civil cost for relocation is \$17,150.

11. Extended Public Comment

No comment.

12. Board of Governors Comment

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Great meeting, good conversation, and good presentations.

13. **Adjourn** – The meeting was adjourned by Dr. Rob Rando at 7:52 pm.

I certify that, to the best of my knowledge, that the foregoing minutes of the October 23, 2017 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.
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