

Jackson Preparatory & Early College



Jackson Preparatory & Early College Board of Governors Meeting Regular Board Meeting – Monday, December 18, 2017

Date: December 18, 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 5:31pm.

✓ 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	Mr. Steven Hogwood	Present
Trustee	Mrs. Cheryl Schantz	Present

Authorizing Body:

President	Dr. Phelan	Absent
Finance	Daryl Norris	Present

4. **Review and Approval of Agenda**

The December 18, 2017 agenda was reviewed and approved.

Motion made by C. Schantz and seconded by Z. Wilcox.

Vote: Yes (6), No (0)

Moving John C. from Charter School Capital from point D to point A.

5. **Public Comment Related to Agenda Items**

No comment.

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6. Action Items

A. Approval of November 27, 2017 Board Minutes

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

Vote: Yes (6), No (0)

B. Adoption of Board Policy – Bylaws

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

Vote: Yes (6), No (0)

Feedback was recognizing an electronic attendance. Change was made to have 80% attendance are attended in person for proper participation in board topics.

Board members may not vote electronically in closed session.

Time limit – time of board meeting should not exceed 2 hours.

C. Adoption of Board Policy – Chairperson's Role

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

Vote: Yes (6), No (0)

7. Informational Items

A. Charter School Capital Update

John helped write the first law in Charter School Capital for facility development. 2 programs, working capital (2008, eleven states) and facility development. Only works with Charter Schools.

MOU is 90 days to work only with CSC to look at enrollment and blueprints to make a plan.

Also looks at demographics of area and can give marketing advice to gain enrollment.

CSC has their own capital, no third parties necessary.

If MOU is signed by January, within 120-150 days the deal can close.

Enrollment projections need to be quite close to actual.

Asset management group will follow the charter school.

Buy out options are available at any time, preferably after 6 years.

Land lease needs to be longer than the building lease.

Language needed about first right of refusal to be added to MOU.

Other options can be explored and the board will be given full information on all.

Options could include on campus and off campus options.

B. Board Calendar – 2018/19

No comment.

Annual review of board action items – for board review for annual meeting in January and leadership retreat.

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- C. Open Enrollment Window Proposal
March 9, 2018 deadline for intent to return period for current families.
March 12, 2018 – April 13, 2018 for Open Enrollment window.
Not proposing grade caps at this time.
- D. Closing 2017-18 Application Window
Closing app window as of March 11, 2018.

8. Policy First Readings

- A. Delegation to the President
Simply stipulates what the responsibilities and powers are delegated from the board to the president of the academy.
- B. Mission Documents

9. Board Reports

- A. Finance Report
 - i. November Financials
Normal operating expenses. Nothing significant during the month.
Pg 5 – ended month \$123,000 cash. \$315 is bills we have sent to parents for computer repair. Due from the state \$843,000. Prepaid expenses, \$66,000 is payroll for December due to pay periods in December.
 - ii. Cashflow Forecast
Nothing significant in November. Receiving next payment for December in couple of days. Planning on paying JC all back rent in the month of December.
Expect to pay moneys in school supplies.
 - iii. Outstanding Invoices
99% owed is to Jackson College.
ASK is computer support company.
- B. President's Report
 - a) Authorizer/Charter Monitoring Report
Within Charter there are 7 schedules. Nothing has been amended since beginning. Focus is on schedule 7.
Section B – 4 core areas. Pg 5 is comparison between original charter and statistics.
95% of other areas, jpec is meeting the charter expectations.
- C. Legislative Report
 - i. Update
Update of Request #978 – EMO's, Employees Only does our HR only. The rest is self managed in house at JPEC.
- D. Provost / Principal Report

10. Authorizer Items

No comment.

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11. Extended Public Comment

No comment.

12. Board of Governors Comment

Student Body President has sent contract of rules of College property. Waiting on reply.

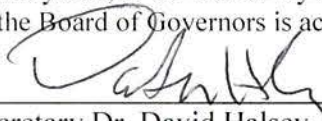
Board seat – have heard from one applicant.

Board retreat needs to be scheduled.

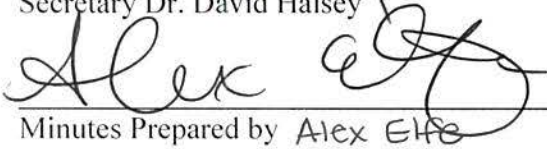
Robotics grant has been approved, received check for \$20,000.

13. Adjourn – The meeting was adjourned by Dr. Rob Rando at 7:22 pm.

I certify that, to the best of my knowledge, that the foregoing minutes of the December 18, 2017 meeting of the Board of Governors is accurate and correct.


Secretary Dr. David Halsey


Date


Minutes Prepared by Alex Elfo

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