

# Jackson Preparatory & Early College



## Jackson Preparatory & Early College Board of Governors Meeting Regular Board Meeting – Monday, January 22, 2018

Date: January 22, 2018  
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	Mr. Steven Hogwood	Present
Trustee	Mrs. Cheryl Schantz	Absent
Trustee	Mr. Daryl Norris	Present

#### Authorizing Body:

President	Dr. Phelan	Present
	Jeremy Frew	Present

### 4. Review and Approval of Agenda

The January 22, 2018 agenda was reviewed and approved.  
Motion made by Z. Wilcox and seconded by S. Hogwood  
Vote: Yes (6), No (0)

### 5. Public Comment Related to Agenda Items

*No comment.*

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## 6. Action Items

### A. Approval of December 18, 2017 Board Minutes

Motion made by S. Hogwood and seconded by D. Halsey

Vote: Yes (6), No (0)

### B. Adoption of Board Policy – Delegation to the President

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

Vote: Yes (6), No (0)

*In relation to Action Item E: Policy for Delegation to the Present may be in conflict with the election of the CAO. CAO typically oversees that financial items are taken care of. At the time of the election of CAO this policy was not active. CAO can be whatever board member or Superintendent.*

*Conflict arises if all responsibilities are ran through the President except those of the CAO. Want to keep this consistent.*

### C. Adoption of Board Policy – Mission Documents

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

Vote: Yes (6), No (0)

### D. Approval of Election of Officers

Motion made by D. Halsey and seconded by S. Hogwood

Vote: Yes (6), No (0)

### E. Approval of Election of CAO

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

Vote: Yes (6), No (0)

*Amendment to make S. Malmquist the CAO.*

Motion to amend CAO made by J. Williams and seconded by Z. Wilcox.

Vote: Yes (6), No (0)

### F. Reappointment of FOIA Coordinator, Civil Rights Coordinator,, Legal Counsel, McKinney Vento, Foster Care Liaison, Assistant Treasurer, Assistant Secretary, Contract Negotiation, Deposit Designation, and Electronic Transfer Officer

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

Vote: Yes (6), No (0)

### G. Approval of Conflict of Interest

Motion made by S. Hogwood and seconded by R. Rando.

Vote: Yes (6), No (0)

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## H. Approval of Open Enrollment 2018

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

Vote: Yes (6), No (0)

## I. Motion to recommend closing of 2017-18 Application Window

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

Vote: Yes (6), No (0)

*Closing of application window must come from the Authorizer. Recommending to JC board to close the application window as open enrollment for 2018/19 school year starts.*

## J. Approval of 2018/19 Board Meeting Calendar

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

Vote: Yes (6), No (0)

## 7. Informational Items

### A. Seat Schedule

*Proposed seat schedule for 2018/19. Based upon space, new facility, staffing and current enrollment. Proposal is to cap current number for 12 and 13 but increase the other grades to an appropriate cap. As we build waitlists we can then look at staffing and bring in at the same time. Allows time to find appropriate team member.*

*6<sup>th</sup> grade – capped at 45 is in response to the last 2 years. Concern is projected numbers for financial reasons and want to ensure we hit the numbers necessary. Also, do not want to bring in a staff member when the numbers aren't there.*

### B. Spring and Fall Board Policy Updates

*Typically legal updates to policies due to legislation. Are available to board members for review until February's meeting.*

*President will highlight any significant changes for board members*

## 8. Policy First Readings

### A. Emergency Presidential Succession Plan

*5<sup>th</sup> paragraph – "Person appointed as Acting President..." Is the board comfortable with the interim president making this decision.*

*6<sup>th</sup> paragraph – "Immediately upon transferring the responsibilities..." Is the board comfortable with the board chair notifying staff members.*

### B. General Executive Constraints

*Limitations the President cannot go against.*

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## 9. Board Reports

### A. Finance Report

- i. December Financials  
*No significant points to highlight. Everything is on track.  
Instructional staff support – higher due to low staffing and needing substitute teacher support.*
- ii. Cashflow Forecast  
*Remaining on target. Have been able to take care of back-rent payments and all construction invoices. Also paying college for outstanding dual enrollment.*
- iii. Outstanding Invoices  
*Nothing significant.  
Will find out if \$200,000 payment on tuition has already been paid or needs to be paid.*

### B. President's Report

- a) Board Retreat  
*Date: February 2, 2018 j- 2:30pm-7:30pm  
Focus: reviewing board policies and strategic planning (district goals, planning 5 year, etc.)*
- b) Facilities  
*Gimmie and Shane to follow up with J. Kearns from Charter School Capital in next 2 weeks.  
Meeting with Michelle from OSB scheduled to see if they are an option.  
Still exploring off campus options for new facility.  
Conversations with JPS superintendent were friendly, will report updates.  
Next board meeting will have updates.*
- c) Mathematics  
*Ongoing conversation for past year. JPEC could have been more responsive on these items.  
Very happy with outcomes of math courses and the implementation of competency based learning.  
Core changes are: (1) Students will be exempted from projects currently and in next term. (2) Direct instruction on a standard pace will occur. (3) Increased consistency and clarity with communication.  
Have currently been reporting pace grade for course rather than skill grade. Grades will then be reported as skill based rather than pace, also instituting percentage of course completion in details.  
Board would like updates on the promised implementations.*

### C. Legislative Report

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## D. Provost Report

### 10. Authorizer Items

*No comment.*

### 11. Extended Public Comment

*Will taking away the projects currently change past grades? No. but will change courses depending on pace of current course.*

### 12. Board of Governors Comment

*Epicenter updates.*

*Accountability on failed college courses.*

*Welcome Daryl Norris to JPEC Board of Governors!*

### 13. Adjourn – The meeting was adjourned by Dr. Rob Rando at 6:42 pm.

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.

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Secretary Dr. David Halsey

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Date

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Minutes Prepared by Alex Elfe

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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