

Jackson Preparatory & Early College



Jackson Preparatory & Early College Board of Governors Meeting Regular Board Meeting – Monday, February 19, 2018

Date: February 19, 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 5:30pm.

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	Present
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 with minor grammatical edits requested, and the request was made to correct the spelling of Governor Norris's name
Motion made by Schantz and seconded by Williams
Vote: Yes (6), No (0)

5. Public Comment Related to Agenda Items

No comment.

Jackson Preparatory & Early College



6. Action Items

A. Approval of February 19, 2018 Board Minutes

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

Vote: Yes (7), No (0)

B. Adoption of Board Policy – President Succession

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

Vote: Yes (7), No (0)

C. Adoption of Board Policy – Executive Limitations

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

Vote: Yes (7), No (0)

D. Approval of 2018-19 Seat Schedule

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

Vote: Yes (7), No (0)

E. Approval of SP and Fall Board Policy Updates

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

Vote: Yes (7), No (0)

F. Approval of Darrell Norris on Finance Subcommittee

Motion made Halsey and seconded by Shantz.

Vote: Yes (6), No (0)

G. Approval of Finance Committee Member – Darrell Norris

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

Vote: Yes (7), No (0)

Jackson Preparatory & Early College



months

- ii. Cashflow Forecast
Remaining on target.
Focused on dual enrollment expenses and distributing over the next several months.
The attrition of students will be planned for in the 2018 budget drafting
- iii. Outstanding Invoices
Primarily with the college. Significantly less.
Decreased from \$400K to \$54K in three months.

B. President's Report

- a) Board Retreat
Discussion on Board ENDS and common themes during Board Retreat
President shared considerations of ENDS development
- b) Board Retreat Scheduling
President suggested three Board Retreats.
Discussion on purpose and need of policy governance as a stand-alone retreat
Interest in aligning retreats to areas of JPEC that are innovative and require the Board to come together
Interest shared in potentially focusing on two retreats over the course of the year with a focus on outcomes and measurement of achievement of outcomes.
Request made to set dates well in advance: February is a good month, morning is a preferred time, but does not work for all.
Early August suggested as the other month
Discussion on the difference between planning sessions and a retreat.
- c) Facilities
Discussion on conversations with Jeff Beal and Parkside.
Discussion on option with the RAC
Request to reach out to Paragon to discuss a matriculation with elementary into middle school
Request to see financials regarding options in order to make informed decisions
Follow up with Mercer
Former Bible College brought up as a consideration
- d.) Motion to extend board meeting to 8:00pm
Motion to extend – Halsey. Second – Hogwood

Jackson Preparatory & Early College



7. Informational Items

A. School Calendar Drafts

Both College Pre and Early College AY calendars are similar to current calendars. Focused on a 15 week term structure with a mid-term break for students.

Subtle changes between January return dates between schools, spring breaks, and Spring/Summer return dates.

Faculty have reviewed and provided feedback on current drafts.

Request to consider applying a couple days in session during the second week of January for Early College students and pull a couple days from the May break.

B. Enrollment/Count Day

98% attendance for College Prep on Feb. 14th, and 95% attendance for Early College.

Approximately 87% attendance for Early College on Feb. 15th.

Effort is being made to confirm positive attendance over the next 10 days.

Expectations of attrition with an approximate number of 375 students. This will be the first time that our enrollment has fallen between Fall and Winter count days.

Financial planning around this attrition will take place as the 2018-19 budget is drafted.

C. Open Enrollment/Marketing

Focusing on the #JPECDifference by gathering testimonials from staff, students, and families.

Discussion on the unique elements of JPEC.

Request to create a side-by-side comparison highlighting the difference of JPEC.

8. Policy First Readings

A. Compensation and Benefits

Item 3. Point c needs to be adjusted to a.

Update with a statement regarding not putting "at will employer status" at risk

B. Budgeting and Forecasting

Potentially remove the term Forecasting as it is possibly redundant

9. Board Reports

A. Finance Report

i. January Financials

No significant points to highlight. Everything is on track.

Significant payments made to Jackson College for dual enrollment.

JAMA courses paid

Decreased outstanding expense from \$400K to \$53K over the past three

Jackson Preparatory & Early College



C. Legislative Report

- a) *Discussion being reopened with the State regarding financial restructuring for our model*
- b) *Regional enhancement millage was approved by the State*

D. Provost Report

- a) *Recent death of an Early College student has impacted our community*
- b) *Despite the challenge of this death, our community has come together in very positive ways to show support for one another.*

10. Authorizer Items

No comment.

11. Extended Public Comment


No comment.

12. Board of Governors Comment

No comments.

13. Adjourn – The meeting was adjourned by Dr. Rob Rando at 7:55 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.


Secretary Dr. David Halsey

3/19/19
Date


Minutes Prepared by Alex Elfe *Shane Malmquist*

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