Jackson Preparatory & Early College
Board of Governors Meeting
Regular Meeting – Monday May 2, 2016

Date: Monday, May 2, 2016
Time: 6:00 p.m.
Location: Jackson College
2111 Emmons Road
Potter Center – Board Room

AGENDA

I. Call to Order
6:00pm

II. Pledge of Allegiance

III. Roll Call
Present
R. Rando
J. Williams
S. Malmquist
Z. Wilcox
R. Woods
S. Hogwood
D. Halsey
Absent

IV. Approval of Agenda
Addition: Item VIII: JPEC Student Recognition
Motion to Approve - Rando , Second - Williams , Approved.

V. Public Comment (limited to three minutes): For agenda items only
none

VI. Approval of April 13, 2016 Board Meeting Open Meeting Minutes
Motion to Approve - Rando, Second - Hogwood, Support, Approved.

VII. Points of Pride
A. JPEC Student Recognition
i. Ethan Winright entered writing contest with D. Cooper from NCSI. Honorable mention for high school entries.
B. JPEC Student Recognition
i. Haley Gibson was nominated from Jackson College to receive recognition in Learning Award in Writing Experience I. Invited to the 2016 Students Excellence Ceremony.

DISCIPLINARY HEARING

Parent asked to go into closed session.

Motion to go into closed session - Halsey, Second - Rando, Roll call – All support. Approved. 6:07pm.

Motion to go into open session - Rando, Second - Halsey, Unanimous. Approved. 6:44pm.

Motion to move forward with 45-day alternative learning placement with home services. 3 core items: 1. Learned from Experience 2. Learned through experience of academic learning 3. Learned through social experience. Plan for Resolution (written letter to Student B and Family) and Reconnection to Student B must be determined and put into place with behavior contract including consequences if further incidents happen.

Motion – Rando, Support – Halsey. Unanimous. Approved.

VIII. Action Items

A. Student Disciplinary Hearing

B. 2016-2017 School Calendar

Changes since last meeting: March/April breaks – ensuring dual enrolled students were able to utilize breaks. Days will remain at 203 days. Have given back some holidays to ensure we stay closer to the 204 days.

Changes in Intersession: Intersession would be before finals for instructional support before finals.

Laura Van Wormer – having intersession in mid-term instead of end of term. Striving towards proficiency through the term instead of at the end. Would be very beneficial for both staff and students.

Term 1: October 3-7

Term 2: March 20-24 (before parent/teacher conferences)

Term 3: June 19-23

Reaction from faculty- they are very supportive.

Recommendation – move dates to mid-term to ensure proficiency.

TABLED – Approve next meeting

C. 9th Grade Cap Review

Approved 9th Grade Cap 2016-2017 -75

Matriculation agreement in the works for Paragon Charter Academy. Would like to extend opportunity.

Staffing - $200,000+ coming in from students. Addition of 3 Early College staff.

Looking at hiring those that are dual certified that spans from 6th-13th grades.

Clarification: Taking in over 100 applicants – a waiting list would be created. Lotteries can only happen during open enrollment.

Dual enrollment cost could increase substantially. Students coming in are completing 8th grade, meaning they need to complete 1st year course work before dual enrollment.

Recommendation: open 9th grade cap to 100 students

Motion to approve 9th grade cap to 100 – Rando, Second – Wilcox, Support – Williams, Approved.

D. Job Descriptions

Changes:

Administrative Assistant to Office Manager

Administrative Assistant to Executive Assistant.

All descriptions are full time with the exception being the accountant being part time.

Motion to accept proposed (6) descriptions and to amend charter at the upcoming meeting – Rando, Second – Hogwood, Unanimous. Approved.

E. Board Schedule
Recommendation: moving forward from 2 meetings a month to 1 meeting a month. Meeting time changed to 5:30pm instead of 6:00pm.
Motion to accept 1 meeting a month, meeting at 5:30pm, Social at 5:00pm – Rando, Second – Wilcox. Unanimous. Approved.

IX. New Items

A. Treasurer's report - *Second reading of March*
Details revenue expense statement. President and accounting dept. will be going over another proposed budget.
Miscellaneous category – startup costs. Invoiced to charter.
April financial Statement – how state aid revenue is stated, its only reflected of actual dollars.

B. Budget Proposal
Initial draft for board review.
Budget proposal for 2016-2017 for enrollment of 330 students. $7,391/pupil. Added in are dollars for Title 1 monies, 64b, state funding for dual enrollment (not guaranteed). Expenses – general/instructional/fees to college ($150,000 – lease), startup costs ($90,000)/dual enrollment ($500,000)/Cash reserve ($100,000).
10% of 3.5-4 million for building 1.5 years from current date.
Current enrollment for 2017-2017 is at 349.

C. Enrollment Update
i. Enrollments for 2015-2016

D. Matriculation Agreement
Informational.

E. Faculty Salaries
Salary increases – sheet provided is current salaries, no raises are included in the budget proposal. Last year JPEC was able to provide a 3% increase in salary. Rather than 3% increase, include a set stipend to allow more flexibility. Contracts would not be extended until after June, with an approved budget. Increase of $37,500 in raises at 3%.

F. Options for Accounting Support
Utilize schools/individuals to support JPEC. Looking outside Jackson County and if they are interested in contracting out to JPEC. Substituting the part time accounting job.

X. Updates

A. Dean's Update
i. International Program
Contact with American Honors and other international programs. American Honors has asked to travel to China. Jonathon Marowelli will be traveling to China to explore the options. Lead for foreign language teacher, certified in 7 different languages, with a Ph.D. Resume has been sent, interview should be following.

B. Curriculum update
i. Subcommittee work
Creating a curriculum/pathway that starts at the 6th grade. Starting with big picture goals – aligning GEO's with JC. Would like to have a set of skills that aligns with all departments using the same vocabulary and skill sets.
ii. MEMCA preparation
Moving forward for presentation on May 17th – 9:00am in Flint. When JPEC presents that they bring a team to present. Open invitation to be present at the presentation or record perspective on JPEC.

C. NWEA Assessment Update
Being intentional with what these numbers mean in the student's eyes.
No more science in NWEA – it does not align with next generation science standards, at the EC level it doesn't take into account specialized science courses.
Replacing that test – pulling ACT questions or SAT questions and creating our own testing.

D. Board Member Addition
Rando's contact from CP Federal Credit Union – Not yet contacted.
S. Hogwood's contact declined the invitation.

XI. Authorizer Items
None.

XII. Extended Public Comment (limited to three minutes): Non-agenda items
None.

XIII. Board of Governors Comment
Graduation dinner for Graduate Saturday, May 14th.
Open house June 5th.

XIV. Adjournment
8:47

Certification by Secretary:

I certify that, to the best of my knowledge, that the foregoing minutes of the November 27, 2017 meeting of the Board of Governors is accurate and correct.

_____ _____
Secretary Dr. David Halsey Date

_____
Minutes Prepared by Alex Elfe

Minutes available at:

Jackson College
2111 Emmons Road
Jackson, MI 49201
Telephone: (517) 768.7093

A copy of the meeting minutes are available for public inspection at the address listed above within eight business days for proposed minutes and within five business days of approval for approved minutes.

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