

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD of EDUCATION MEETING PROCEDURES
February 15, 2022-5 PM



Welcome to the Jackson County Intermediate School District Board of Education meeting. The board meets in public for the purpose of conducting the school district's business, but the meeting is not to be considered a public community meeting. It is our policy to provide the public reasonable access to the Board of Education and in order to accomplish this in an orderly, efficient, and effective manner, certain guidelines are desirable.

1. The location and dates of all meetings are published in advance, including details on how the public may listen in a virtual option via a link/or a "call-in" telephone number. Linked or "call-in" observers are not meeting participants and can only listen to the meeting. No chat or voice comments are available to virtual listeners. Meetings may be recorded at the Board's discretion.

Time: Feb 15, 2022 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

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2. All agendas of the Board of Education include an item identified as "Visitor Recognition and Comment," which takes place in the early part of the evening.
3. Unless you object, for the purpose of identification in the official Board minutes, in-person visitors are asked to sign an attendance roster.
4. The chairperson may limit the discussion depending on the number of persons wishing to address the Board on a given topic or on a given night.
5. The Board of Education reserves the right to establish additional rules or procedures it deems appropriate to a particular item on the agenda or for a particular Board meeting. Such rules or procedures will be announced at the opening of a board meeting, or prior to the discussion of a specific agenda item.
6. Pursuant to Michigan law, a Board member on active military duty, or for medical reasons, who is unable to participate in the meeting in-person, will be allowed to participate in the meeting remotely when approved by the Board President.

As elected state officials, we believe open communication is of vital importance in maintaining quality services to local school districts. Meeting facilities will generally accommodate access to and participation in Board meetings; however, any person needing an additional accommodation to participate in the meeting should contact the office of the superintendent at 517.768.5200 in advance so a reasonable accommodation can be arranged. Members of the public who wish to contact board members outside of board meetings are encouraged to write them using the board members' district email addresses, which are available on the www.jcisid.org website in the countywide directory.

**JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION**

Regular Meeting – February 15, 2022— 5:00 p.m.

I.	OPENING OF MEETING	
II.	PLEDGE OF ALLEGIANCE	
III.	CORRESPONDENCE AND INFORMATION	
IV.	VISITOR RECOGNITION AND COMMENT	
V.	CONSENT AGENDA-Volume 42, Report No. 43	
	<i>Consent agenda matters are considered routine, or have been previously discussed and/or reviewed in a prior open meeting. Consent items will be enacted in one motion. While simple clarification or comment may be appropriate, there will be no discussion. If substantive discussion is required, it will be removed from the consent agenda and considered separately.</i>	
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JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – January 18, 2022
Volume 42, Report No. 43 Consent Item 1a

PROPOSED MINUTES

The meeting of the Board of Education of the Jackson County Intermediate School District was held on Tuesday, January 18, 2022, at the Gerald B. Kratz Education Center, 6700 Browns Lake Road, Jackson, Michigan. Vice President Douglas Schedeler called the meeting to order at 5:00 p.m. Board members present were: Douglas Schedeler, Erin Slater, Georgia Fojtasek, and Blaine Goodrich. Board members absent: David Salsbury.

Meeting with the Board were Superintendent Kevin Oxley; Catherine Brechtelsbauer, Human Resource Director; and Phyllis Stressman, Administrative Assistant

STAFF AND VISITORS

In-person: Mark Iocca, Kathryn Keersmaekers, Carlene Lefere, Peggy Clevenger, Mary Groom, Barbara Fleming, Santino Gaiten, Delinda Woods

Virtual: Roger Auwers, Maureen Keene, Tovah Sheldon, Kaci Babineau, Mark Pogliano

CORRESPONDENCE & INFORMATION

Jackson Reads is an event where age appropriate reading books/supports are freely distributed to young children. This year the even is being held on Saturday, January 22nd, at the Jackson YMCA.

A countywide educator virtual job fair is being planned for March 15th.

The Superintendent gave a brief Covid update.

VISITOR RECOGNITION AND COMMENT

Five persons addressed the Board: Dr. Mark Iocca DDS, Kathryn Keersmaekers, Carlene Lefere, Peggy Clevenger, and Mary Groom. The common remarks were expressions of concern for the removal of mature Oak trees at the Central Campus renovation site. The focus was on the significance of the age of the trees, the potential impact to the eco system, groundwater, drainage, and quality of life.

Mrs. Fojtasek closed the comment period by stating appreciation for recent communications about the renovation project. She encouraged the Board, administration, and community to work together creatively to accomplish common goals.

CONSENT AGENDA – Volume 42, Report No. 39

Motion to approve the consent agenda given by Mr. Goodrich; Mrs. Slater seconded. The consent items were approved by a unanimous roll call:

Yeas) Schedeler, Slater, Fojtasek, Goodrich
Nays) None

Consent Item-1	Approval of December 21, 2021, regular meeting minutes
Consent Item-2	Acceptance of Finance Report
Consent Item-3	Personnel Matters & Recommendations: Employment
Consent Item-4	Section 98b Benchmark Reporting

SPECIAL REPORT

CELEBRATION OF EXCELLENCE-School Board Appreciation - Volume 42, Report No. 40

Superintendent Oxley, on behalf of the administration and staff, expressed gratitude for the Board and their dedication and guidance; in recognition of January being School Board Appreciation month, Board members received a small token of appreciation in the form of JCISD apparel gift certificates. A short video highlighting Board accomplishments over the past year was shown.

REPORTS FOR ACTION

BOARD POLICY UPDATES – Volume 42, Report No. 41

Several board policies had been recommended for update by the District’s policy service, NEOLA, and the administration. The Board reviewed the changes at the December meeting, pulling policy 0167.3 Public Participation for further consideration. The administration proposed the Board adopt the remaining policy updates as presented. Mrs. Fojtasek made the motion to approve the NEOLA and administration recommended changes, as presented. Mrs. Slater offered support to the motion, which then carried by a roll call vote:

Yeas) Slater, Fojtasek, Goodrich, Schedeler
Nays) None

REPORTS FOR INFORMATION

BOARD POLICY UPDATE 0167.3 Public Participation – Volume 42, Report No. 42

At the conclusion of a lengthy discussion, consensus was reached around drafting a policy that stayed within the MASB recommendations concerning virtual and public participation, maintain a 3 minute time limit for public comment, utilize sign-in form requiring name and address of persons wanting to address the Board, and provide another layer of accommodation for disability, or an inability, to attend in-person meetings by putting in place a mechanism making it easier for the public to submit a written statement via the website and/or administrative office. A proposed policy will be brought for review and action at the February meeting.

INTRODUCTION OF OTHER MATTERS

Dr. Iocca shared his appreciation for the wonderful work the District does, and how uniquely fortunate the Jackson area is for having the level of supports offered to special needs students and young adults.

Mr. Oxley provided a brief update on the Torrant pool renovation and Central Campus construction projects. Mrs. Fojtasek asked the administration to provide a summary of the Central Campus project, scope and financing.

Mr. Schedeler asked for the Salsbury family be kept in our hearts and prayers during this very personal and challenging time.

CLOSED SESSION/Collective Bargaining

Mrs. Slater made the motion to enter into closed session for the purpose of discussion concerning collective bargaining. Mr. Goodrich support:

Yeas) Fojtasek, Goodrich, Schedeler, Slater

Nays) None

The closed session began at 6:47 p.m.

Closed session adjourned by a unanimous hand vote. The regular meeting reconvened at 7:02 p.m.

ADJOURNMENT

A unanimous hand vote adjourned the regular meeting at 7:03 p.m.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Closed Session – January 18, 2022
Volume 42. Report No. 43, Consent Item 1b

PROPOSED MINUTES

A closed session of the Board of Education of the Jackson County Intermediate School District was held on Tuesday, January 18, 2022, at the Kratz Education Center, 6700 Browns Lake Road, Jackson, Michigan.

The closed session began at 6:47 p.m. Board members present were: Schedeler, Vice President; Erin Slater, Secretary, Georgia Fojtasek, Treasurer; and Blaine Goodrich, Trustee. Board members absent: David Salsbury, President

Meeting with the Board were Kevin Oxley, Superintendent; Catherine Brechtelsbauer, Human Resource Director; and, Roger Auwers, Finance Director

CLOSED SESSION/Collective Bargaining

Labor group collective bargaining was discussed.

No motion was given or action taken. The closed session adjourned at 7:02 p.m. by unanimous hand vote.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – February 15, 2022
Volume 42, Report No. 43, Consent Item 2

CONSENT

Subject: Acceptance of Financial Report

2022FY Year-to-Date Results

Attached are the [year-to-date financial results](#) for each of the District's major operating funds covering the first seven months of the 2022 fiscal year through January 31, 2022. Some key points of interest are:

- Local revenue received from summer property tax collections was in line with budget expectations and the winter tax collections are running slightly favorable to budget. It is expected that overall property tax collections for the year will be close to the budget or slightly favorable in all funds.
- Other Local Revenue is running slightly higher in the General Fund and in CTE, but these revenues are typically offset by higher expenses
- State aid revenue appears to be running close to budget or slightly favorable in all funds.
 - General Fund – Sec 81 slightly favorable to budget (net plus) and additional MPSERS (which gets paid back to the ORS for unfunded retirement liabilities). Additional funding from state in form of grants for specific purposes, but these funds will be offset by increased spending or deferred into next year.
 - Special Ed – receiving unplanned Special Ed Per Pupil Equalization payment; adjustments based on prior year cost reports will happen if February or March
 - CTE – very close to budget
- Federal revenue is expected to be close to budget in all funds.
- Salaries & Fringe benefit costs are running close to the budget and are expected to finish the year close to budget in all funds.
 - General Fund and CTE – running slightly favorable to budget which at least in the General Fund appears to be attributable to attrition
 - Special Ed – running close to budget with higher spending for the 2021 summer program and adding a few new positions being mostly offset by other vacant positions
- Other expense lines (supplies, equipment, purchased services and all other) are running higher than last year but most years we tend to finish the year slightly favorable in these spending categories and that trend is expected to continue

Taking all these factors into consideration, the district's 3 major operating funds are continuing to track close to budget or slightly favorable in all funds. The administration will continue to monitor results monthly and prepare a 2022FY budget amendment in June 2022.

2023FY Budget Process

The State of Michigan held its first Consensus Revenue Estimating Conference (CREC) of 2022 on Friday, January 14th. The news was very positive. The State's combined balance sheet (combined General Fund and School Aid Fund) is very strong primarily as a result of still unallocated federal stimulus dollars. The news was also encouraging regarding the State's outlook for income tax and sales tax revenue that provide the primary sources of income to the State. As a result of this news, it should be expected that the 2023 fiscal year should be a pretty good year for Michigan public schools when it comes to state funding. Examples of how this favorable funding might play out were seen in the Governor's budget proposal for the 2023FY that was released on February 9th. Significant increases were proposed by the Governor for "regular" school funding – per pupil foundation allowance for local districts and Section 81 for ISD's – as well as significant special funding initiatives proposed by the Governor, particularly in the areas of teacher retention and recruiting, early childhood programming (GSRP), and mental health / whole child initiatives. If this year's budget process follows a traditional course, the State House and State Senate will now prepare their respective budget proposals, followed by a bi-partisan consensus committee forming to reconcile the three proposals and develop a single State budget for approval by the House and Senate prior to the Governor's signature.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting –February 15, 2022
Volume 42, Report No. 42 Consent Item 3

CONSENT

Subject: Personnel Matters and Recommendations

A. EMPLOYMENT – FOR ACTION

1. Non-Certified Staff

- a. Mackenzie Gibbs 02/22/2022
Instructional Assistant - Health Science
Career & Technical Education

Ms. Mackenzie Gibbs is being hired as an Instructional Assistant- Health Science for the Jackson Area Career Center, effective February 22, 2022. This vacancy resulted from the resignation of Ms. Jean Miko. Ms. Gibbs will be placed within the instructional assistant salary schedule, consistent with her experience.

- b. Heather Williams 03/01/2022
Teacher Assistant
Special Education

Ms. Heather Williams is being hired as a Teacher Assistant for the Special Education Department, effective March 1, 2022. This is a new FTE for the 2021-2022 school year, and will be reflected in the budget amendment. Ms. Williams will be placed within the teacher assistant salary schedule, consistent with her experience.

- c. Meredith Berry 02/16/2022
Teacher Assistant
Special Education

Ms. Meredith Berry is being hired as a Teacher Assistant for the Special Education Department, effective February 16, 2022. This vacancy resulted from the retirement of Dawn Staats. Internal assignment changes were made, and this is the position that was left to be filled. Ms. Berry will be placed within the teacher assistant salary schedule, consistent with her experience.

- d. John Carroll 02/16/2022
Teacher Assistant
Special Education

Mr. John Carroll is being hired as a Teacher Assistant for the Special Education Department, effective February 16, 2022. This vacancy resulted from the resignation of Mr. David Lee. Mr. Carroll will be placed within the teacher assistant salary schedule, consistent with his experience.

e. Walter Deland 03/01/2022
Teacher Assistant
Special Education

Mr. Walter Deland is being hired as a Teacher Assistant for the Special Education Department, effective March 1, 2022. This vacancy resulted from the resignation of Ms. Sara Toler. Mr. Deland will be placed within the teacher assistant salary schedule, consistent with his experience.

f. Cynthia Wagner 02/22/2022
Bus Attendant
Transportation

Ms. Cynthia Wagner is being hired as a Bus Attendant for the Transportation Department, effective February 22, 2022. This vacancy resulted from the promotion of Ms. Sara Clark to a driver position, which is a new FTE for the 2021-2022 school year, and will be reflected in the budget amendment. Ms. Wagner will be placed within the bus attendant salary schedule, consistent with her experience.

g. Veronica Sprang 02/02/2022
Bus Driver
Transportation

Ms. Veronica Sprang is being hired as a Bus Driver for the Transportation Department, effective February 2, 2022. This vacancy resulted from the termination of Mr. Ross Dandurand. Ms. Sprang will be placed within the bus driver salary schedule, consistent with her experience.

h. Bethany Jones 03/07/2022
Bus Driver
Transportation

Ms. Bethany Jones is being hired as a Bus Driver for the Transportation Department, effective March 7, 2022. This vacancy resulted from the retirement of Ms. Laurel Wooley. Ms. Jones will be placed within the bus driver salary schedule, consistent with her experience.

i. Christina Winter 02/15/2022
Secretary II
Human Resources

Ms. Christina Winter is being hired as a Secretary II for the Human Resources Department, effective February 15, 2022. This vacancy resulted from the retirement of Ms. Mary Csage. Ms. Winter will be placed within the ESPA salary schedule, consistent with her experience.

B. SEPARATION OF EMPLOYMENT – FOR INFORMATION

1. Administrative, Managerial & Technical Staff

- a. Melissa Weaver 06/30/2022
Special Education Supervisor
Special Education

Ms. Melissa Weaver provided notice of her retirement from her Special Education Supervisor position for the Special Education Department, effective June 30, 2022, which was accepted by the Superintendent on behalf of the Board on February 4, 2022. Ms. Weaver started employment with us on February 4, 2002. The administration has not yet posted this vacancy.

- b. Coryn Mifsud 02/28/2022
Payroll/Accounts Payable Accountant II
Finance

Ms. Coryn Mifsud provided notice of her resignation from her Payroll/Accounts Payable Accountant II position for the Finance Department, effective February 28, 2022, which was accepted by the Superintendent on behalf of the Board on February 4, 2022. Ms. Mifsud started employment with us on November 13, 2013. The administration has not yet posted this vacancy.

2. Certified

- a. Julie May 02/10/2022
Teacher
Special Education

Ms. Julie May's notice of retirement was included on the June 8, 2021 report, to be effective June 10, 2022. Ms. May withdrew her retirement notice on February 10, 2022 and plans to work during the 2022-23 school year at this time.

3. Non-Certified

- a. Nathan Michael 01/26/2022
Teacher Assistant
Special Education

Mr. Nathan Michael provided notice of his resignation from his Teacher Assistant position for the Special Education Department, effective January 26, 2022, which was accepted by the Superintendent on behalf of the Board on February 4, 2022. Mr. Michael started employment with us on August 22, 2016. The administration filled position in September, after Mr. Michael requested, and the Board approved, an extended leave of absence.

b. Brianna Brooks
Teacher Assistant
Special Education

02/21/2022

Ms. Brianna Brooks provided notice of her resignation from her Teacher Assistant position for the Special Education Department, effective February 21, 2022, which was accepted by the Superintendent on behalf of the Board on February 7, 2022. Ms. Brooks started employment with us on August 23, 2021. The administration has posted this vacancy.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – February 15, 2022
Volume 42, Report No. 43 Consent Item 4

CONSENT

Subject: Fourth Street Fiber Relocation

Earlier this school year, the Jackson County ISD was notified that pole configuration changes and signal work will require us to replace fiber through the intersections of Prospect/4th, Griswold/4th, Morrell/4th, and Morrell/West. The project is scheduled to happen this spring.

In October 2021, due to extensive procurement lead times, the Board approved the emergency purchase of the necessary fiber for this project.

We are now moving into the build phase of the project requiring us to vacate our current fiber poles at the specified intersections. The relocation of the fiber will consist of significant underground work to navigate the challenges associated at these intersections.

It is recommended the Board approve the labor for the build phase of this project at a total cost of \$36,883. The labor for this forced relocation of fiber will be performed by Challenger Technologies as part of our existing Fiber Maintenance agreement. The superintendents of Jackson County making up the STC governing board were notified and approved of this work. Funding will come from the STC fiber budget. Please note up to 70% of these costs are eligible for E-rate reimbursement as long as we do not exceed our annual cap.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – February 15, 2022
Volume 42, Report No. 44

SPECIAL REPORT

Subject: Central Campus Site Plan

In December 2021 work was paused on the Central Campus site plan when neighbors and other Jackson county citizens expressed concerns over the scheduled removal of 9 trees (8 very mature white oaks) on the north side of the building. The tree removal was part of a site plan that would have a bus loop, access road, and parking lot in that area. Since that time, administration has been working with architects, engineers, city and county officials, construction management, and legal counsel to investigate the positives and challenges of alternatives.

At this evening's meeting, administration will present the process followed from the beginning of the project that developed this unique educational facility and the supporting site plan. Administration will then explain the work that has been done since December 2021 to investigate alternatives, as well as describe a potential concept for a new site plan. While there is still additional work to be done to provide the Board with a complete picture of the implications of a potential new plan, it is an opportunity to review the process to date and discuss next steps.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – February 15, 2022
Volume 42, Report No. 45

FOR ACTION

Subject: Board Policy Update 0167.3 Public Participation

The Board contracts with NEOLA, Inc. to recommend new and amended Board policies. The Board discussed amendment of Policy 0167.3 at its December and January meetings, and requested certain changes from the NEOLA template. Staff now recommends an amended Board Policy 0167.3 for action, as summarized below.

Chapter 0000 – Bylaws

[Policy 0167.3 – Public Participation at Board Meetings – Revised](#)

A recent 6th Circuit Court of Appeals decision requires public boards to better define the reasons a Board can consider terminating a public commenter. After discussion by the Board, staff has revised the NEOLA-recommended update of this policy to (1) allow remote access for the public to observe meetings; (2) require all commenters to provide their names, addresses, topic for their remarks, and organization they represent (if any) prior to the beginning of the “public comment” portion of the meeting; and (3) require all remote participants to provide their comments in writing and provide them the option to have their comments read aloud at the meeting, in addition to being made available to the individual Board members.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – February 15, 2022
Volume 42, Report No. 46

FOR ACTION

Subject: MASB Region 7 Board of Directors Election

Each year the Board of Education members are asked to participate in the election of members to the Board of Directors of the Michigan Association of School Boards. For Region 7, members of the Board are being asked to vote for one three-year seat.

The Board received information from MASB, including copies of [biographical data of the candidates](#). A summary of the candidates is listed below:

REGION 7 (one seat) 3-YEAR TERM

Guillermo Lopez*
Susan Marlin-Zeilser
Michael McVey

SCHOOL DISTRICT

Lansing School District
Monroe Public Schools
Saline Area Schools

*Incumbent

A motion and vote is expected at the meeting regarding the Board's choice of candidates for the open position. Ballots must be received electronically no later than March 3, 2021 and will be submitted on the Board's behalf by Mrs. Stressman.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – February 15, 2022
Volume 42, Report No. 47

FOR ACTION

Subject: Proposed Ratification of Labor Agreement Amendment with Educational Support Personnel Association (ESPA)

The Board and the ESPA unit each ratified a new three-year labor agreement in November 2019, to be effective for calendar years 2021, 2022 and 2023. (At about the same time, a contract settlement was achieved for the Jackson Intermediate Education Association (JIEA) for the same three year period.) Subsequently, the school district's financial situation improved, and the Board ratified a 2022-2024 labor agreement with the Career Center Education (CCEA) Association which reflected the more favorable financial position of the district, and provided more favorable financial benefits for staff in the CCEA commencing July 1, 2022. The Board authorized the administration to discuss an equity adjustment with the ESPA unit and the JIEA.

The administration met with the ESPA bargaining team and reached a tentative agreement to adjust the financial terms of the 2021-2023 ESPA agreement, with said improvements beginning July 1, 2022. A confidential summary of the terms of the financial adjustments negotiated will be provided in a confidential email to Board members. The administration is prepared to meet with the Board in executive session to review the terms of the tentative agreement with ESPA. Appropriate notification of an executive session for consideration of collective bargaining-related topics is listed elsewhere on this agenda.

The ESPA bargaining unit is scheduled to vote on the tentative agreement to amend the ESPA 2021-23 labor agreement on Friday, February 11. In the event that the ESPA bargaining unit ratifies the tentative agreement, the administration recommends the Board of Education also ratify the proposed amendment of the existing 2021-2023 ESPA labor agreement.

JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – February 15, 2022
Volume 42, Report No. 48

FOR INFORMATION

Subject: Jackson County Early College-[JCEC Fall 2021 Semester Results](#)

A brief description of the growth and success of the Jackson County Early College program will be provided by administration, including an explanation of the statistics listed below.

- For JCEC's first cohort in Fall 2018, 279 students took college courses.
- For the current term, Spring 2022, 393 students are registered for classes. (Our largest number to date.)
- We have approximately 600 students on our roster.
- 33 ninth graders began their first college course this term.

Term	# of Grades Submitted	Credits Successfully Completed	Grades 2.0 & Higher	Grades < 2.0	Success Rate
FL 21	676	1808	609	67	90.08
WN 21	600	1633	526	74	87.65
FL 20	678	1709	588	90	86.72
WN 20	694	1912	623	71	89.26
FL 19	726	1736	626	100	86.22
WN 19	644	1767	543	101	84.31
FL 18	739	1875	556	182	75.23
Total		12,440			