

MINUTES OF THE
ACADEMIC AND CAREER EDUCATION ACADEMY
BOARD OF DIRECTORS
Organizational/Regular Meeting
July 21, 2016

** The presiding officer, President David Koch chaired the organizational meeting until the organization of the Board was complete.

I. CALLED TO ORDER AT 4:03 p.m.: Roll Call

Marisa Boulton	P	Lyn Knapp	P
Terri Cardon-Weiss	P	Michelle Zielinski, Principal	P
Denise Derr	P		
David Koch	P		
Ellie Morse	A	Rose Whaley	P

Visitors Present: None

II. PUBLIC COMMENTS

A. None

III. ADDITIONS, CORRECTIONS, DELETIONS TO THE AGENDA

A. None

IV. BUSINESS OF THE BOARD

A. Organization of the Board for 2016– 2017

The chair entertained nominations for officers to serve from July 1, 2016 to June 30, 2017, or until the next organizational meeting of 2017 if appropriate.

1. Derr nominated Koch for the office of President.
2. Boulton nominated Morse for the office of Vice-President.
3. Koch nominated Derr for the office of Secretary/Treasurer.

Moved by Cardon-Weiss, supported by Derr that nominations be closed.

Motion carried 4 - 0

Moved by Cardon-Weiss, supported by Boulton that the ACEA Board of Directors approve the 2016– 2017 ACEA Board Officers as presented.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse		
Derr	X				

Motion carried 4 – 0

** The Organization of the Board of ACEA for 2016 – 2017 now being complete, the meeting is turned over to the President-Elect, David Koch.

B. Authorizations, Appointments, and Designations for 2016 – 2017 Consent Agenda

1. Selection of Counsel

The ACEA Board of Directors retains Brian Swanson, MASUD Labor Law Group to be the legal counsel for Academic and Career Education Academy for the 2016 – 2017 school year.

2. Appointment of External Auditor

The ACEA Board of Directors appoints Yeo and Yeo, PC as the external auditors for Academic and Career Education Academy for the 2016 – 17 school year.

3. Chief Administrative Officer

The ACEA Board of Directors approves Lyn Knapp to be designated as Chief Administrative Officer for Academic and Career Education Academy, as such to be responsible for the preparation, presentation, and control of the recommended budget throughout the 2016 – 2017 school year.

4. Board Recording Secretary

The ACEA Board of Directors appoints Rose Whaley as Board Recording Secretary for 2016 – 2017. Compensation for services shall be \$100.00 per meeting.

5. Selection of Depository

The ACEA Board of Directors approves Chemical Bank & Trust Co. to be the depository for the Academy.

6. Signature Authorization

The ACEA Board of Directors authorizes the President and Secretary/Treasurer of the Board to sign General Fund checks with signatures or facsimile signature when the template/stamp Arrives or as authorized in the accounting software.

7. Directors and Officers Liability Bond

The ACEA Board of Directors approves the Directors and Officers Liability Bond for \$1,000,000 (one million dollars) coverage.

8. Payment to Educational Service Provider

The ACEA Board of Directors authorizes payment of lease payments, utility payments, and addenda under the Service Provider Agreement, and any other periodic payments that are Board authorized.

9. Signature on Legal Documents
The ACEA Board of Directors authorizes the C.A.O. or other Board appointed designee to sign legal documents relating to actions which the Board approves by specific or established policy.
10. Invest Academy Funds
The ACEA Board of Directors authorizes the C.A.O. and/or the E.S.P. Business Manager to invest Academy funds consistent with Board policy.
11. Chief Financial Officer
The ACEA Board of Directors approves Rose Whaley to be designated as Chief Financial Officer for Academic and Career Education Academy.
12. Electronic Transfer Officer
The ACEA Board of Directors designates the Chief Financial Officer of ACEA as the Electronic Transfer Officer.
13. Approval of Spending
The ACEA Board of Directors, in accordance with the ACEA Purchasing Policy, authorizes the C.A.O. of ACEA to approve expenditures of less than \$8,000 on behalf of the Board of Directors for the 2016 – 2017 school year.
14. Expenditures of \$8,000 or More
The ACEA Board of Directors, in accordance with the ACEA Purchasing Policy, establishes that expenditures of \$8,000 or more require Board approval prior to purchase.
15. Designation of FOIA, 504, Civil Rights, Title IX, Title XI Contact
The ACEA Board of Directors designates the Principal of ACEA as responsible for receiving, reviewing, and responding to Freedom of Information Act (FOIA), 504, Civil Rights, Title IX and Title XI requests/claims for the 2016 – 2017 school year.
16. Designation of Person Authorized to Post Notice
The ACEA Board of Directors grants the Administrator of ACEA and the Board Recording Secretary the authority to post notices for 2016 – 2017.
17. Designation of Public Places to Post Notice
The ACEA Board of Directors resolves that the calendar and individual meeting notices of regularly scheduled and special meeting date notices for the Board for 2016 – 2017 shall be posted at the Education and Training Connection building, the MCESA building and/or

in the *Midland Daily News*.

18. Designation of Media Publication

The ACEA Board of Directors designates the *Midland Daily News*, Midland, Michigan as the official media for posting of legal notices for 2016 – 2017.

Moved by Derr, supported by Cardon-Weiss, that the ACEA Board of Directors approve the preceding consent agenda as presented for the July 21, 2016 Organizational Meeting.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse		
Derr	X				

Motion carried 4 – 0

19. Regular Meetings of the ACEA Board of Directors

Moved by Derr, supported by Cardon-Weiss, that the ACEA Board of Directors hold its regular meetings at Education and Training Connection, 884 E. Isabella Road, Midland, Michigan 48640, at 4:00 p.m. on the following dates:

July 21, 2016 Organizational/ Regular Meeting	October 20, 2016 Regular Meeting	January 19, 2017 Regular Meeting	April 20, 2017 Budget Workshop
August 9, 2016 Regular Meeting	November 17, 2016 Regular Meeting	February 16, 2017 Regular Meeting	May 18, 2017 Budget Workshop
September 22, 2016 Regular Meeting/Annual Report Meeting	December 15, 2016 Regular Meeting	Wednesday March 16, 2017 Regular Meeting	June 22, 2017 Budget Hearing

The Board also set July 20, 2017 at 4:00 p.m. as the Organizational/Regular Meeting for 2017-18.
 Motion carried 4 – 0

20. Appointment of Committees

Moved by Derr, supported by Boulton, that the ACEA Board of Directors appoint the following committees for 2016 – 2017:

Motion carried 4 – 0

Discipline Committee

Terri Cardon-Weiss, ACEA Board Member; Denise Derr, ACEA Board Member; Michelle Zielinski, ACEA Principal, Community Member-TBD and ACEA Teacher (rotating)

Oversight Committee

David Koch, ACEA Board Member; Marisa Boulton, ACEA Board Member; Michelle Zielinski, ACEA Principal; and Tamme Stockford, ACEA Teacher

ESP Evaluation Committee

Ellen Morse, ACEA Board Member and Terri Cardon-Weiss, ACEA Board Member

21. Association Membership

Moved by Derr, supported by Koch, that the ACEA Board of Directors retains Membership in MAPSA (Michigan Association of Public School Academies) for 2016 – 2017.

Motion carried 4 – 0

REGULAR MEETING

V. CONSENT AGENDA

Moved by Boulton, supported by Cardon-Weiss that the ACEA Board of Directors approve the following consent agenda as presented for the July 21, 2016 Regular Meeting:

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse		
Derr	X				

Motion carried 4 – 0

1. Minutes

Attachment 1

June 16, 2016 Regular Board Meeting Minutes be approved as presented.

2. Minutes

Attachment 1A

June 16, 2016 Budget Hearing Meeting Minutes be approved as presented.

4. Treasurer's Report

Attachment 2

The financial report as presented and the bills be approved in the following amounts:

Purchases Recorded Requiring Board Approval (June)	\$ 142,140.09
Open Invoices	- 0 -
Total Items for Approval	<u>\$ 142,140.09</u>

VI. DISCUSSION, REPORTS, PRESENTATIONS

A. Board of Directors

1. ESP Evaluation – Principal Job Role/Responsibilities-Michelle
 - a) Michelle distributed a list of her job responsibilities.
 - (1) This outlined some changes from last year.
 - (2) Seat time waiver implementation, oversight and reporting was added.
2. NCSI Board Policy Updates – fall 2015
 - a) Michelle connected with Peggy from NCSI
 - (1) They went through the two templates together.
 - (2) Someone at NCSI mistakenly replaced “School Leader” with “CAO”.
 - (3) Michelle has asked them to fix according to original notes.
 - (4) They also went over spring 2016 policies.
3. The Board will look at both policies in August.

B. Administration

1. Staff and Student Activities
 - a. Michelle reported that:
 - i. Fair week is the week of August 14th.
 1. Volunteers needed.
 - ii. The Cross Indicator Analysis – Special Ed Implementation Plan was approved.
 - iii. Ellie’s friend, Katie and Ellie met with Michelle, Lyn and Dana regarding ACEA’s Marketing.
 1. Cards are being developed for hand-out.
 - iv. Letters are going out to all dual enrollment students.
 - v. Summer school is still going on with 8-10 students.
 - vi. Michelle is interviewing students for enrollment for fall.
 - vii. A new math teacher, Kristen Wager, has been hired.
 - b. Michelle distributed a handout with changes to the handbook.
 1. Changes were discussed as outlined.
 - a. Amendments were made in the Credit Recovery/Dual Enrollment Policy area. Michelle will incorporate those changes and have a revised copy for August review.

2. Administrative Activities

a. Budget Summary through June 2016

- i. The June budget summary encompasses the end of the year actual revenue and expense figures.
- ii. Rose advised that the audit was completed last week.
- iii. During the pre-audit work the prior week, an error was discovered in the indirect cost area. The correction was made, but it did cause an expense line to be overspent – fortunately, it was not enough to be a “finding”, but it will be a footnote in the audit. The auditor doing the pre-audit work cautioned Rose to forewarn the Board and Administration that MDE has a zero tolerance policy for variances in budget to actuals and they have been sending out letters that are very strongly worded if there is a variance. The Board and Administration may receive letters from MDE.

VII. ACTION ITEMS

1-1 Moved by Derr, supported by Boulton, that the ACEA Board of Directors approve the First Reading of the 2016-17 Student Handbook Updates as amended.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse		
Derr	X				

Motion carried 4 – 0

1-2 Moved by Koch, supported by Derr, that the ACEA Board of Directors approve the purchase of E-20/20 online licenses in an amount not to exceed \$16,000.

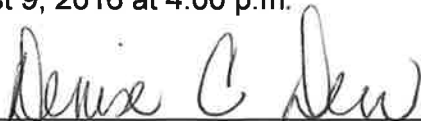
	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse		
Derr	X				

Motion carried 4 – 0

VII. ADJOURNMENT

The ACEA Board of Directors meeting adjourned at 5:30 p.m.

The next meeting date is Tuesday, August 9, 2016 at 4:00 p.m.



Denise Derr
Secretary / Treasurer

8/9/16

Date