



884 E. Isabella Rd.  
Midland MI 48640

Thursday, July 17, 2014  
4:00 p.m.

ORGANIZATIONAL/REGULAR MEETING AGENDA

*This meeting is a meeting of the Board of Directors in public for the purpose of conducting the Academy's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.*

\*\* The presiding officer will chair the organizational meeting until the organization of the Board is complete.

I. Call to Order: Roll Call

Board of Directors

John Congleton     \_\_\_  
Denise Derr         \_\_\_  
David Koch         \_\_\_  
Ellie Morse         \_\_\_  
Becky Neher         \_\_\_

Administration

Lyn Knapp             \_\_\_  
Michelle Zielinski, Principal     \_\_\_

Rose Whaley             \_\_\_

Visitors Present:

II. Public Comments

III. Additions, Corrections, Deletions

IV. Business of the Board

A. Organization of the Board for 2014 – 2015

The chair entertains nominations for officers to serve from July 1, 2014 to June 30, 2015, or until the next organizational meeting of 2015 if appropriate.

1. Office of President  
Nomination: \_\_\_\_\_ nominated by \_\_\_\_\_
2. Office of Vice President  
Nomination: \_\_\_\_\_ nominated by \_\_\_\_\_
3. Office of Secretary/Treasurer  
Nomination: \_\_\_\_\_ nominated by \_\_\_\_\_

Moved by \_\_\_\_\_, supported by \_\_\_\_\_ that nominations be closed.

Motion carried/failed \_\_\_\_ - \_\_\_\_

Moved by \_\_\_\_\_, supported by \_\_\_\_\_ that the ACEA Board of Directors approve the 2014 – 2015 ACEA Board Officers.

	<u>AYE</u>	<u>NAY</u>		<u>AYE</u>	<u>NAY</u>
Congleton	___	___	Morse	___	___
Derr	___	___	Neher	___	___
Koch	___	___			

Motion carried/failed \_\_\_ - \_\_\_

\*\* The Organization of the Board of ACEA for 2014 – 15 now being complete, the meeting is turned over to the President-Elect or presiding officer.

B. Authorizations, Appointments, and Designations for 2014 – 2015 Consent Agenda

1. Selection of Counsel

The ACEA Board of Directors retain Tad J. Eastman to be the legal counsel for Academic and Career Education Academy for the 2014 - 2015 school year.

2. Appointment of External Auditor

The ACEA Board of Directors appoint Yeo and Yeo, PC as the external auditors for Academic and Career Education Academy for the 2014 – 15 school year.

3. Chief Administrative Officer

The ACEA Board of Directors approve 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 2014 - 2015 school year.

4. Board Recording Secretary

The ACEA Board of Directors appoint Rose Whaley as Board Recording Secretary for 2014 - 2015. Compensation for services shall be \$100 per meeting.

5. Selection of Depository

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

6. Signature Authorization

The ACEA Board of Directors authorize the President and Secretary/Treasurer of the Board to sign General Fund checks with signatures or facsimile signature when the template/stamp arrives.

7. Directors and Officers Liability Bond

The ACEA Board of Directors approve 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 authorize 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 authorize the C.A.O. or ACEA Board President 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 authorize 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 approve Rose Whaley to be designated as Chief Financial Officer for Academic and Career Education Academy.
12. Electronic Transfer Officer  
The ACEA Board of Directors designate 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, authorize the C.A.O. of ACEA to approve expenditures of less than \$8,000 on behalf of the Board of Directors for the 2014 - 2015 school year.
14. Expenditures of \$8,000 or More  
The ACEA Board of Directors, in accordance with the ACEA Purchasing Policy, establish 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 designate 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 2014 - 2015 school year.
16. Designation of Person Authorized to Post Notice  
The ACEA Board of Directors grant the Administrator of ACEA and the Board Recording Secretary the authority to post notices for 2014 - 2015.

17. Designation of Public Places to Post Notice

The ACEA Board of Directors

resolve that the calendar and individual meeting notices of regularly scheduled and special meeting date notices for the Board for 2014 – 2015 shall be posted at the Education and Training Connection building, the MCEA building and/or in the *Midland Daily News*.

18. Designation of Media Publication

The ACEA Board of Directors

designate the *Midland Daily News*, Midland, Michigan as the official media for posting of legal notices for 2014 - 2015.

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, that the ACEA Board of Directors approve the preceding consent agenda as (presented/corrected) for the July 17, 2014 Organizational Meeting.

	<u>AYE</u>	<u>NAY</u>		<u>AYE</u>	<u>NAY</u>
Congleton	___	___	Morse	___	___
Derr	___	___	Neher	___	___
Koch	___	___			

Motion carried/failed \_\_\_ - \_\_\_

19. Regular Meetings of the ACEA Board of Directors

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

July July 17 <sup>th</sup> , 2014	October	January	April
August	November	February	May
September	December	March	June
July 2014 (Org)			

Motion carried/failed \_\_\_ - \_\_\_

20. Appointment of Committees

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, that the ACEA Board of Directors appoint the following committees for 2014 - 2015:

Discipline Committee

(Board Member) \_\_\_\_\_ ; (Board Member) \_\_\_\_\_;  
Michelle Zielinski, ACEA Principal; Becky Jenkins, Community/Parent Member; and ACEA Teacher (rotating)

Oversight Committee

(Board Member) \_\_\_\_\_, (Board Member) \_\_\_\_\_,  
Michelle Zielinski, ACEA Principal, and Sue Hunter, ACEA Teacher

ESP Evaluation Committee

(Board Member) \_\_\_\_\_, (Board Member) \_\_\_\_\_

Motion carried/failed \_\_\_\_ - \_\_\_\_

21. Association Membership

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, that the ACEA Board of Directors (retain / terminate) membership in MAPSA (Michigan Association of Public School Academies) for the 2014 - 2015 school year.

Motion carried/failed \_\_\_\_ - \_\_\_\_

**REGULAR MEETING**

V. Consent Agenda

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, that the ACEA Board of Directors approve the following consent agenda as (presented/corrected) for the July 17, 2014 Regular Meeting.

- 1. Minutes **Attachment 1**  
June 19, 2014 Regular Board Meeting Minutes be approved as prepared and (presented/corrected).
- 2. Minutes **Attachment 1A**  
June 19, 2014 Budget Hearing Meeting Minutes be approved as prepared and (presented/corrected).
- 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)	\$	96,513.29
Open Invoices		- 0 -
Total Items for Approval	\$	96,513.29
		=====

	<u>AYE</u>	<u>NAY</u>		<u>AYE</u>	<u>NAY</u>
Congleton	___	___	Morse	___	___
Derr	___	___	Neher	___	___
Koch	___	___			

Motion carried/failed \_\_\_\_ - \_\_\_\_

VI. Discussion, Reports, Presentations

A. Board of Directors

1. ESP Evaluation – Principal Job Role/Responsibilities-Michelle

B. Administration

1. Staff and Student Activities
  - a. Michelle’s Notes
  - b. Student Handbook Updates – First Reading
  
2. Administrative Activities
  - a. June Cash Flow Spreadsheet
  - b. Verify Teacher Certifications 2014-15

VII. Action Items

The language used to construct this portion of the agenda is suggested wording only. Board members should modify the language as deemed appropriate and necessary. The language “of record” will be represented in the official Board of Directors minutes which are prepared after the meeting is conducted.

1-1 Moved by \_\_\_\_\_, supported by \_\_\_\_\_, that the ACEA Board of Directors approve the First Reading of the 2014-15 Student Handbook Updates as presented/amended.

Motion carried/failed \_\_\_ - \_\_\_

*Possible Action Items – Add language as necessary*

1-2 Moved by \_\_\_\_\_, supported by \_\_\_\_\_, that the ACEA Board of Directors

---

---

---

	<u>AYE</u>	<u>NAY</u>		<u>AYE</u>	<u>NAY</u>
Congleton	___	___	Morse	___	___
Derr	___	___	Neher	___	___
Koch	___	___			

Motion carried/failed \_\_\_ - \_\_\_

1-3 Moved by \_\_\_\_\_, supported by \_\_\_\_\_, that the ACEA Board of Directors

---

---

---

	<u>AYE</u>	<u>NAY</u>		<u>AYE</u>	<u>NAY</u>
Congleton	—	—	Morse	—	—
Derr	—	—	Neher	—	—
Koch	—	—			

Motion carried/failed \_\_\_ - \_\_\_

### 3. Adjournment

The ACEA Board of Directors adjourned at \_\_\_\_\_ p.m.

The next meeting is scheduled on \_\_\_\_\_