

MINUTES OF THE  
ACADEMIC AND CAREER EDUCATION ACADEMY  
BOARD OF DIRECTORS  
*Organizational/Regular Meeting*  
July 17, 2014

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

I. CALLED TO ORDER AT 4:14 p.m.: Roll Call

<u>Board of Directors</u>		<u>Administration</u>	
John Congleton	P	Lyn Knapp	P
Denise Derr	P	Michelle Zielinski, Principal	P
David Koch	P		
Ellie Morse	A		
Becky Neher	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 2014– 2015

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

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

Moved by Congleton, supported by Derr that nominations be closed.

Motion carried 3 - 0

Moved by Derr, supported by Congleton that the ACEA Board of Directors approve the 2014– 2015 ACEA Board Officers as presented.

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

Motion carried 3 – 0

\*\* The Organization of the Board of ACEA for 2014 – 2015 now being complete, the meeting is turned over to the President-Elect, David Koch.

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

1. Selection of Counsel

The ACEA Board of Directors retains 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 appoints 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 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 2014 – 2015 school year.

4. Board Recording Secretary

The ACEA Board of Directors appoints Rose Whaley as Board Recording Secretary for 2014 – 2015. 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.

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 2014 – 2015 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 2014 – 2015 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 2014 – 2015.

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

Moved by Derr, supported by Congleton, that the ACEA Board of Directors approve the preceding consent agenda as presented for the July 17, 2014 Organizational Meeting.

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

Motion carried 3 – 0

19. Regular Meetings of the ACEA Board of Directors

Moved by Congleton, supported by Derr, 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:

<b>July 17, 2014 Organizational/ Regular Meeting</b>	<b>October 16, 2014 Regular Meeting</b>	<b>January 15, 2015 Regular Meeting</b>	<b>April 16, 2015 Budget Workshop</b>
<b>August 14, 2014 Regular Meeting</b>	<b>November 20, 2014 Regular Meeting</b>	<b>February 19, 2015 Regular Meeting</b>	<b>May 21, 2015 Budget Workshop</b>
<b>September 18, 2014 Regular Meeting/Annual Report Meeting</b>	<b>December 18, 2014 Regular Meeting</b>	<b>March 19, 2015 Regular Meeting</b>	<b>June 18, 2015 Budget Hearing</b>

The Board also set July 16, 2015 at 4:00 p.m. as the Organizational/Regular Meeting for 2015-16.

Motion carried 3 – 0

20. Appointment of Committees

Moved by Derr, supported by Congleton, that the ACEA Board of Directors appoint the following committees for 2014 – 2015:

Discipline Committee

John Congleton, ACEA Board Member; Denise Derr, ACEA Board Member; Michelle Zielinski, ACEA Principal, Community Member-Becky Jenkins; and ACEA Teacher (rotating)

Oversight Committee

David Koch, ACEA Board Member; Becky Neher, ACEA Board Member; Michelle Zielinski, ACEA Principal; and Sue Hunter, ACEA Teacher

ESP Evaluation Committee

Ellen Morse, ACEA Board Member and Becky Neher, ACEA Board Member

Motion carried 3 – 0

21. Association Membership

Moved by Koch, supported by Derr, that the ACEA Board of Directors retains Membership in MAPSA (Michigan Association of Public School Academies) for 2014 – 2015.

Motion carried 3 – 0

**REGULAR MEETING**

V. CONSENT AGENDA

Moved by Congleton, supported by Derr that the ACEA Board of Directors approve the following consent agenda as presented for the July 17, 2014 Regular Meeting:

1. Minutes

**Attachment 1**

June 19, 2014 Regular Board Meeting Minutes be approved as presented.

2. Minutes

**Attachment 1A**

June 19, 2014 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)	\$ 96,513.29
Open Invoices	- 0 -
Total Items for Approval	\$ 96,513.29

AYE NAY

AYE NAY

Congleton	<u>X</u>	—	Morse	—	—
Derr	<u>X</u>	—	Neher	—	—
Koch	<u>X</u>	—			

Motion carried 3 – 0

## 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 is a first draft and outlines her basic responsibilities.

(2) During the monthly topics, more details are given into subject areas.

### B. Administration

#### 1. Staff and Student Activities

##### a. Michelle reported that:

##### i. She and Lyn have had some discussions regarding marketing and focusing on the “career” aspect of ACEA.

1. Michelle distributed some materials to the Board that they can distribute in different areas they may know of / ACEA staff are doing the same.
2. Michelle advised that she would like to invest in radio advertising. The 2014-15 advertising budget line has \$5,000 and in 2013-14, we spent all of that line, but that included \$1,660 for the TV ad. The cost of the radio ad could be over \$2,000, so potentially this would run the advertising line over the budgeted amount. Discussion was heard, but the Board supported the decision to run the radio ads for this year.
3. Discussion was heard regarding the ACEA sign that was proposed in previous meetings.
  - a. John reminded that there is a sign at a Cook school (which has closed).
  - b. Denise offered to contact the Superintendent’s office of Midland Public Schools to inquire about the sign.
  - c. John added that if we acquire the sign, he volunteers to take care of getting it “in shape” (stripping it, painting it, etc).
4. Michelle noted that the Lunch program for next year is in question due to some potential changes at Windover.
  - a. Windover is revamping their program and may or may not be providing lunches.
  - b. Michelle has already contacted Bullock Creek and they are working up a pricing scheduling in case Windover lunches are unavailable.

- 5. Great Expectations update: Dana and Sue went to a 4 day training and Michelle, Patrick, and Tamme will be going.
  - a. As soon as 50% of the staff are trained in Great Expectations, we can use it in our marketing.
  - b. Michelle will provide more information about Great Expectations so that the Board can see what this is all about.
- 6. Michelle has been meeting with students.
  - a. She had 4 meetings last week.
  - b. She has 5 interviews scheduled for next week.
  - c. She is hearing that they are hearing about us through word of mouth.

- ii. Michelle and Dana opened a new ACEA Facebook page.

- iii.

- b. Student Handbook Updates – First Reading

- i. The handbook changes were highlighted on the page as presented.

2. Administrative Activities

- a. Monthly Cash Flow Spreadsheet.

- i. The June cash flow spreadsheet ties out the fiscal year with an ending cash balance of \$32,416 which matches the Peach Tree General Ledger balance as of June 30.

- b. The 2014-15 Teacher Certifications were distributed as prepared by ETC's HR Director.

VII. ACTION ITEMS

1-1 Moved by Congleton, supported by Derr, that the ACEA Board of Directors approve the First Reading of the 2014-15 Student Handbook Updates as amended.

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

Motion carried 3 – 0

VII. ADJOURNMENT

The ACEA Board of Directors meeting adjourned at 5:45 p.m.

The next meeting date is Thursday, August 14, 2014 at 4:00 p.m.



Denise Derr  
Secretary / Treasurer



Date