

**MINUTES OF THE  
 ACADEMIC AND CAREER EDUCATION ACADEMY  
 BOARD OF DIRECTORS**  
*Regular Meeting With Budget Workshop  
 April 16, 2015*

**I. CALLED TO ORDER AT: 4:11 p.m.**

Board of Directors		Administration	
John Congleton, Vice President	P	Lyn Knapp, CAO	P
Denise Derr, Secretary/Treasurer	A	Michelle Zielinski, Principal	P
David Koch, President	P		
Ellie Morse, Trustee	P		
Becky Neher, Trustee	P		
		Rose Whaley, Recording Secretary	P

Visitors Present: None

**II. PUBLIC COMMENTS**

A. None

**III. ADDITIONS, CORRECTIONS, DELETIONS**

A. None.

**IV. BUSINESS OF THE BOARD**

A. Dave advised the Board that he, Michelle, and Nancy Paris met with John Searles and Kevin Heye (MCESA Board) to discuss questions, correct misinformation and provide a more in depth look at Co-Secondary Education and the services that are provided to ACEA students. Updated statistics from first semester were provided. They were able to answer all questions and presumably provide a favorable impression regarding Co-Secondary Education and the contractual relationship with ACEA.

**V. CONSENT AGENDA**

A. Moved by Morse, supported by Neher, that the ACEA Board of Directors approve the following consent agenda as presented for the April 16, 2015 Regular Meeting.

	AYE	NAY		AYE	NAY
Congleton	X		Koch	X	
Derr			Morse	X	

Neher

X

Motion carried 4 – 0

1. **Minutes** **Attachment 1**  
March 19, 2015 Regular Board Meeting Minutes to be approved as prepared and presented.
2. **Treasurer's Report** **Attachment 2**
  - a. The financial report as presented and the bills approved in the following amounts:

Purchases Recorded

Requiring Board Approval (March)	\$21,567.35
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Total Items for Approval	<u>\$21,567.35</u>
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## VI. DISCUSSION, REPORTS, PRESENTATIONS

### A. Board of Directors

1. Monthly ESP Topic – Budget
  - a. Rose (ACEA's CFO) distributed a sheet outlining the yearly budget process.
    - 1) The process begins in April and May with Lyn, Michelle and Rose gathering information from various sites and groups regarding funding for the next year.
    - 2) They begin to build a fiscal year budget for the next year, while at the same time finalizing the current year budget with actual revenue and expenses.
    - 3) At the May Board meeting, a draft budget is presented to the Board for discussion.
    - 4) Legislation requires adoption of the budget at the June meeting.
      - i. This will be based on best "estimates".
      - ii. In June, we will also approve final budgets for the current year and it is important to be accurate as these are aligned with the audit.
    - 5) During the next school year, as actual funding is made known, usually in November – January, an "interim" budget is often adopted to more accurately reflect the budget picture.
    - 6) Dave noted that the information Rose gave was very well presented and appreciated by the Board.
2. Discipline Committee.
  - a. The committee met last week.

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- b. Regarding Student A: The recommendation is to not let him return to school this year because he did not fulfill requirements.
  - c. Regarding Student B: There was an incident on a school bus. The recommendation is to allow this student to come back with conditions.
3. The first reading of the NCSI Board Policy Updates – Spring 2013 was held.

B. Administration

1. Staff and Student Activities
  - a. Michelle shared that:
    - 1) ACEA is going to be receiving a college advisor through a grant through MCAN. This will be a shared position with Bullock Creek.
    - 2) Parent-Teacher Conferences will be held next Thursday.
    - 3) M-STEP testing is this week with 18 testers.
    - 4) Softball season has begun.
    - 5) Students are doing clean-up around the building.
  - b. Co-Secondary Report
    - 1) Over 80 students are planned for fall.
    - 2) 100% of the students passed this year.
      - i. The “D’s” received were in online classes, not college classes
    - 3) Testing Data
      - i. 26.5 Average Composite (ACT)
2. Administrative Activities
  - a. Monthly Cash Flow
    - 1) The cash flow through March was discussed.
      - i. Rose noted that the largest March check run was actually run on April 1<sup>st</sup>, so March expenses will be down while April expenses will be up.
  - b. Addenda Revisions.
    - 1) These addenda (III and III-3) need to be revised now that the Title budget has been approved and this has caused a variance. There is a different person in the position and additional funds were allocated to the position, increasing the amount of addendum III-3.
  - c. Budget Workshop 2015-16
    - 1) Discussion was heard regarding information from Lansing (Lyn) and potential budget changes.
      - i. A draft budget will be presented in May.
  - d. The agreement with Co-Secondary Education, Inc. for 2015-16 was distributed and discussed with slight revisions agreed upon.

**VII. ACTION ITEMS**

9-1 Moved by Congleton, supported by Neher, that the ACEA Board of Directors accept the first read of the NCSI Board Policy Updates – Spring 2013 as presented.

	AYE	NAY		AYE	NAY
Congleton	X		Koch	X	
Derr			Morse	X	
			Neher	X	

Motion carried 4 – 0

9-2 Moved by Morse, supported by Neher, that the ACEA Board of Directors approve the attached revised addenda (listed below) with Education and Training Connection (the ESP) for services to ACEA for the 2014-15 school year.

Addendum III	Instructional Svc	\$281,273.00
Addendum III-3	Title I Res Teacher	\$6,889.00

	AYE	NAY		AYE	NAY
Congleton	X		Koch	X	
Derr			Morse	X	
			Neher	X	

Motion carried 4 – 0

9-3 Moved by Koch, supported by Congleton, that the ACEA Board of Directors approve the agreement for services with Co-Secondary, Inc. for the 2015-16 school year as discusses and revised.

	AYE	NAY		AYE	NAY
Congleton	X		Koch	X	
Derr			Morse	X	
			Neher	X	

Motion carried 4 – 0

**VIII. ADJOURNMENT**

The ACEA Board of Directors meeting adjourned at 5:49 p.m.

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X Denise Derr

Denise Derr  
Secretary/Treasurer

6/18/15  
Date