

MINUTES OF THE
ACADEMIC AND CAREER EDUCATION ACADEMY
BOARD OF DIRECTORS
Regular Meeting
January 15, 2015

I. CALLED TO ORDER AT: 4:10 p.m.

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

Visitors Present:

II. PUBLIC COMMENTS

A. None

III. ADDITIONS, CORRECTIONS, DELETIONS

A. None.

IV. BUSINESS OF THE BOARD

A. Report from Co-Secondary Education, Inc.

1. Nancy Paris, CEO of Co-Secondary, sent a report outlining activities and information regarding dual enrollment through January 14, 2015. Highlights include:
 - a. 8 new students recruited.
 - b. Met with CEO of Great Lakes Bay Recycling, who is very enthusiastic about the PACE program and wants to help by way of making available refurbished laptops for PACE for \$100 each. Discussion is needed.
 - c. Nancy will be meeting with SVSU Public Relations representative. She anticipates a good press opportunity regarding Sarah Klammer, who will

be the first dual enrolled student in Michigan to earn a bachelor's degree entirely via dual enrollment. Sarah has a 3.9 GPA.

- d. Nancy expects grades for dual enrollment very shortly.
- e. Dave noted that the Board is pleased with the Co-Secondary report and is proud and honored that Sarah Klammer is part of the PACE program.
- f. He added that the Board is pleased with the activities they see Nancy outlines in her reports.

V. CONSENT AGENDA

A. Moved by Koch, supported by Derr, that the ACEA Board of Directors approve the following consent agenda as presented for the January 15, 2015 Regular Meeting.

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

Motion carried 3 – 0

1. Minutes **Attachment 1**
 December 18, 2014 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 (December)	\$107,901.22
Total Items for Approval	<u>\$107,901.22</u>

VI. DISCUSSION, REPORTS, PRESENTATIONS

A. Board of Directors

- 1. Monthly ESP Topic – Staffing.
 - a. Michelle distributed a hand-out outlining the current staffing numbers for ACEA.
 - b. The report indicates that there has been just 1 teacher turnover in seven years.
 - c. Staff is evaluated annually.

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- d. Staff also participates in internal and external PD (a minimum of 40 hours).
- e. The reading tutor is shared with Windover and the math tutor is shared with adult ed.
- f. Dave asked about the number of homeless students and Michelle indicated that about 18-20 percent are homeless.

B. Administration

1. Staff and Student Activities

a. Michelle shared that:

- 1) Second semester starts January 26th.
- 2) We are receiving several calls for enrollment.
- 3) NWEA testing is taking place.
- 4) Students went to the State Theatre in Bay City (Youth Works)
- 5) Another Senior Center visit is planned.
- 6) County Wide PD day is planned for the 13th.
- 7) 5 students will do Jump Start.
- 8) Guys group is still going on.
- 9) Girls group is still going on.
- 10) Michelle is finishing the Title application.
- 11) Discussion was held regarding testing : ACT / MME / MSTEP and next year SAT.
- 12) 8 interviews are set up for new students for next week.

- b. Michelle shared that computers are needed (3 or 4). Ken is getting quotes on those. The purchase would not be over the limit requiring Board approval, but wanted to make the Board aware of the upcoming purchase.

2. Administrative Activities

a. Monthly Cash Flow

- 1) The cash flow was discussed.
 - i. We are starting to see revenue from Section 25.
 - ii. Expenses were up in December as \$25,000 was paid to SVSU for tuition payments for dual enrollment.

b. Addendum XIII – Adult Advocate

- 1) Michelle explained that the adult advocate works with students who are behind in work. We are just getting someone hired for this position because it is fully Title funded and we wait to see if there Title monies available to fund the position.

c. Budget Revision Discussion.

- 1) Rose reminded the Board that a draft budget revision was presented in November and at that time we discussed that more would be known about the Section 25 funds in December and January. We are starting to see the Section 25 money come in and the good news is that it is up from what was projected on the budget revision draft.

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- 2) From MSDS, we can pull a Section 25 report and calculate Section 25 adjustments. The current reports places our Section 25 adjustment in the \$65,000 range for the year. There can be additional gains and losses, but as the year progresses, the gains and losses are lessened.
 - 3) Michelle added that with the Consolidated Application still not approved, it makes sense to wait for a budget revision until we have solid numbers.
 - 4) We would like to plan for a revised budget at the February meeting.
- d. Rose advised that we are looking into a new accounting system. The current system, Peachtree is not built for school districts and is fairly costly.

VII. ACTION ITEMS

7-1 Moved by Derr, supported by Congleton, that the ACEA Board of Directors approve Addendum XIII as listed below with Education and Training Connection (the ESP) for services to ACEA for the 2014-15 school year as presented

Addendum XIII	Adult Advocate	\$2,984.00
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	AYE	NAY		AYE	NAY
Congleton	X		Koch	X	
Derr	X		Morse		
			Neher		

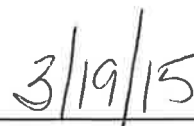
Motion carried 3 – 0

VIII. ADJOURNMENT

The ACEA Board of Directors meeting adjourned at 5:20 p.m.

X 

Denise Derr
Secretary/Treasurer



Date