

**MINUTES OF THE  
ACADEMIC AND CAREER EDUCATION ACADEMY  
BOARD OF DIRECTORS**  
*Regular Meeting  
November 20, 2014*

**I. CALLED TO ORDER AT: 4:15 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: None

**II. PUBLIC COMMENTS**

A. None

**III. ADDITIONS, CORRECTIONS, DELETIONS**

A. None.

**IV. BUSINESS OF THE BOARD**

A. None

**V. CONSENT AGENDA**

A. Moved by Congleton, supported by Derr, that the ACEA Board of Directors approve the following consent agenda as presented for the November 20, 2014 Regular Meeting.

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

Motion carried 3 – 0

**1. Minutes**

**Attachment 1**

October 16, 2014 Regular Board Meeting Minutes to be approved as prepared and corrected (adjournment time: 5:06 / Next meeting date: Nov. 20<sup>th</sup>).

**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 (October)	\$99,886.40
Total Items for Approval	<u>\$99,886.40</u>

**VI. DISCUSSION, REPORTS, PRESENTATIONS**

A. Board of Directors

1. Monthly ESP Topic
  - a. Michelle explained that the scheduled topic for November was staffing; however, she had moved School Improvement to last month to coincide with the annual report and it is logical to talk about Accountability this month since it is relevant and the report came out in September.
  - b. Michelle gave a visual presentation to the Board, explaining the Accountability Score Card and the color coding system.
  - c. Michelle reviewed point values for colors.
    - 1) ACEA is Orange.
  - d. Increasing levels but not meeting proficiency will not show on this report.

B. Administration

1. Staff and Student Activities
  - a. Michelle advised that 2 Gerstacker grants have been received.
    - 1) \$740 for TV and streaming equipment.
    - 2) \$770 for materials / tools.
      - i. Corn hole games for classes to build/sell.
  - b. Senior Transition week / College Application week was help with speakers, scavenger hunt related to college information and students learning how to complete the FAFSA.
  - c. The Thanksgiving luncheon will be held on Monday.
  - d. Girls group is going on through the Shelter House.
  - e. The Guys group will be starting.
  - f. Yoga group will be starting after Thanksgiving.
  - g. Getting lots of calls for new students (about 14) – mostly because they are hearing good things about ACEA.
  - h. Michelle distributed the 5 year count information that John had requested at the last meeting:

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YEAR	FALL	SPRING
2010-11	114.95	122.53
2011-12	112.86	116.51
2012-13	109.76	111.19
2013-14	111.43	100.52
2014-15	137.21	

- i. The second reading of the School Improvement Plan was held.
2. Administrative Activities
    - a. Monthly Cash Flow
      - 1) The cash flow was discussed.
    - b. Addendum Revisions
      - 1) Addendum III-Instructional Services
        - i. Michelle explained that the original instructional addendum amount included Michele Ainslie, who left ACEA. Michele was a full-time teacher (with benefits). She was replaced with 2 part-time teachers and this has reduced the amount of the instructional addendum.
      - 2) Addendum X – Tutor
        - i. David Harwood has been hired for 10-12 hours per week (he has been working with adult ed). He just started 11/19/14, so this reduced the addendum from the original amount which anticipated a full-year position. Dave noted that the addendum needed the number of weeks revised – the correction was made.
    - c. Budget Revision
      - 1) The draft budget revision was discussed.
      - 2) There are some unknown pieces which will become more revealed in December and January such as Section 25.
      - 3) This budget draft calls for \$27,000 in Section 25 revenue.
        - i. Michelle noted that we have 14 more students right now and have lost 2 to other districts.
        - ii. We are budgeting conservatively.
      - 4) Section 23 – Drop Out prevention Program.
        - i. Michelle reported that she researched this program last year and is still looking into it. It is for students we did not count and no one else counted (we have about 6). There are certain requirements.
        - ii. This is not included in the budget at this time.
      - 5) The night school program.
        - i. We will be reducing the number of hours now.
        - ii. The numbers are low.
        - iii. Will re-evaluate.
    - d. Co-Secondary Education, Inc. Update

- 1) An update report from Co-Secondary Education, Inc. was shared giving Nancy Paris' activities both with dual enrollment students and their families, colleges and universities and with ACEA staff.
- 2) As of Fall 2014, 43 students were counted through dual enrollment.
  - i. 38 were previous Carrollton students.
  - ii. 5 were new to the program.
- 3) Colleges are being very cooperative and extending payment schedules instead of lump sum payments.
- 4) ACEA is anticipating approximately \$33,000 revenue for the year (estimated at this time).

**VII. ACTION ITEMS**

5-1 Moved by Derr, supported by Congleton, that the ACEA Board of Directors approve the School Improvement Plan as presented.

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

Motion carried 3 - 0

5-2 Moved by Congleton, supported by Derr, 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 as presented.

Addendum III	Instructional Services	\$282,585.00
Addendum X	Remedial Tutoring Services(24 wks)	\$ 4,267.00

	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 5:36 p.m.

The next meeting date is December 18, 2014 at 4:00 p.m.

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X Denise Derr

Denise Derr  
Secretary/Treasurer

12-18-14

Date