

**MINUTES OF THE  
 ACADEMIC AND CAREER EDUCATION ACADEMY  
 BOARD OF DIRECTORS**  
*Regular Meeting  
 April 21, 2016*

**I. CALLED TO ORDER AT: 4:08 p.m.**

		Administration	
Marisa Boulton, Trustee	P	Lyn Knapp, CAO	P
Terri Cardon-Weiss, Trustee	P	Michelle Zielinski, Principal	P
Denise Derr, Secretary/Treasurer	P		
David Koch, President	A		
Ellie Morse, Vice-President	A	Rose Whaley, Recording Secretary	P

Visitors Present: None

**II. PUBLIC COMMENTS**

A. None

**III. ADDITIONS, CORRECTIONS, DELETIONS TO THE AGENDA**

A. None

**IV. BUSINESS OF THE BOARD**

A. None

**V. CONSENT AGENDA**

A. Moved by Cardon-Weiss, supported by Boulton, that the ACEA Board of Directors approve the following consent agenda as presented for the April 21, 2016 Regular Meeting.

	AYE	NAY		AYE	NAY
Boulton	X		Koch		
Cardon-Weiss	X		Morse		
Derr	X				

Motion carried 3 – 0

- 1. Minutes** **Attachment 1**  
March 16, 2016 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)	\$117,835.18
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Total Items for Approval	<u>\$117,835.18</u>
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## VI. DISCUSSION, REPORTS, PRESENTATIONS

### A. Board of Directors

1. Monthly ESP Topic – March / Budget Process
  - 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) The Board noted that the information Rose gave was very well presented and appreciated by the Board.
2. NCSI Board Policy Updates-Fall 2015 – Michelle noted that she connected with Peggy and that Michelle needs to go through the template and the policy that the Board with through and she will do that before the May meeting.
3. There was no Discipline Committee Report.
  - a. Continuing to seek a replacement for the parent representative.

**B. Administration**

1. Staff and Student Activities
  - a. Dan Horwath wrote a grant (donorschose.com) and was awarded \$876 which will be used for 2 robots.
  - b. Due to be over 1 day for snow days, next Friday will be a ½ day for students.
  - c. Next year, instructional days are increased to 180.
  - d. Last week was spring testing and next week is make-up testing.
  - e. May 5<sup>th</sup> is college decision day.
  - f. June 8<sup>th</sup> is Graduation.
  - g. A prom is being planned with Windover on May 20<sup>th</sup>.
  - h. We have one more marking period and 10 kids have called.
  - i. Michelle presented the Co-Secondary Report (attached).
2. Administrative Activities
  - a. The budget summary through March 2016 was discussed.
  - b. The 2016-17 budget process was reviewed with a draft budget planned for May.
    - 1) Discussion centered around the three proposals under consideration in Lansing (Governor's / House / Senate).
    - 2) Rose distributed an analysis of membership blend outlining financial impact of the three proposals.
  - c. A 30 day extension of the renewal date of the Lease and Service Provider Agreements was distributed.
  - d. Grace Period Option for OMB Super Circular
    - 1) Discussion was heard with regards to the grace period offered for the OMB Super Circular for this year with regards to the Procurement Policy requiring Board approval.

**VII. ACTION ITEMS**

None

Academic and Career Education Academy  
Board Minutes April 21, 2016

**VIII. ADJOURNMENT**

The ACEA Board of Directors meeting adjourned at 5:06 p.m.

The next meeting date is Monday, May 23, 2016 at 4:00 p.m. with Budget Workshop

X Denise Derr

Denise Derr  
Secretary/Treasurer

5/23/16  
Date