

**MINUTES OF THE
 ACADEMIC AND CAREER EDUCATION ACADEMY
 BOARD OF DIRECTORS**
*Regular Meeting
 December 17, 2015*

I. CALLED TO ORDER AT: 4:04 p.m.

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

Visitors Present: None

II. PUBLIC COMMENTS

A. None

III. ADDITIONS, CORRECTIONS, DELETIONS

A. Add item VI. B. 2. C. ACH Authorization form for MCESA

IV. BUSINESS OF THE BOARD

A. None

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 December 17, 2015 Regular Meeting.

	AYE	NAY		AYE	NAY
Boulton	X		Derr	X	
Congleton			Koch	X	
			Morse		

Motion carried 3 – 0

1. Minutes

Attachment 1

November 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 (November)	\$111,195.43
Total Items for Approval	<u>\$111,195.43</u>

VI. DISCUSSION, REPORTS, PRESENTATIONS

A. Board of Directors

1. ESP – Monthly Topic – Marketing Update
 - a. Michelle reported that most money is spent in the fall.
 - b. Dana Draper attended Leadership Midland and continues to be part of that.
 - c. Michelle and Dana are involved in MCAN.
 - 1) ACEA received the Reach Higher Grant.
 - d. We have put 10 students through Section 25.
 - e. With 2nd semester coming up, we always contact every student and offer incentives to students for new referrals.
2. a. The Criminal History Record Information (CHRI) Authorized user Appointment needs to be done.
 - 1) Michelle informed the Board that new employees have to get finger printed as they are hired by ETC. The person to handle this used to be Jan in the HR department of ETC. Laws changed and this was not allowed, so Michelle was designated. The laws have changed again.
 - 2) A Board member is acceptable according to the law and Dave Koch has agreed to be our designated person.
 - 3) Dave will receive the results of fingerprinting and then pass on to us only “red” or “green” light as to whether it is ok to employ the person.
2. a. John Congleton has given his resignation effective 1/15/16.
 - 1) Dave acknowledged John’s contributions to the Board.
 - 2) Michelle will contact Shea Lampi as a possible replacement.
 - 3) Denise has a possible interested person; she will get the information to Dave.
3. a. Discipline Committee Report.
 - 1) No meeting was held.

B. Administration

1. Staff and Student Activities
 - a. Michelle reported that:

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- 1) First United Methodist Church is donating food for bags of food for students to take home tomorrow.
 - 2) Kurt Faust started yesterday as part-time counselor.
 - 3) Students will be going bowling on the 21st.
 - 4) New legislation has been approved (Every Student Succeeds Act). This replaces NCLB. Lyn noted that it allows States a little more flexibility.
 - 5) The Mane hair salon came out and 22 kids received free hair cuts.
2. Administrative Activities
- a. Monthly Cash Flow
 - 1) The budget summary through November 2015 was discussed.
 - b. Budget revision was discussed.
 - 1) A budget revision will be brought to the Board in January when more information is known on funds from Section 25 as well as Title grants.
 - c. ACH Authorization – MCESA
 - 1) The ESA is requesting ACH authorization in order to directly deposit funds for State Aid into ACEA’s account.
 - 2) Discussion was heard.

VII. ACTION ITEMS

6-1 Moved by Boulton, supported by Derr, that the ACEA Board of Directors approve the appointment of David Koch, ACEA Board President as the CHRI Authorized User for ACEA.

	AYE	NAY		AYE	NAY
Boulton	X		Derr	X	
Congleton			Koch	X	
			Morse		

Motion carried 3 – 0

6-2 Moved by Koch, supported by Derr, that the ACEA Board of Directors approve the resignation of ACEA Board Member, John Congleton effective January 15, 2016.

	AYE	NAY		AYE	NAY
Boulton	X		Derr	X	
Congleton			Koch	X	
			Morse		

Motion carried 3 – 0

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6-3 Moved by Derr, supported by Boulton, that the ACEA Board of Directors appoint Dave Koch to the Discipline Committee effective 1/15/2016.

	AYE	NAY		AYE	NAY
Boulton	X		Derr	X	
Congleton			Koch	X	
			Morse		

Motion carried 3 – 0

VIII. ADJOURNMENT

The ACEA Board of Directors meeting adjourned at 4:52 p.m.

The next meeting date is January 21, 2016 at 4:00 p.m.

X Denise Derr

Denise Derr
Secretary/Treasurer

2/18/16
Date