

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

I. CALLED TO ORDER AT: 4:05 p.m.

Board of Directors		Administration	
Marisa Boulton, Trustee	P	Lyn Knapp, CAO	P
Denise Derr, Secretary/Treasurer	A	Michelle Zielinski, Principal	P
David Koch, President	P		
Ellie Morse, 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. Condition of Lissa Mignin, ETC front office employee.

1. Lyn advised the Board that Lissa has had several strokes, is partially paralyzed and is at Stratford Village in Midland. She is receiving the care of Hospice.

V. CONSENT AGENDA

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

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Derr			Morse	X	

Motion carried 3 – 0

- 1. Minutes** **Attachment 1**
December 17, 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 (December)	\$110,783.53
Total Items for Approval	<u>\$110,783.53</u>

VI. DISCUSSION, REPORTS, PRESENTATIONS

A. Board of Directors

1. ESP – Monthly Topic – Staffing
 - a. Michelle distributed a listing of the number of 2015-16 ACEA staff.
 - 1) 1 Administrator (2 hrs help from Dan)
 - 2) 2 Support staff (full-time)
 - i. Office Professional
 - ii. Student Records / Lunch
 - 3) 8 Teachers
 - i. 6 full-time / 2 part-time
 - ii. 12% Special Education staff
 1. About 30% of student population is special ed and have IEPs.
 2. ESA contracts school psychologist and social worker.
 - 4) 2 Part-time tutors
 - 5) 2 Part-time counselors
 - 6) Staff is evaluated annually.
 - 7) Staff participate in internal and external PD.
2. Fall 2015 Board Policy Updates.
 - a. First read was tabled.
3. New Board Member Discussion
 - a. Denise's friend, Terri is sending her information to Dave and plans to attend the next meeting.
4. Discipline Committee Report.
 - a. Nothing to report – no meetings.

5. Board Appreciation Month Acknowledgement.
 - a. Michelle thanked the Board for their diligent work on behalf of ACEA students.

B. Administration

1. Staff and Student Activities
 - a. Michelle reported that:
 - 1) 13 new students are starting on Monday.
 - 2) MCAN, which she and Dana are part of, sponsored a College Exploration Day and ACEA took most students (SVSU & Delta).
 - 3) Students will be volunteering again at the Sanford Senior Center in February for the Valentines party.
 - b. Lyn noted that she had a meeting regarding human trafficking and she offered that we could do the education piece for the program they are putting together.
2. Administrative Activities
 - a. Monthly Cash Flow
 - 1) The budget summary through December 2015 was discussed.
 - b. Addendum III – Instructional Services / Revised.
 - 1) Lyn explained that when the original instructional addendum was presented, one of the teachers’ salaries was not included in the calculation, so this teacher has been paid through the year, but ACEA has not been charged. This revision is rectifying this error.
 - c. Budget revision was discussed.
 - 1) FTE and Section 25 revenue amounts were discussed.
 - 2) Michelle is looking at the Title and 31A budgets.
 - 3) This is not a balanced budget, we will need to make decisions on how to balance this budget.
 - 4) Discussion was heard on reaching out for grants.

VII. ACTION ITEMS

7-1 Moved by Morse, supported by Koch, that the ACEA Board of Directors approve the attached school year addendum (listed below) with Education and Training Connection (the ESP) for services to ACEA for the 2015-16 school year.

Addendum III (revised)	Instruc. Svc.	\$312,719.81
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	AYE	NAY		AYE	NAY
Boulton	X		Derr	X	
Derr			Morse	X	

Motion carried 3 – 0

VIII. ADJOURNMENT

The ACEA Board of Directors meeting adjourned at 5:43 p.m.

The next meeting date is February 18, 2016 at 4:00 p.m.

X Denise Derr

Denise Derr
Secretary/Treasurer

2/18/16

Date