

MINUTES OF THE
ACADEMIC AND CAREER EDUCATION ACADEMY
BOARD OF DIRECTORS
Organizational/Regular Meeting
July 16, 2015

** The presiding officer, President David Koch chaired the organizational meeting until the organization of the Board was complete.

I. CALLED TO ORDER AT 4:18 p.m.: Roll Call

| <u>Board of Directors</u> | | <u>Administration</u> | |
|---------------------------|---|-------------------------------|---|
| Marisa Boulton | P | Lyn Knapp | P |
| John Congleton | A | Michelle Zielinski, Principal | P |
| Denise Derr | P | | |
| David Koch | P | | |
| Ellie Morse | P | | |
| | | Rose Whaley | P |
| Visitors Present: None | | | |

II. PUBLIC COMMENTS

A. None

III. ADDITIONS, CORRECTIONS, DELETIONS TO THE AGENDA

A. None

IV. BUSINESS OF THE BOARD

A. Organization of the Board for 2015– 2016

The chair entertained nominations for officers to serve from July 1, 2015 to June 30, 2016, or until the next organizational meeting of 2016 if appropriate.

1. Derr nominated Koch for the office of President.
2. Koch nominated Congleton for the office of Vice-President.
3. Morse nominated Derr for the office of Secretary/Treasurer.

Moved by Morse, supported by Derr that nominations be closed.

Motion carried 4 - 0

Moved by Derr, supported by Koch that the ACEA Board of Directors approve the 2015– 2016 ACEA Board Officers as presented.

| | <u>AYE</u> | <u>NAY</u> | | <u>AYE</u> | <u>NAY</u> |
|----------------------|------------|------------|-------|------------|------------|
| Boulton | <u>X</u> | — | Koch | <u>X</u> | — |
| Congleton | — | — | Morse | <u>X</u> | — |
| Derr | <u>X</u> | — | | | |
| Motion carried 4 – 0 | | | | | |

** The Organization of the Board of ACEA for 2015 – 2016 now being complete, the meeting is turned over to the President-Elect, David Koch.

B. Authorizations, Appointments, and Designations for 2015 – 2016 Consent Agenda

1. Selection of Counsel

The ACEA Board of Director retains Gary Patterson, MASUD Labor Law Group to be the legal counsel for Academic and Career Education Academy for the 2015 – 2016 school year.

2. Appointment of External Auditor

The ACEA Board of Directors appoints Yeo and Yeo, PC as the external auditors for Academic and Career Education Academy for the 2015 – 16 school year.

3. Chief Administrative Officer

The ACEA Board of Directors approves Lyn Knapp to be designated as Chief Administrative Officer for Academic and Career Education Academy, as such to be responsible for the preparation, presentation, and control of the recommended budget throughout the 2015 – 2016 school year.

4. Board Recording Secretary

The ACEA Board of Directors appoints Rose Whaley as Board Recording Secretary for 2015 – 2016. Compensation for services shall be \$100.00 per meeting.

5. Selection of Depository

The ACEA Board of Directors approves Chemical Bank & Trust Co. to be the depository for the Academy.

6. Signature Authorization

The ACEA Board of Directors authorizes the President and Secretary/Treasurer of the Board to sign General Fund checks with signatures or facsimile signature when the template/stamp Arrives or as authorized in the accounting software.

7. Directors and Officers Liability Bond

The ACEA Board of Directors approves the Directors and Officers Liability Bond for \$1,000,000 (one million dollars) coverage.

8. Payment to Educational Service Provider

The ACEA Board of Directors authorizes payment of lease payments, utility payments, and addenda under the Service Provider Agreement, and any other periodic payments that are Board authorized.

9. Signature on Legal Documents
The ACEA Board of Directors authorizes the C.A.O. or other Board appointed designee to sign legal documents relating to actions which the Board approves by specific or established policy.
10. Invest Academy Funds
The ACEA Board of Directors authorizes the C.A.O. and/or the E.S.P. Business Manager to invest Academy funds consistent with Board policy.
11. Chief Financial Officer
The ACEA Board of Directors approves Rose Whaley to be designated as Chief Financial Officer for Academic and Career Education Academy.
12. Electronic Transfer Officer
The ACEA Board of Directors designates the Chief Financial Officer of ACEA as the Electronic Transfer Officer.
13. Approval of Spending
The ACEA Board of Directors, in accordance with the ACEA Purchasing Policy, authorizes the C.A.O. of ACEA to approve expenditures of less than \$8,000 on behalf of the Board of Directors for the 2015 – 2016 school year.
14. Expenditures of \$8,000 or More
The ACEA Board of Directors, in accordance with the ACEA Purchasing Policy, establishes that expenditures of \$8,000 or more require Board approval prior to purchase.
15. Designation of FOIA, 504, Civil Rights, Title IX, Title XI Contact
The ACEA Board of Directors designates the Principal of ACEA as responsible for receiving, reviewing, and responding to Freedom of Information Act (FOIA), 504, Civil Rights, Title IX and Title XI requests/claims for the 2015 – 2016 school year.
16. Designation of Person Authorized to Post Notice
The ACEA Board of Directors grants the Administrator of ACEA and the Board Recording Secretary the authority to post notices for 2015 – 2016.
17. Designation of Public Places to Post Notice
The ACEA Board of Directors resolves that the calendar and individual meeting notices of regularly scheduled and special meeting date notices for the Board for 2015 – 2016 shall be posted at the Education and Training Connection building, the MCESA building and/or in the *Midland Daily News*.

18. Designation of Media Publication

The ACEA Board of Directors designates the *Midland Daily News*, Midland, Michigan as the official media for posting of legal notices for 2015 – 2016.

Moved by Derr, supported by Morse, that the ACEA Board of Directors approve the preceding consent agenda as presented for the July 16, 2015 Organizational Meeting.

| | <u>AYE</u> | <u>NAY</u> | | <u>AYE</u> | <u>NAY</u> |
|-----------|------------|------------|-------|------------|------------|
| Boulton | <u>X</u> | — | Koch | <u>X</u> | — |
| Congleton | — | — | Morse | <u>X</u> | — |
| Derr | <u>X</u> | — | | | |

Motion carried 4 – 0

19. Regular Meetings of the ACEA Board of Directors

Moved by Derr, supported by Boulton, that the ACEA Board of Directors hold its regular meetings at Education and Training Connection, 884 E. Isabella Road, Midland, Michigan 48640, at 4:00 p.m. on the following dates:

| | | | |
|---|--|---|---|
| July 16, 2015 Organizational/ Regular Meeting | October 15, 2015 Regular Meeting | January 21, 2016 Regular Meeting | April 21, 2016 Budget Workshop |
| August 13, 2015 Regular Meeting ** 3:00 p.m. | November 19, 2015 Regular Meeting | February 18, 2016 Regular Meeting | May 219, 2016 Budget Workshop |
| September 17, 2015 Regular Meeting/Annual Report Meeting | December 17, 2015 Regular Meeting | Wednesday March 16, 2016 Regular Meeting | June 16, 2016 Budget Hearing |

The Board also set July 21, 2016 at 4:00 p.m. as the Organizational/Regular Meeting for 2016-17.

Motion carried 4 – 0

20. Appointment of Committees

Moved by Boulton, supported by Derr, that the ACEA Board of Directors appoint the following committees for 2015 – 2016:

Discipline Committee

John Congleton, ACEA Board Member; Denise Derr, ACEA Board Member; Michelle Zielinski, ACEA Principal, Community Member-TBD and ACEA Teacher (rotating)

Oversight Committee

David Koch, ACEA Board Member; Marisa Boulton, ACEA Board Member; Michelle Zielinski, ACEA Principal; and Tammie Stockford, ACEA Teacher

ESP Evaluation Committee

Ellen Morse, ACEA Board Member and (rotating), ACEA Board Member

Motion carried 4 – 0

21. Association Membership

Moved by Koch, supported by Derr, that the ACEA Board of Directors retains Membership in MAPSA (Michigan Association of Public School Academies) for 2015 – 2016.

Motion carried 4 – 0

REGULAR MEETING

V. CONSENT AGENDA

Moved by Koch, supported by Boulton that the ACEA Board of Directors approve the following consent agenda as presented for the July 16, 2015 Regular Meeting:

| | | | | | |
|-----------|------------|------------|-------|------------|------------|
| | <u>AYE</u> | <u>NAY</u> | | <u>AYE</u> | <u>NAY</u> |
| Boulton | <u>X</u> | — | Koch | <u>X</u> | — |
| Congleton | — | — | Morse | <u>X</u> | — |
| Derr | <u>X</u> | — | | | |

Motion carried 4 – 0

1. Minutes

Attachment 1

June 18, 2015 Regular Board Meeting Minutes be approved as presented.

2. Minutes

Attachment 1A

June 18, 2015 Budget Hearing Meeting Minutes be approved as presented.

4. Treasurer's Report

Attachment 2

The financial report as presented and the bills be approved in the following amounts:

| | |
|---|----------------------|
| Purchases Recorded Requiring Board Approval (June) | \$ 109,449.15 |
| Open Invoices | - 0 - |
| Total Items for Approval | <u>\$ 109,449.15</u> |

VI. DISCUSSION, REPORTS, PRESENTATIONS

A. Board of Directors

1. Dave discussed that last month when it was noted that Sue Hunter was retiring, he felt the Board was remiss in not recognizing that.
 - a) The Board wishes to acknowledge Sue's contribution to ACEA.
 - b) Ellie offered to acquire a card for the Board to send.
2. ESP Evaluation – Principal Job Role/Responsibilities-Michelle
 - a) Michelle distributed a list of her job responsibilities.
 - (1) This outlined some changes from last year.
 - (2) Dan helps with discipline.
 - (3) Hoping for additional help with the new counselor.
3. NCSI Board Policy Updates – Spring 2015 with Board Policy 5517.01 Updated Bullying Policy – First Read
 - a) Section 1420 1 of 1
 - (1) Board evaluates CAO / ESP evaluates CAO ?
 - (2) Michelle will check with Peggy.
 - b) Section 2260 2 of 5
 - (1) Dave questioned who ?
 - (2) Michelle responded that the ETC handbook sites that the HR department is Jan and Greg.
 - c) Section 5114 1 of 2
 - (1) Discussion was held regarding exchange students / charging tuition.
 - (2) Michelle will clarify.
 - d) Section 5320 1 of 1
 - (1) Immunization policy.
 - (2) Questions were raised as to ways to legally exclude a student who is not properly vaccinated.
 - (3) Discussion was heard regarding waivers.
 - (4) Michelle will follow up with the Health Department and seek further information.
 - e) Section 5517.01 2 of 3
 - (1) Under reporting "CAO"
 - (2) Michelle advised that this was supposed to be "School Leader" and she will follow up with Peggy.

(3) Michelle reported that this replaces old policy and includes cyber bullying.

f) Section 8400 3 of 3

(1) CAO ?

(2) Michelle advised this should all be School Leader.

B. Administration

1. Staff and Student Activities

a. Michelle reported that:

i. Janell Martin-Powell has been hired in the math position.

ii. We are still looking for an ELA teacher and a student services worker.

iii. If any Board Members are interested in assisting in helping to organize activities, next year is the 10th year of ACEA.

1. Marisa volunteered to help.

2. Dave suggested including previous Board members and retired teachers.

b. Student Handbook Updates – First Read

i. Michelle distributed a handout with changes to the handbook.

1. State Testing

2. Fire Drills

3. Cel Phones / more detail

a. Electronics

4. Cyberbullying

2. Administrative Activities

a. Monthly Cash Flow Spreadsheet.

i. The June cash flow spreadsheet ties out the fiscal year with an ending cash balance of \$40,144 which matches the Peach Tree General Ledger balance as of June 30.

ii. Rose noted that this will be the last month that financial reports have this “look” as we have changed to the new financial software and reports will be more easily accessed directly from the software rather than the ones she has been manually creating.

b. The 2015-16 Teacher Certifications were distributed as prepared by ETC’s HR Director.

i. A couple of discrepancies were discussed. These will be looked at again next month.

VII. ACTION ITEMS

1-1 Moved by Derr, supported by Morse, that the ACEA Board of Directors approve the First Reading of the 2015-16 Student Handbook Updates as amended.

| | <u>AYE</u> | <u>NAY</u> | | <u>AYE</u> | <u>NAY</u> |
|-----------|------------|------------|-------|------------|------------|
| Boulton | <u>X</u> | — | Koch | <u>X</u> | — |
| Congleton | — | — | Morse | <u>X</u> | — |
| Derr | <u>X</u> | — | | | |

Motion carried 4 – 0


1-2 Moved by Koch, supported by Derr, that the ACEA Board of Directors approve the First Reading of the NCSI Board Policy Updates-Spring 2015 with Board Policy 5517.01 Updated Bullying Policy as amended.

Motion carried 4 – 0

VII. ADJOURNMENT

The ACEA Board of Directors meeting adjourned at 6:15 p.m.

The next meeting date is Thursday, August 13, 2015 at 3:00 p.m.



Denise Derr
Secretary / Treasurer

8/13/15

Date