

**MINUTES OF THE  
 ACADEMIC AND CAREER EDUCATION ACADEMY  
 BOARD OF DIRECTORS**  
*Regular Meeting  
 October 15, 2015*

**I. CALLED TO ORDER AT: 4:07 p.m.**

Board of Directors		Administration	
Marisa Boulton, Trustee	P(late)	Lyn Knapp, CAO	P
John Congleton, Vice Presiden	P	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. 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 amended for the October 15, 2015 Regular Meeting.

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

Motion carried 3 – 0

**1. Minutes**

**Attachment 1**

September 17, 2015 Regular Board Meeting Minutes to be approved as prepared and amended.

- Amend to show John Searles present for part of the meeting.

2. **Minutes** **Attachment 1-A**  
September 17, 2015 Annual Report Meeting Minutes to be approved as prepared and presented.
3. **Treasurer's Report** **Attachment 2**
- a. The financial report as presented and the bills approved in the following amounts:
- |                                      |                    |
|--------------------------------------|--------------------|
| Purchases Recorded                   |                    |
| Requiring Board Approval (September) | \$72,277.45        |
| <br>                                 |                    |
| Total Items for Approval             | <u>\$72,277.45</u> |

## VI. DISCUSSION, REPORTS, PRESENTATIONS

### A. Board of Directors

1. Michelle presented the School Improvement Plan (SIP) as the monthly ESP topic.
  - a. Teachers and Michelle work together on the SIP, including pulling together the data needed.
  - b. Page 2 shows that there are four goals – Writing / Reading / Math / Personal Values.
    - 1) For every goal, there is an objective, strategy and activity.
  - c. Budgets such as Title all refer to the SIP for approval.

### B. Administration

1. Staff and Student Activities
  - a. Michelle reported that:
    - 1) The budget was based on 198 fte with dual enrollment/Co-Secondary at 99 fte.
      - i. Co-Secondary is currently at 92.
      - ii. Budget revisions will be necessary. Currently, it looks like the fte will be 179, but the fte may possibly go higher than that. This would leave the budget with a slight deficit; however, the budget only allowed for \$10,000 in Section 25 revenue and last year's actual was over \$60,000.
      - iii. We will watch this and bring a revised budget to the Board at a later date.
    - 2) ACEA received a \$5,000 Reach Higher Grant that Michelle and Dana wrote.
      - i. It involves College and Career growing culture.

- ii. Funds will be used to pay for transportation for college / career opportunities.
- 3) Parent/Teacher Conferences are on October 29<sup>th</sup>.
- 4) Dana is a Leadership Midland today and tomorrow where we had a student speak and he was very well received.
- 5) Students will go to Camp Neyati for clean-Up Day on October 30<sup>th</sup>.
- 6) Our students will be at the Rock fundraiser doing scenery set-up.
- 7) We had a football game on Tuesday and Dan is planning a tournament.
- 8) In January, all 10<sup>th</sup> graders are going to Saginaw Valley.

b. The first read of the School Improvement Plan was held as noted above.

2. Administrative Activities

- a. Monthly Cash Flow/Budget Summary
  - 1) The budget summary through September was discussed.
- b. Addendum X – Remedial Tutoring Services
  - 1) This is the addendum for the math tutor.
  - 2) Sue Hunter, ACEA’s previous math teacher has returned to be the math tutor.
- c. As discussed above, the fall fte is less than budgeted and budget amendments are predicted for an upcoming meeting.

**VII. ACTION ITEMS**

4-1 Moved by Derr, supported by Boulton, that the ACEA Board of Directors approve the first read of the School Improvement Plan as presented.

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

Motion carried 4 – 0

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4-2 Moved by Derr, supported by Congleton, 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 X            Tutoring Svc                            \$6,104.77

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

Motion carried 4 – 0

**VIII. ADJOURNMENT**

The ACEA Board of Directors meeting adjourned at 5:01 p.m.

The next meeting date is November 19, 2015 at 4:00 p.m.

X Denise C Derr

Denise Derr  
Secretary/Treasurer

12/17/15

Date