



884 E. Isabella Rd.  
Midland MI 48640

Wednesday, July 25, 2023  
1:30 p.m.

**ACEA MISSION STATEMENT**

The Academic and Career Education Academy (ACEA) provides innovative educational opportunities for achieving individual success through discovery, exploration, and the pursuit of student potential. Our unique, challenging, and flexible curriculum inspires excellence and confidence in academic and career endeavors.

*This meeting is a meeting of the Board of Directors in public for the purpose of conducting the Academy's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.*

\*\* The presiding officer will chair the organizational meeting until the organization of the Board is complete.

**ORGANIZATIONAL / REGULAR MEETING AGENDA**

**I. CALL TO ORDER: Roll Call**

Board of Directors:

Marisa Boulton, President \_\_\_\_\_  
Denise Derr, Secretary/Treas. \_\_\_\_\_  
David Koch, Vice President \_\_\_\_\_  
Teresa Quintana, Trustee \_\_\_\_\_

Administration:

Lyn Knapp, CAO \_\_\_\_\_  
Lance Berrier, Principal \_\_\_\_\_  
CAO \_\_\_\_\_  
Nancy Pockocke, Secretary \_\_\_\_\_

Visitors Present: Amanda King

**II. PUBLIC COMMENTS**

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

**IV. BUSINESS OF THE BOARD**

A. Organization of the Board for 2023 – 2024

The chair entertains nominations for officers to serve from July 1, 2023 to June 30, 2024, or until the next organizational meeting of 2024 if appropriate.

- i. Office of President  
Nomination: \_\_\_\_\_ nominated by \_\_\_\_\_
- ii. Office of Vice President  
Nomination: \_\_\_\_\_ nominated by \_\_\_\_\_
- iii. Office of Secretary/Treasurer  
Nomination: \_\_\_\_\_ nominated by \_\_\_\_\_

Moved by \_\_\_\_\_, supported by \_\_\_\_\_ that nominations be closed.

AYE NAY

AYE NAY

Boulton  
Derr

\_\_\_\_  
\_\_\_\_

Koch  
Quintana

\_\_\_\_  
\_\_\_\_

Motion carried/failed \_\_\_\_ - \_\_\_\_

Moved by \_\_\_\_\_, supported by \_\_\_\_\_ that the ACEA Board of Directors approve the 2023 – 2024 ACEA Board Officers.

AYE NAY

AYE NAY

Boulton  
Derr

\_\_\_\_  
\_\_\_\_

Koch  
Quintana

\_\_\_\_  
\_\_\_\_

Motion carried/failed \_\_\_\_ - \_\_\_\_

\*\* The Organization of the Board of ACEA for 2023 – 24 now being complete, the meeting is turned over to the President-Elect or presiding officer.

**B. Authorizations, Appointments, and Designations for 2023 – 2024 Consent Agenda**

**i. Selection of Counsel**

The ACEA Board of Directors retain Brian Swanson, MASUD Labor Law Group to be the legal counsel for Academic and Career Education Academy for the 2023 - 2024 school year.

**ii. Appointment of External Auditor**

The ACEA Board of Directors appoint Yeo and Yeo, PC as the external auditors for Academic and Career Education Academy for the 2023 – 24 school year.

**iii. Chief Administrative Officer**

The ACEA Board of Directors appoint TBD 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 2023 - 2024 school year.

**iv. Board Recording Secretary**

The ACEA Board of Directors appoint Nancy Pockocke as Board Recording Secretary for 2023 - 2024. Compensation for services shall be \$100 per meeting.

**v. Selection of Depository**

The ACEA Board of Directors approve Huntington Bank to be the depository for the Academy.

- vi. Signature Authorization  
The ACEA Board of Directors authorize the President and Secretary/Treasurer of the Board to sign General Fund checks with signatures or facsimile signature.
- vii. Directors and Officers Liability Bond  
The ACEA Board of Directors approve the Directors and Officers Liability Bond for \$1,000,000 (one million dollars) coverage.
- viii. Payment to Educational Service Provider  
The ACEA Board of Directors authorize payment of lease payments, utility payments, and addenda under the Service Provider Agreement, and any other periodic payments that are Board authorized.
- ix. Signature on Legal Documents  
The ACEA Board of Directors authorize the C.F.O. or ACEA Board President to sign legal documents relating to actions which the Board approves by specific or established policy.
- x. Invest Academy Funds  
The ACEA Board of Directors authorize the C.F.O. and/or the C.A.O to invest Academy funds consistent with Board policy.
- xi. Chief Financial Officer  
The ACEA Board of Directors approve Lyn Knapp to be designated as Chief Financial Officer for Academic and Career Education Academy.
- xii. Electronic Transfer Officer  
The ACEA Board of Directors designate the E.S.P Business Specialist as the regular Electronic Transfer Officer and the Chief Financial Officer of ACEA as the backup Electronic Transfer Officer, as needed.
- xiii. Approval of Spending for Purchases  
The ACEA Board of Directors, in accordance with the ACEA Purchasing Policy, authorize the C.F.O. of ACEA to approve expenditures of less than \$10,000 on behalf of the Board of Directors for the 2023 - 2024 school year.
- xiv. Purchasing of \$10,000 or More  
The ACEA Board of Directors, in accordance with the ACEA Purchasing Policy, establish that expenditures of \$10,000 or more require Board approval prior to purchase.
- xv. Designation of FOIA, 504, Civil Rights, Title IX, Title XI Contact  
The ACEA Board of Directors designate 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 2023 - 2024 school year.
- xvi. Designation of Person Authorized to Post Notice  
The ACEA Board of Directors grant the Administrator of ACEA and the Board Recording Secretary the authority to post notices for 2023 - 2024.

xvii. Designation of Public Places to Post Notice

The ACEA Board of Directors resolve that the calendar and individual meeting notices of regularly scheduled and special meeting date notices for the Board for 2023 – 2024 shall be posted at the Education and Training Connection building, the MCESA building and/or in the *Midland Daily News*.

xviii. Designation of Media Publication

The ACEA Board of Directors designate the *Midland Daily News*, Midland, Michigan as the official media for posting of legal notices for 2023 - 2024.

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, that the ACEA Board of Directors approve the preceding consent agenda as (presented / corrected) for the July 25, 2023 Organizational Meeting.

	<u>AYE</u>	<u>NAY</u>		<u>AYE</u>	<u>NAY</u>
Boulton	_____	_____	Koch	_____	_____
Derr	_____	_____	Quintana	_____	_____

Motion carried \_\_\_\_\_ - \_\_\_\_\_

xix. Regular Meetings of the ACEA Board of Directors

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

<b>July (Org.)</b> July 25, 2023	<b>October</b> Oct. 18, 2023	<b>January</b> Jan. 17, 2024	<b>April</b> April 17, 2024	<b>July 2024</b> July 17, 2024 (Organizational)
<b>August</b> Aug. 16, 2023	<b>November</b> Nov. 15, 2023	<b>February</b> Feb. 21, 2024	<b>May</b> May 15, 2024	
<b>September</b> Sept. 20, 2023	<b>December</b> Dec. 20, 2023	<b>March</b> Mar. 20, 2024	<b>June</b> June 19, 2024	

	<u>AYE</u>	<u>NAY</u>		<u>AYE</u>	<u>NAY</u>
Boulton	_____	_____	Derr	_____	_____
Koch	_____	_____	Quintana	_____	_____

Motion carried/failed \_\_\_\_\_ - \_\_\_\_\_

xx. Appointment of Committees

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, that the ACEA Board of Directors appoint the following committees for 2023 - 2024:

Discipline Committee

(Board Member) \_\_\_\_\_, (Board Member) \_\_\_\_\_,  
Lance Berrier, ACEA Principal; \_\_\_\_\_; and ACEA Teacher  
(rotating)

Oversight Committee

(Board Member) \_\_\_\_\_, (Board Member) \_\_\_\_\_,  
Lance Berrier, ACEA Principal, and ACEA Teacher (rotating)

xi. Association Membership

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, that the ACEA Board of Directors (retain / terminate) membership in MAPSA (Michigan Association of Public School Academies) for the 2023 - 2024 school year.

Motion carried/failed \_\_\_\_\_ - \_\_\_\_\_

**REGULAR MEETING**

**V. CONSENT AGENDA**

1. Minutes

June 21, 2023 Regular Board meeting minutes be approved as prepared and (presented / amended).

**Attachment 1**

2. Treasurer’s Report – June

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

**Attachment 2**

Purchases Recorded Requiring Board Approval	\$ 145,203.66
Open Invoices	-0-
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Total Items for Approval	\$ 145,203.66 =====

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, that the ACEA Board of Directors approve the following consent agenda as (presented / amended) for the July 25, 2023 regular meeting.

	<u>AYE</u>	<u>NAY</u>		<u>AYE</u>	<u>NAY</u>
Boulton	_____	_____	Derr	_____	_____
Koch	_____	_____	Quintana	_____	_____

Motion (carried / failed) \_\_\_\_\_ - \_\_\_\_\_

**VI. DISCUSSION, REPORTS, PRESENTATIONS**

A. Board of Directors

- 1. Monthly ESP Topic –
- 2. Introduction of New Assistant Principal

B. Administration

- 1. Staff and Student Activities
  - a. Principal’s Notes -
  - b. Staffing updates
  
- 1. Administrative Activities
  - a. Addendums for School Year 2023-2024

**VII. ACTION ITEMS**

7 – 1 Moved by \_\_\_\_\_, supported by \_\_\_\_\_, that the ACEA Board of Directors approve the attached addendums (listed below) with Educational and Training Connection (the ESP) for services to ACEA for the 2023-2024 School year.

Addendum I	Administrative Services	\$176,258.07
Addendum II	Business Manager	\$64,437.97
Addendum III	Instructional Services	\$377,248.57
Addendum III-2	Counseling Services	\$62,157.32
Addendum V	Office Specialist/Clerical Services	\$70,560.75
Addendum VI	Custodial Services	\$48,694.33
Addendum VII	Human Resource Services	\$14,642.65
Addendum VIII	Accounting Services	\$10,162.40
Addendum IX	Reading Tutoring Services	\$9,774.03
Addendum X	Math Tutoring Services	\$10,972.89
Addendum XI	Student Success Coordinator	\$39,703.55
Addendum XII	Technical Support	\$10,162.40
Addendum XIII	Adult Advocate	\$14,611.41

AYE   NAY

AYE   NAY

Boulton  
Koch

\_\_\_\_\_  
\_\_\_\_\_

Derr  
Quintana

\_\_\_\_\_  
\_\_\_\_\_

Motion (carried / failed) \_\_\_\_\_ - \_\_\_\_\_

*The language used to construct this portion of the agenda is suggested wording only. Board members should modify the language as deemed appropriate and necessary. The language “of record” will be represented in the official Board of Directors minutes which are prepared after the meeting is conducted.*

*Possible Action Items – Add language as necessary*

7 - 2 Moved by \_\_\_\_\_, supported by \_\_\_\_\_, that the ACEA Board of Director

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Motion (carried / failed) \_\_\_\_ - \_\_\_\_

**VIII. ADJOURNMENT**

The ACEA Board of Directors adjourned at \_\_\_\_\_ p.m.

Next meeting date: August 21, 2023