

**MINUTES OF THE  
ACADEMIC AND CAREER EDUCATION ACADEMY  
BOARD OF DIRECTORS  
Organizational/Regular Meeting  
July 25, 2023**

\*\* The presiding officer, President Marissa Boulton chaired the organizational meeting until the organization of the Board was complete.

I. CALLED TO ORDER AT 1:30 p.m.: Roll Call

Marisa Boulton, President	P	Lyn Knapp, CFO	P
Denise Derr, Secretary/Treasurer	P	Lance Berrier, Principal	P
David Koch, Vice President	P	CAO	A
Teresa Quintana, Trustee	P	Nancy Pockocke, Board Recording Secretary	P

Visitors Present: Steve Newkirk – Assistant Principal

II. PUBLIC COMMENTS

A. Teresa informed the Board of Directors that she needed to resign.

III. ADDITIONS, CORRECTIONS, DELETIONS TO THE AGENDA

A. Vote in Amanda King

IV. BUSINESS OF THE BOARD

A. Organization of the Board for 2023– 2024

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

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

Moved by Derr, supported by Boulton that the ACEA Board of Directors approve the 2023– 2024 ACEA Board Officers as presented.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Derr	X				
Quintana	X				

Motion carried 4 – 0

\*\* The Organization of the Board of ACEA for 2023 – 2024 now being complete, the meeting is

turned over to the President-Elect, Marissa Boulton.

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

1. Selection of Counsel

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

3. 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.

4. Board Recording Secretary

The ACEA Board of Directors appoints Nancy Pocke as Board Recording Secretary for 2023 – 2024. Compensation for services shall be \$100.00 per meeting.

5. Selection of Depository

The ACEA Board of Directors approves Huntington Bank 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.

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.F.O. or ACEA Board President 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.F.O. and/or the C.A.O to invest Academy funds consistent with Board policy.

11. Chief Financial Officer  
 The ACEA Board of Directors approves Lyn Knapp to be designated as Chief Financial Officer for Academic and Career Education Academy.
  
12. Electronic Transfer Officer  
 The ACEA Board of Directors designates 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.
  
13. Approval of Spending for Purchases  
 The ACEA Board of Directors, in accordance with the ACEA Purchasing Policy, authorizes 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.
  
14. Purchasing of \$10,000 or More  
 The ACEA Board of Directors, in accordance with the ACEA Purchasing Policy, establishes that expenditures of \$10,000 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 2023 – 2024 school year.
  
16. Designation of Person Authorized to Post Notice  
 The ACEA Board of Directors grants the Principal of ACEA and the Board Recording Secretary the authority to post notices for 2023 – 2024.
  
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 2023 – 2024 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 2023 – 2024.

Moved by Koch, supported by Derr, that the ACEA Board of Directors approve the preceding consent agenda as amended for the July 25, 2023 Organizational Meeting.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Derr	X				
Quintana	X				

Motion carried 4 – 0

19. Regular Meetings of the ACEA Board of Directors

Moved by Boulton, supported by Koch, that the ACEA Board of Directors hold its regular meetings at Education and Training Connection, 884 E. Isabella Road, Midland, Michigan 48640, at 3:45pm (unless otherwise noted) on the following dates:

<b>July 25, 2023 Organizational/ Regular Meeting</b>	<b>Wednesday, October 18, 2023 Regular Meeting</b>	<b>Wednesday, January 17, 2024 Regular Meeting</b>	<b>Wednesday, April 17, 2024 Budget Workshop</b>
<b>Wednesday, August 16, 2023 Regular Meeting</b>	<b>Wednesday, November 15, 2023 Regular Meeting</b>	<b>Wednesday, February 21, 2024 Regular Meeting</b>	<b>Wednesday, May 15, 2024 Budget Workshop</b>
<b>Wednesday, September 20, 2023 Annual Report / Regular Meeting</b>	<b>Wednesday, December 20, 2023 Regular Meeting</b>	<b>Wednesday, March 20, 2024 Regular Meeting</b>	<b>Wednesday, June 19, 2024 Budget Hearing</b>

The Board also set July 17, 2024 at 3:45 p.m. as the Organizational/Regular Meeting for 2024-25.

Motion carried 4 – 0

20. Appointment of Committees

Moved by Boulton, supported by Derr, that the ACEA Board of Directors appoints the following committees for 2023 – 2024 as corrected:

Motion carried 4 – 0

Discipline Committee

Denise Derr, ACEA Board Member; Dave Koch, ACEA Board Member; Lance Berrier, ACEA Principal/Steve Newkirk, ACEA Assistant Principal and TBD.

Oversight Committee

David Koch, ACEA Board Member; Marissa Boulton, ACEA Board Member; Lance Berrier, ACEA Principal; and ACEA Teacher (rotating)

21. Association Membership

Moved by Koch, supported by Boulton, that the ACEA Board of Directors retain Membership in MAPSA (Michigan Association of Public School Academies) for 2023 – 2024.

Motion carried 4 – 0

**REGULAR MEETING**

**V. CONSENT AGENDA**

- 1. Minutes **Attachment 1A**  
 June 21, 2023 Regular Board Meeting Minutes be approved as presented.
  
- 2. 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)	\$	145,203.66
Open Invoices		- 0 -
Total Items for Approval	<u>\$</u>	<u>145,203.66</u>

Moved by Koch, supported by Derr that the ACEA Board of Directors approve the preceding consent agenda as presented for the July 25, 2023 Regular Meeting:

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Derr	X				
Quintana	X				

Motion carried 4 – 0

**VI. DISCUSSION, REPORTS, PRESENTATIONS**

- A. Board of Directors
  - 1. Monthly ESP Topic
  - 2. Introduction of New Assistant Principal – Steve Newkirk. Lance introduced Steve to the Board of Directors and Steve shared a little bit about himself.
  
- B. Administration
  - 1. Staff and Student Activities
    - a. Lance reported that:
      - i. Lance shared the names of the new ELA – Maddie Rood and Construction skills – Brent
      - ii. Lance also shared that the Receptionist position was open and he was starting interviews July 26, 2023.
  
  - 2. Administrative Activities
    - a. Addendums for 2023-2024 School year.

VII. ACTION ITEMS

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	\$10,162.40
Addendum XI	Student Success Coordinator	\$39,703.55
Addendum XII	Technical Support	\$10,162.40
Addendum XIII	Adult Advocate	\$14,611.41

7 – 1 Moved by Koch, supported by Derr 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 2022-2023 school year.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Derr	X				
Quintana	X				

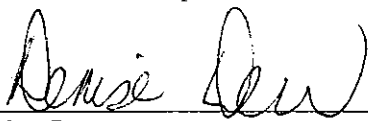
Motion carried 4 – 0

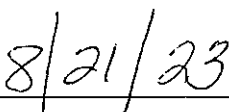
7 – 2 Moved by Boulton, supported by Derr, that the ACEA Board of Directors approve Amanda King to be an ACEA Board member.

VIII. ADJOURNMENT

The ACEA Board of Directors meeting adjourned at 1:55 p.m.

The next meeting date is Wednesday, August 16, 2023 at 3:45 p.m.

  
 \_\_\_\_\_  
 Denise Derr  
 Secretary /Treasurer

  
 \_\_\_\_\_  
 Date