

MINUTES OF THE  
ACADEMIC AND CAREER EDUCATION ACADEMY  
BOARD OF DIRECTORS  
*Regular Meeting*  
*August 12<sup>th</sup>, 2020*

**I. CALLED TO ORDER AT 3:00 p.m.: Roll Call**

Marisa Boulton, Trustee	P	Lyn Knapp, C.F.O	P
Terri Cardon-Weiss, Trustee	P	Michelle Zielinski, Principal/C.A.O	P
Denise Derr, Secretary/Treasurer	P		
David Koch, President	P	Kim Rapanos, Business Specialist	P
Ellie Morse, Vice-President	A	Christine Murphy, Recording Secretary	P

Visitors Present: None

**II. PUBLIC COMMENTS**

A. None

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

A. None

**IV. BUSINESS OF THE BOARD**

A. None

**V. CONSENT AGENDA**1. Minutes

July 28<sup>th</sup>, 2020 Organizational/Regular Board Meeting Minutes to be approved as presented.

**Attachment 1**

2. Treasurer's Report

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

Purchases Recorded		
Requiring Board Approval (July)		\$ 30,412.67
Open Invoices		- 0 -
Total Items for Approval		<u>\$ 30,412.67</u>

**Attachment 2**

Moved by Cardon-Weiss, supported by Koch, that the ACEA Board of Directors approve the preceding consent agenda as presented for the August 12<sup>th</sup>, 2020 Regular Meeting.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse		
Derr	X				

Motion carried 4 – 0

## **VI. DISCUSSION, REPORTS, PRESENTATIONS**

### A. Board of Directors

#### 1. Monthly ESP Topic – End of Year Summary

- a) Since Ellie was not present Michelle reviewed the Monthly ESP topics to the Board and asked if there is anything more or less they would like to know about.
  - (1) Dave expressed how helpful these topics are
  - (2) Terri appreciated how thorough each topic is

### B. Administration

#### 1. Staff and Student Activities

- a. Michelle stated that:
  - i. ACEA’s 2019-2020 Graduation was held at the Central Park bandshell on Thursday, August 6<sup>th</sup>. It turned out to be very nice.
    - 1. Students and family were very appreciative of the ceremony
    - 2. Of the 9 Graduates, 8 attended with guests it ended up being about 50 people
  - ii. Staff has returned to working in building

Staffing updates:

- iii. Interviews have been conducted for a new ELA Teacher

#### 2. Administrative Activities

- a. The 2020-2021 Student Handbook was discussed. The only changes made related to the update in staff members and the year was updated from last year to current.
- b. Michelle outlined the ideas for the 2020-2021 learning plan.
  - i. Parents were surveyed about their comfort level for the upcoming year being all online or a blended learning option. 66% responded blended with 24% responding online (Approx. 39 families had responded).
  - ii. ACEA is anticipating approximately 80 students for the fall
  - iii. The COVID-19 Preparedness and Response Plan was presented by Michelle and proposed a face to face blended type of environment and an all online option.

- c. Kim presented a new Activity fund budget that needs to be board approved and audited separately with local funds for ACEA student activities.
- d. Michelle/Christine discussed an update on the Title IX policy special release that needs Board approval.
- e. Yeo & Yeo had planned to present the 2019-2020 Audit Results but with the recent announcement of a \$175 per pupil reduction they would like time to reconfigure all the reports to have the most accurate presentation for the Board of Directors. They will plan to present in September.

**VII. ACTION ITEMS**

7-1 Moved by Cardon-Weiss, supported by Boulton, that the ACEA Board of Directors accepts the changes made to the student handbook as presented.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse		
Derr	X				

Motion carried 4 – 0

7-2 Moved by Koch, supported by Derr, that the ACEA Board of Directors approve the COVID-19 Preparedness and Response Plan Learning Plan of Academic and Career Education Academy for 2020-2021 as amended.

Motion carried 4 – 0

7-3 Moved by Derr, supported by Cardon-Weiss, that the ACEA Board of Directors approve the activity Fund Budget of Academic and Career Education Academy for 2020-2021 as presented.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse		
Derr	X				

Motion carried 4 – 0

7-4 Moved by Koch, supported by Boulton, that the ACEA Board of Directors approve the first read of the Title IX Policy Special Release as presented.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse		
Derr	X				

Motion carried 4 – 0

**VII. ADJOURNMENT**

The ACEA Board of Directors meeting adjourned at 3:38 p.m.

The next meeting date is scheduled for Wednesday, September 23<sup>rd</sup>, 2020 at 3:45 p.m. – Annual Reports Meeting / Yeo & Yeo Audit Report for 2019-2020 / Regular Meeting.

David Koch  
~~Denise Derr~~ David Koch  
~~Secretary/Treasurer~~ President

9/23/20  
Date

Christ J. Murphy  
Christine Murphy  
Board Recording Secretary



MINUTES OF THE  
ACADEMIC AND CAREER EDUCATION ACADEMY  
BOARD OF DIRECTORS  
*Organizational/Regular Meeting*  
*July 28<sup>th</sup>, 2020*

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

I. CALLED TO ORDER AT 3:47 p.m.: Roll Call

Marisa Boulton	P	Lyn Knapp	P
Terri Cardon-Weiss	P	Michelle Zielinski, Principal	P
Denise Derr	P		
David Koch	P	Kim Rapanos	P
Ellie Morse	P	Christine Murphy	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 2020– 2021

The chair entertained nominations for officers to serve from July 1, 2020 to June 30, 2021, or until the next organizational meeting of 2021 if appropriate.

1. Morse nominated Koch for the office of President, which was seconded by Derr.
2. Cardon-Weiss nominated Morse for the office of Vice-President, seconded by Derr.
3. Morse nominated Derr for the office of Secretary/Treasurer, seconded by Boulton.

Moved by Derr, supported by Cardon-Weiss that nominations be closed.

Motion carried 5 - 0

Moved by Morse, supported by Derr that the ACEA Board of Directors approve the 2020– 2021 ACEA Board Officers as presented.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse	X	
Derr	X				

Motion carried 5 – 0

\*\* The Organization of the Board of ACEA for 2020 – 2021 now being complete, the meeting is turned over to the President-Elect, David Koch.

B. Authorizations, Appointments, and Designations for 2020 – 2021 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 2020 – 2021 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 2020 – 2021 school year.

3. Chief Administrative Officer

The ACEA Board of Directors approves Michelle Zielinski 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 2020 – 2021 school year.

4. Board Recording Secretary

The ACEA Board of Directors appoints Christine Murphy as Board Recording Secretary for 2020 – 2021. Compensation for services shall be \$100.00 per meeting.

5. Selection of Depository

The ACEA Board of Directors approves Chemical Bank & Trust Co. (TCF Bank effective 8/8/20) 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.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 \$8,000 on behalf of the Board of Directors for the 2020 – 2021 school year.
  
14. Purchasing 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 2020 – 2021 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 2020 – 2021.
  
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 2020 – 2021 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 2020 – 2021.

Moved by Cardon-Weiss, supported by Derr, that the ACEA Board of Directors approve the preceding consent agenda as ammended for the July 28<sup>th</sup>, 2020 Organizational Meeting.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse	X	
Derr	X				

Motion carried 5 – 0

19. Regular Meetings of the ACEA Board of Directors

Moved by Morse, supported by Derr, 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 28, 2020 Organizational/ Regular Meeting</b>	<b>Wednesday, October 21, 2020 Regular Meeting</b>	<b>Wednesday, January 20, 2021 Regular Meeting</b>	<b>Wednesday, April 20, 2021 Budget Workshop</b>
<b>Wednesday, August 12, 2020 Regular Meeting (3:00 pm Zoom)</b>	<b>Wednesday, November 18, 2020 Regular Meeting</b>	<b>Wednesday, February 17, 2021 Regular Meeting</b>	<b>Wednesday, May 19, 2021 Budget Workshop</b>
<b>Wednesday, September 23, 2020 Annual Report / Regular Meeting</b>	<b>Wednesday, December 16, 2020 Regular Meeting</b>	<b>Wednesday, March 17, 2021 Regular Meeting</b>	<b>Wednesday, June 23, 2021 Budget Hearing</b>

The Board also set July 21, 2021 at 3:45 p.m. as the Organizational/Regular Meeting for 2021-22.  
 Motion carried 5 – 0

20. Appointment of Committees

Moved by Boulton, supported by Cardon-Weiss, that the ACEA Board of Directors appoints the following committees for 2020 – 2021:

Motion carried 5 – 0

Discipline Committee

Denise Derr, ACEA Board Member; Terri Cardon-Weiss, ACEA Board Member; Michelle Zielinski, ACEA Principal and ACEA Teacher (rotating)

Oversight Committee

Marisa Boulton, ACEA Board Member; David Koch, ACEA Board Member; Michelle Zielinski, ACEA Principal; and ACEA Teacher (rotating)

ESP Evaluation Committee

Ellie Morse, ACEA Board Member

21. Association Membership

Moved by Morse, supported by Boulton, that the ACEA Board of Directors retains Membership in MAPSA (Michigan Association of Public School Academies) for 2020 – 2021.

Motion carried 5 – 0

**REGULAR MEETING**

**V. CONSENT AGENDA**

1. Minutes **Attachment 1A**  
 June 23<sup>rd</sup>, 2020 Budget Hearing Meeting Minutes be approved as presented.

2. Minutes **Attachment 1B**  
 June 23<sup>rd</sup>, 2020 Regular Board 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)	\$	85,181.79
Open Invoices		- 0 -
Total Items for Approval	<b>\$</b>	<b><u>85,181.79</u></b>

Moved by Derr, supported by Koch that the ACEA Board of Directors approve the preceding consent agenda as presented for the July 28<sup>th</sup>, 2020 Regular Meeting:

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse	X	
Derr	X				

Motion carried 5 – 0

**VI. DISCUSSION, REPORTS, PRESENTATIONS**

**A. Board of Directors**

1. Monthly ESP Topic – Principal Job Role/Responsibilities-Michelle
  - a) Michelle distributed a listing of her job responsibilities, which is attached for reference.
    - (1) The Board thanked Michelle for all that she does

**B. Administration**

1. Staff and Student Activities
  - a. Michelle reported that:
    - i. ACEA Graduation will be Thursday, August 6<sup>th</sup>, 2020 at 6:30pm hosted at the Central Park band shell.
      1. There are 12 graduates and each are allowed to have 5 guests
  - b. Michelle is working on the learning plan for the fall school year. It will be presented to the Board at the next meeting. At this time, while in Phase 4, a blended learning plan of online and face-to-face learning is being considered. There are many factors to consider including but not limited to face masks,

hygiene, social distancing, temperature checks, having an isolation room, and appropriate emergency contacts per student. If the state goes back to Phase 1-3, instruction will change back to all online learning.

- c. Michelle also stated that ACEA was granted a 10k COVID grant from Midland Area Community Foundation to help purchase PPE and Cleaning Supplies.

2. Administrative Activities

a. Audit Update

- i. ACEAs audit was completed the week on June 20<sup>th</sup>.
- ii. We plan to have Yeo & Yeo present their findings to the Board in August.

VII. ACTION ITEMS

A. None

VIII. ADJOURNMENT

The ACEA Board of Directors meeting adjourned at 4:41 p.m.

The next meeting date is Wednesday, August 12<sup>th</sup> at 3:00 p.m.

Denise Derr

Denise Derr  
Secretary /Treasurer

8-12-20

Date

Christine Murphy  
Recording Secretary  
Christine Murphy

**MINUTES OF THE  
ACADEMIC AND CAREER EDUCATION ACADEMY  
BOARD OF DIRECTORS**

*Regular Meeting / Annual Report / Audit Presentation  
September 23<sup>rd</sup>, 2020*

**I. CALLED TO ORDER AT 3:49 p.m.: Roll Call**

Marisa Boulton, Trustee	P	Lyn Knapp, C.F.O	P
Terri Cardon-Weiss, Trustee	P	Michelle Zielinski, Principal/C.A.O	P
Denise Derr, Secretary/Treasurer	A		
David Koch, President	P	Kim Rapanos, Business Specialist	A
Ellie Morse, Vice-President	P	Christine Murphy, Recording Secretary	P

Visitors Present: Jamie Rivette, Yeo & Yeo

**II. PUBLIC COMMENTS**

A. None

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

A. None

**IV. BUSINESS OF THE BOARD**

A. Yeo & Yeo Audit Presentation of 2019-2020 was given by Jamie Rivette

1. She gave ACEA the highest opinion - unmodified
2. The General Fund revenue was \$961,491; 86% state aid, 5% federal and 9% local
3. Expenditures totaled \$949,139 and were 39% instructional, 61% supporting services, and less than 1% other
4. The change in fund balance was an increase of \$12,352
5. Ending fund balance is \$263,676
6. Jamie noted the required governance letter and the changes under the accounting standards section which she discussed with Kim and Michelle during the audit
7. The Board thanked Jamie for taking the time to present

B. ACEA Annual Report Presentation

1. Michelle presented the 2019-2020 ACEA annual report via PowerPoint which highlighted the following:

- a) Enrollment was slightly down last year due to COVID-19
- b) Population Demographics were shared which includes homelessness at 12%, economically disadvantaged at 65% and special education at 28%
- c) Our local graduation rate was 71% because 10 graduated of the 14 potential
- d) Many student and staff activities were shared including sports, hands on learning, team building, peer mentoring, community involvement, holiday celebrations, guitar lessons and food distributions.
- e) College and Career initiatives included:
  - (1) A part-time college advisor that is shared with Bullock Creek



- (2) College Application month
- (3) Hosted a college cash campaign
  - (a) FAFSA completion rate was 60%
- (4) Several College Presentations
- (5) College Decision Day was held by doing a parade to each student's house and presenting them with a senior sign and goodies
- (6) Students participated in the reality store
- f) ACEA Graduation photos were shared
- g) Michelle thanked the Board of Directors for everything they do and their continued support of the students

**V. CONSENT AGENDA**

1. Minutes **Attachment 1**  
 August 12<sup>th</sup>, 2020 Organizational/Regular Board Meeting Minutes  
 to 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 (Aug)		\$ 73,198.68
Open Invoices		- 0 -
Total Items for Approval		<u>\$ 73,198.68</u>

Moved by Morse, supported by Cardon-Weiss, that the ACEA Board of Directors approve the preceding consent agenda as presented for the September 23<sup>rd</sup>, 2020 Regular Meeting.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse	X	
Derr					

Motion carried 4 – 0

**VI. DISCUSSION, REPORTS, PRESENTATIONS**

A. Board of Directors

- 1. Monthly ESP Topic was the Annual Report Presentation
- 2. Conflict of Interest policy was read and Affirmations were requested of all Board Members and Principal officers
- 3. Discipline Committee
  - a) Nothing new to report



B. Administration

1. Staff and Student Activities

- a. Michelle stated that we renewed the Charter Contract from MDE – a copy was sent to Dave
- b. ACEA has obtained up to 5 additional sources of revenue and is looking to supplement the instructors pay for their additional time spent on virtual instruction this year
- c. She gave an update on the Learning Plan and wants to make sure the Board gets monthly updates as required
  - i. There is a little flexibility on attendance as far as the number of days and hours go as long as the amount of instruction and test are provided
  - ii. Ellie asked about what the new day to day looks like and Michelle walked them through a typical day and some of the new protocols
- d. Staff have office hours on Wednesdays when no students are physically present.
- e. A student/parent survey went out on week 3
- f. Of the 88 Students, 42% are virtual and 9% are night school only
- g. Staffing updates include a new English Teacher, Natasha did return as part-time, Ann Vayre did not return this year, and Jeanette Smith was hired to take on Jeanne Calkins roll after her retirement.

2. Administrative Activities

- a. The certifications were reviewed for the 7 Teachers for 2020-2021
- b. The Transportation Services Contract with ETC (Sept-Dec 2020) was discussed
- c. An update to the 2020-2021 Student Handbook was reviewed.
  - i. The change related to the daily schedule in relation to passing times between classes. Passing times were reduced this year.
- d. Michelle presented an updated Calendar for 2020-2021 which reflected the new start date of September 8<sup>th</sup>, 2020.
- e. The Title IX Special Release – second read was held
  - i. Dave had some questions/concerns that Michelle said she would reach out to Peggy for clarification on
- f. 2020-2021 Addenda with ESP were presented, 7 were new for the school-year employees and 4 were revisions to the original addendums presented for the 12-month employees

**VII. ACTION ITEMS**

7-1 Moved by Cardon-Weiss, supported by Koch, that the ACEA Board of Directors accepts the ACEA 2019-2020 Annual Report as presented.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse	X	
Derr					

Motion carried 4 – 0

7-2 Moved by Koch, supported by Morse, that the ACEA Board of Directors approve the Yeo and Yeo Audit Report 2019 – 2020 as presented.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse	X	
Derr					

Motion carried 4 – 0

7-3 Moved by Cardon-Weiss, supported by Morse, that the ACEA Board of Directors approve the Transportation Services Contract with Education and Training Connection (the ESP) for September 2020 - December 2020 as presented.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse	X	
Derr					

Motion carried 4 – 0

7-4 Moved by Koch, supported by Cardon-Weiss, that the ACEA Board of Directors approve the updates to the 2020-2021 Student Handbook as presented.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse	X	
Derr					

Motion carried 4 – 0

7-5 Moved by Morse, supported by Boulton, that the ACEA Board of Directors approve the updates to the 2020-2021 ACEA Calendar as presented.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse	X	
Derr					

Motion carried 4 – 0

7-6 Moved by Cardon-Weiss, supported by Koch, that the ACEA Board of Directors approve the second read of the Title IX Policy Special Release as presented.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	

Cardon-Weiss X Morse X  
 Derr

Motion carried 4 – 0

7-7 Moved by Koch, supported by Boulton, that the ACEA Board of Directors approve the attached addenda (listed below) with Education and Training Connection (the ESP) for services to ACEA for the 2020-2021 School year as presented.

Addendum I Revision	Administrative	\$ 83,679.23
Addendum II Revision	Business Manager	\$ 22,400.00
Addendum III	Instructional Svcs.	\$283,997.39
Addendum III-2	Counseling Svcs.	\$ 27,049.98
Addendum III-4	Title I Data Resource	\$ 6,897.46
Addendum IV Revision	Parapro Svc	\$ 18,031.84
Addendum V Revision	Clerical	\$ 32,443.82
Addendum IX	Reading Tutor	\$ 7,718.50
Addendum X	Math Tutor	\$ 7,115.69
Addendum XI	Student Wellness Coord.	\$ 29,404.23
Addendum XIII	Adult Advocate	\$ 10,778.52

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse	X	
Derr					

Motion carried 4 – 0

**VII. ADJOURNMENT**

The ACEA Board of Directors meeting adjourned at 5:22 p.m.

Next meeting date is scheduled for Wednesday, October 21<sup>st</sup>, 2020 at 3:45 p.m. – Regular Meeting.

David Koch  
~~Denise Derr~~  
 Secretary/Treasurer President

10/21/20  
 Date

Christine Murphy  
 Christine Murphy  
 Board Recording Secretary

MINUTES OF THE  
ACADEMIC AND CAREER EDUCATION ACADEMY  
BOARD OF DIRECTORS

*Regular Meeting  
November 18<sup>th</sup>, 2020*

**I. CALLED TO ORDER AT 3:45 p.m.: Roll Call**

Marisa Boulton, Trustee	P	Lyn Knapp, C.F.O	P
Terri Cardon-Weiss, Trustee	P	Michelle Zielinski, Principal/C.A.O	P
Denise Derr, Secretary/Treasurer	P		
David Koch, President	P	Kim Rapanos, Business Specialist	P
Ellie Morse, Vice-President	A	Christine Murphy, Recording Secretary	P

Visitors Present: None

**II. PUBLIC COMMENTS**

A. None

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

A. None

**IV. BUSINESS OF THE BOARD**

A. None

**V. CONSENT AGENDA**

1. Minutes

**Attachment 1**

October 21<sup>st</sup>, 2020 Regular Board Meeting Minutes to 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 (Oct)	\$ 133,778.82
Open Invoices	- 0 -
Total Items for Approval	<u>\$ 133,778.82</u>

Moved by Cardon-Weiss, supported by Derr, that the ACEA Board of Directors approve the preceding consent agenda as presented for the November 18<sup>th</sup>, 2020 Regular Meeting.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse		
Derr	X				

Motion carried 4 – 0

**VI. DISCUSSION, REPORTS, PRESENTATIONS**

A. Board of Directors

1. Monthly ESP Topic – Accountability
  - a) Michelle will bring information about this next meeting
2. Discipline Committee – nothing new to report

B. Administration

1. Staff and Student Activities
  - a. Michelle noted that:
    - i. 40 Thanksgiving food baskets will go home to students next week
    - ii. Working on keeping food distributions going
    - iii. An update was given on the COVID grants and stipends
    - iv. Remote Learning started today
      1. Gave out 17 Chromebooks and 2 hotspots for students
      2. Students will have to be on a Zoom call for 3 hours of their day with the teachers
      3. Teachers will have additional offices hours
    - v. The Title IX Special Release was discussed in regard to the definition of Rape and some information on page 9. It was determined that we would amend the definition that was previously approved.
2. Administrative Activities
  - a. Michelle held the reconfirmation meeting from the Extended COVID-19 Learning Plan.
  - b. There were no modifications made to the Extended COVID-19 Learning Plan for October;
    - i. High School (Grades 9 - 12) October 2020: Learning options include: 1) hybrid learning which includes full face-to-face instruction with clearly defined health and safety protocols M,T,Th,F and virtual learning on Wednesdays; 2) full virtual instruction through a combination of ACEA teacher led or vendor provided courses  
Beginning November 18, 2020, in person learning will be paused and Face to Face students will be fully remote until December 8, 2020.
    - ii. She reviewed the number of students participating in Face to Face vs. All online
    - iii. A chart was presented based on the weekly two-way interactions

October	All Students Gr. 9-12	100% Remote	Not 100% Remote
Week of 10/5	88%	82%	88%
Week of 10/12	70%	50%	83%
Week of 10/19	68%	59%	75%
Week of 10/26	70%	50%	81%

c. The 2<sup>nd</sup> Quarter Transportation Services Contract with the ESP was presented

**VII. ACTION ITEMS**

7-1 Moved by Boulton, supported by Koch, that the ACEA Board of Directors approve the Transportation Services Contract with Education and Training Connection (the ESP) for December 2020 through February 2021 as presented.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse		
Derr	X				

Motion carried 4 – 0

7-2 Moved by Derr, supported by Koch, that the ACEA Board of Directors approve the Second Reading of the Title IX Special Release as amended.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse		
Derr	X				

Motion carried 4 – 0

**VII. ADJOURNMENT**

The ACEA Board of Directors meeting adjourned at 4:23 p.m.

The next meeting date is scheduled for Wednesday, December 16<sup>th</sup>, 2020 at 3:45 p.m. - Regular Meeting.

*Christine Murphy*  
 Christine Murphy  
 Board Recording  
 Secretary

*Dave Koch*  
 \_\_\_\_\_  
~~Denise Derr~~ Dave Koch  
~~Secretary/Treasurer~~ President

*12/16/20*  
 \_\_\_\_\_  
 Date



MINUTES OF THE  
ACADEMIC AND CAREER EDUCATION ACADEMY  
BOARD OF DIRECTORS

*Regular Meeting  
October 21<sup>st</sup>, 2020*

**I. CALLED TO ORDER AT 3:46 p.m.: Roll Call**

Marisa Boulton, Trustee	P-4:05	Lyn Knapp, C.F.O	P
Terri Cardon-Weiss, Trustee	P	Michelle Zielinski, Principal/C.A.O	P
Denise Derr, Secretary/Treasurer	P		
David Koch, President	P	Kim Rapanos, Business Specialist	P
Ellie Morse, Vice-President	P	Christine Murphy, Recording Secretary	P

Visitors Present: None

**II. PUBLIC COMMENTS**

A. None

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

A. None

**IV. BUSINESS OF THE BOARD**

A. None

**V. CONSENT AGENDA**

1. Minutes

September 23<sup>rd</sup>, 2020 Annual Report/Audit Presentation/Regular Board Meeting Minutes to be approved as presented.

**Attachment 1**

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 (Sept)	\$ 53,874.27
Open Invoices	- 0 -
Total Items for Approval	<u>\$ 53,874.27</u>

Moved by Cardon-Weiss, supported by Derr, that the ACEA Board of Directors approve the preceding consent agenda as presented for the October 21<sup>st</sup>, 2020 Regular Meeting.

	AYE	NAY		AYE	NAY
Boulton			Koch	X	
Cardon-Weiss	X		Morse	X	
Derr	X				

Motion carried 4 – 0

**VI. DISCUSSION, REPORTS, PRESENTATIONS**

A. Board of Directors

1. Monthly ESP Topic – School Improvement

- a) Michelle stated that we were not required to complete a new School improvement plan for 20-21 and the lack of end of year data due to the school closure in March.
- b) Michelle said that the staff still met and evaluated last year’s plan and reviewed goals and activities

B. Administration

1. Dave inquired about the Title IX document.

- a. Michelle stated that she reached out to Peggy for the questions concerns as discussed last meeting and hasn’t heard back yet. Nothing has been submitted to the National Charter Institute until we get these pieces clarified.

2. Staff and Student Activities

- a. Michelle noted that:
  - i. Students went to Camp Neyati for clean up on October 20<sup>th</sup>.
  - ii. Guys group starting next week.
  - iii. Kim and Michelle continue to work on COVID budgets

3. Administrative Activities

- a. The 2020-2021 addenda revisions regarding the Paraprofessional and the Clerical/ Office Specialist were discussed.
  - i. It was determined that Jeanette’s position is geared more towards office work than working with students as a paraprofessional.
- b. Michelle gave the board a copy of the extended Learning Plan that was presented to the ESA and provided to the State.
- c. Michelle held the reconfirmation meeting from the Extended COVID-19 Learning Plan.
  - i. She reviewed the number of students participating in Face to Face vs. All online
  - ii. The Economically disadvantaged and Special Education student breakdown will be included on the Transparency template
  - iii. Other attendance factors were discussed including the 75% attendance rule, pupil count, and two-way communication



iv. A chart was presented based on the weekly two-way interactions

September	All Students Gr. 9-12	100% Remote	Not 100% Remote
Week of 9/14	71%	44%	93%
Week of 9/21	70%	49%	87%
Week of 9/28	82%	69%	82%
Week of 10/5	88%	82%	88%

- d. The list of online classes offered at ACEA for this year was presented and reviewed.
- i. Dave found the document to be very interesting and appreciated it.

**VII. ACTION ITEMS**

7-1 Moved by Derr, supported by Morse, that the ACEA Board of Directors approve the attached addenda (listed below) with Education and Training Connection (the ESP) for services to ACEA for the 2020-2021 school year.

Addendum IV Revision 2	Parapro Svcs.	\$ 0.00
Addendum V Revision 2	Clerical	\$53,362.11

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse	X	
Derr	X				

Motion carried 5 – 0

7-2 Moved by Morse, supported by Boulton, that the ACEA Board of Directors approve the List of Online Courses offered at ACEA presented.

Motion carried 5 – 0

**VII. ADJOURNMENT**

The ACEA Board of Directors meeting adjourned at 4:18 p.m.

The next meeting date is scheduled for Wednesday, November 18<sup>th</sup>, 2020 at 3:45 p.m. - Regular Meeting.

*Denise Derr*

Denise Derr  
 Secretary /Treasurer

*Christine Murphy*  
 Christine Murphy  
 Board Recording  
 Secretary

*11/18/20*  
 \_\_\_\_\_  
 Date

MINUTES OF THE  
ACADEMIC AND CAREER EDUCATION ACADEMY  
BOARD OF DIRECTORS  
*Regular Meeting*  
*April 20<sup>th</sup>, 2021*

**I. CALLED TO ORDER AT 3:49 p.m.: Roll Call**

Marisa Boulton, Trustee	P	Lyn Knapp, C.F.O	P
Terri Cardon-Weiss, Trustee	P	Michelle Zielinski, Principal/C.A.O	P
Denise Derr, Secretary/Treasurer	A		
David Koch, President	P	Kim Rapanos, Business Specialist	P
Ellie Morse, Vice-President	P	Christine Murphy, Recording Secretary	P

Visitors Present: Dana Draper-Rosin, ACEA Teacher and Beth Robb, ACEA Interim Principal

**II. PUBLIC COMMENTS**

- A. Dana Draper-Rosin did a presentation to show the 3D printer that ACEA obtained on a grant. ACEA Started with 3D printing 6 years ago and showed some examples of items the students have come up with and how they have used them for STEM projects throughout the years and incorporated them within different type of classroom learning for all subjects. She is working on a collaboration with art classroom too.
- B. Dana was also awarded a Dow Innovation Teacher Fellowship/grant that supports teachers in implementing a sustainability-focused project-based learning approach. She is hoping to work with students to develop a couple ideas with ACEA for better recycling and restarting the garden.
- C. The Board thanked Dana for her hard work and for presenting this information.

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

- A. None

**IV. BUSINESS OF THE BOARD**

- A. None

**V. CONSENT AGENDA**

- A. Minutes

**Attachment 1**

March 17<sup>th</sup>, 2021 Regular Board Meeting Minutes to be approved as presented.

- B. Treasurer's Report

**Attachment 2**

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

Purchases Recorded

Requiring Board Approval (Mar)	\$ 84,280.13
Open Invoices	- 0 -
Total Items for Approval	<u>\$ 84,280.13</u>

Moved by Morse, supported by Cardon-Weiss, that the ACEA Board of Directors approve the preceding consent agenda as presented for the April 20<sup>th</sup>, 2021 Regular Meeting.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse	X	
Derr					

Motion carried 4 – 0

**VI. DISCUSSION, REPORTS, PRESENTATIONS**

A. Board of Directors

1. Monthly ESP Topic – Budget Process

- a) Kim Rapanos presented the regular budget process
  - (1) After the budget balances in June from prior year, we roll over the balance for the upcoming year
  - (2) The budget team meets to discuss the school’s needs
  - (3) Income comes from Federal, State and Local sources
    - (a) Federal dollars are earmarked for specific programs
      - (i) This amount has increased this year due to some additional COVID relief funds
  - (4) The majority of ACEA’s income is from State aid
    - (a) State aid holds the most unrestricted funds
  - (5) Restricted funds include Title I, Title II, Title IV, 31A and REAP funds
  - (6) Throughout the year, budgeted expenses are compared to actual expenses to determine if line items need increased or decreased
  - (7) We are required to get audited annually by an independent firm
  - (8) This year we received \$8,111 per FTE and also got some income from section 25e
  - (9) FTE is calculated based on a formula which takes a percentage of prior year count and a percentage of current year count

2. Board Member Term Renewal Recommendations

- a) Dave Koch agreed to renew his term for three (3) years
- b) Marisa Boulton agreed to renew her term for three (3) years
- c) Everyone thanked Dave and Marisa for their continued service

3. Discipline Committee – nothing new to report

4. ESP Agreement with ETC was reviewed as it is up for a one (1) year renewal

B. Administration

1. Staff and Student Activities

a. Michelle noted that:

- i. She met with Peggy from NCSI regarding the Fall 2020 Board Policy Updates so we should have those for review by May. She will be scheduling a meeting with Peggy on Spring 2021 soon.
- ii. State testing was postponed because of the pause in face to face learning which started Tuesday, 4/13/21 based on the Governor’s recommendations. SAT will be completed on Make-up day (Tuesday, May 27<sup>th</sup>). PSAT9 & PSAT10 will be done on Thursday, April 29<sup>th</sup>.
- iii. Since the pause of face to face learning, 71% of student’s have connected virtually in some way.
- iv. Dana Draper-Rosin plans to do an earth day celebration with the students but it will be postponed until next week when they are back in person.
- v. Michelle Recommended that a teacher give a presentation to the Board every couple months and rotate the presenter.
  - 1. The Board thought this was a great idea
- vi. Kim reported that Bullock Creek Auditorium is available for graduation on June 2<sup>nd</sup>.
  - 1. We have 10 potential grads and will combine the celebration with 3 to 4 ETC Adult Education graduates

2. Administrative Activities

a. Michelle held the reconfirmation meeting from the Extended COVID-19 Learning Plan.

- i. Face to face learning was paused again on April 13<sup>th</sup>, 2021 due to the Governors recommendation, ACEA will return to the regularly scheduled hybrid model on April 22<sup>nd</sup>, 2021.
- ii. Michelle reviewed the number of students participating in Face-to-Face vs. all online. ACEA does not have any English language learners.
- iii. A chart was presented based on how many (2) two-way interactions occurred for each week:

March	All Students Gr. 9-12	100% Remote	Not 100% Remote
Week of 03/01	85%	67%	93%
Week of 03/08	76%	59%	83%
Week of 03/15	80%	72%	83%
Week of 03/22	73%	50%	82%

b. Financials through March

- i. Budget Discussion/Workshop
  - 1. Kim mentioned that some revisions will need to be made. Legal fees have to increase, transportation will decrease and data processing will increase.

- 2. As noted, there was more federal funding this year so she believes the budget will be in the black and there is a potential we won't have to use any of the 42K from fund equity that was originally budgeted this year.
- c. Addendum Revisions (Addendum I, II, III, V, X)
  - i. Christine presented the five (5) addendum revisions with rationale as to why they were being increased or decreased.
- d. Dave welcomed Beth Robb and thanked her for attending the meeting and stepping in as Interim Principal
- e. Dave also noted that he is hopeful to pass on the title of Board President in the upcoming year.

**VII. ACTION ITEMS**

7-1 Moved by Cardon-Weiss, supported by Morse, that the ACEA Board of Directors recommend to the MCESA Board of Directors that the term of office for Dave Koch is renewed for three years (July 1, 2021 – June 30, 2024).

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse	X	
Derr					

Motion carried 4 – 0

7-2 Moved by Koch, supported by Morse, that the ACEA Board of Directors recommend to the MCESA Board of Directors that the term of office for Marisa Boulton is renewed for three years (July 1, 2021 – June 30, 2024).

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse	X	
Derr					

Motion carried 4 – 0

7-3 Moved by Boulton, supported by Cardon-Weiss, that the ACEA Board of Directors approve the renewal of the ESP Agreement with ETC for the term of 1 year (July 1, 2021 – June 30, 2022) as presented.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse	X	
Derr					

Motion carried 4 – 0

7-4 Moved by Morse, supported by Cardon-Weiss, that the ACEA Board of Directors approve the attached revised addendum (listed below) with Education and Training Connection (The ESP) for services to ACEA for the 2020-2021 School Year.

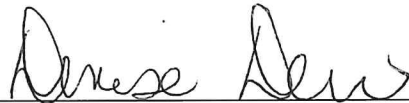
Addendum I Revision 2	Administrative	\$ 88,850.01
Addendum II Revision 2	Business Manager	\$ 27,881.00
Addendum III Revision 1	Instructional Svcs.	\$268,351.48
Addendum V Revision 3	Clerical	\$ 57,952.50
Addendum X Revision 1	Math Tutor	\$ 5,901.44

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse	X	
Derr					

Motion carried 4 – 0

**VII. ADJOURNMENT**

The ACEA Board of Directors meeting adjourned at 4:36 p.m.  
 The next meeting date is scheduled for Wednesday, May 19<sup>th</sup>, 2021 at 3:45 p.m. - Regular Meeting with budget workshop.

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

5/19/21  
 \_\_\_\_\_  
 Date





MINUTES OF THE  
ACADEMIC AND CAREER EDUCATION ACADEMY  
BOARD OF DIRECTORS  
*Budget Hearing  
June 23<sup>rd</sup>, 2021*

**I. CALLED TO ORDER AT: 3:50 p.m.**

<u>Board of Directors</u>		<u>Administration</u>	
Marisa Boulton, Trustee	P	Lyn Knapp, C.F.O	P
Terri Cardon-Weiss, Trustee	A	Michelle Zielinski, C.A.O	P
Denise Derr, Secretary/Treasurer	P 4:02	Beth Robb, Interim Principal	P
David Koch, President	P	Kim Rapanos, Business Specialist	A
Ellie Morse, Vice-President	P	Christine Murphy, Recording Secretary	P

Visitors Present: None

**II. PUBLIC COMMENTS**

A. None

**III. Hearing for ACEA 2020-21 General Fund Final Budget, 2020-21 Food Service Final Budget and 2021-22 General Fund First Budget and 2021-22 Food Service First Budget**

A. The 2020-21 General Fund Final Budget was discussed.

1. This budget is very close to actual expenses and revenue in order to align with the audit figures for end of year
2. Bills paid to date have been calculated with expected expenses through June 30 to give the final budget figures for this budget and the same process was applied for revenue figures (with accruals)
3. This budget ends with revenue exceeding expenses (about \$9,350.00)

B. The 2020-21 Final Food Service Budget was discussed.

1. The food service account is generally an in/out account; it is not a profit account
2. The amounts on the budget indicate bills and revenue calculated to date and expected revenue and expenses through June 30 (and accruals for revenue)
3. This year was impacted due to COVID-19 but expenses ended up being much less than originally budgeted. We added \$2,884.44 to the previous ending balance of \$2,992.58 leaving a final fund balance of \$5,877.05.

C. The 2021-22 First General Fund Budget was discussed.



1. The budget assumes \$8,111 per FTE (same as last year) even though there is discussion that it could increase.
2. This budget plans to use \$51,710 of fund equity (as a first budget estimate)
3. Estimates are inserted for the school-year addenda with the ESP. Minor adjustments may occur as we don't have the school-year addenda in place for 2021-22 yet. Staff was given a 3% raise.
4. This budget still includes COVID grants like the ESSER-II
5. Expenses are basically a roll-over from 2020-21 with a few exceptions where needed/expected
6. We need to watch the fund equity to make sure we stay under the threshold.

D. The 2021-22 First Food Service Budget was discussed.

1. This budget takes the ending balance from the 2020-21 Food Service budget as the beginning fund balance for 2021-22 and then the revenue and expenses are estimated to be approximately the same as the prior year's final budget.
2. We need to investigate excess food service budget and find a way to spend that down.

**IV. ACTION ITEMS**

4 – 1A. Moved by Boulton, supported by Morse, that the ACEA Board of Directors approve the 2020-21 Final General Fund budget as presented.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss			Morse	X	
Derr	X				

Motion carried 4 – 0

4 – 2A. Moved by Koch, supported by Derr that the ACEA Board of Directors approve the 2020-21 Final Food Service budget as presented.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss			Morse	X	
Derr	X				

Motion carried 4 – 0

4 – 3A. Moved by Morse supported by Boulton, that the ACEA Board of Directors approve the 2021-22 General Fund budget as presented.

Academic and Career Education Academy  
Board Minutes Budget Hearing June 23<sup>rd</sup>, 2021

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss			Morse	X	
Derr	X				

Motion carried 4 – 0

4 – 4A. Moved by Koch, supported by Boulton, that the ACEA Board of Directors approve the 2021-22 Food Service budget as presented.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss			Morse	X	
Derr	X				

Motion carried 4 – 0

V. ADJOURNMENT

The ACEA Board of Directors Budget Hearing adjourned at 4:14 p.m. and moved into the regular meeting.

**X** 

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Denise Derr  
Secretary/Treasurer



MINUTES OF THE  
ACADEMIC AND CAREER EDUCATION ACADEMY  
BOARD OF DIRECTORS  
*Regular Meeting  
December 16<sup>th</sup>, 2020*

**I. CALLED TO ORDER AT 3:55 p.m.: Roll Call**

Marisa Boulton, Trustee	P	Lyn Knapp, C.F.O	P
Terri Cardon-Weiss, Trustee	A	Michelle Zielinski, Principal/C.A.O	P
Denise Derr, Secretary/Treasurer	A		
David Koch, President	P	Kim Rapanos, Business Specialist	P
Ellie Morse, Vice-President	P	Christine Murphy, Recording Secretary	P

Visitors Present: None

**II. PUBLIC COMMENTS**

A. None

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

A. None

**IV. BUSINESS OF THE BOARD**

A. None

**V. CONSENT AGENDA**

1. Minutes

**Attachment 1**

November 18<sup>th</sup>, 2020 Regular Board Meeting Minutes to 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 (Nov)	\$ 74,117.59
Open Invoices	- 0 -
Total Items for Approval	<u>\$ 74,117.59</u>

Moved by Morse, supported by Boulton, that the ACEA Board of Directors approve the preceding consent agenda as presented for the December 16<sup>th</sup>, 2020 Regular Meeting.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss			Morse	X	
Derr					

Motion carried 3 – 0

## **VI. DISCUSSION, REPORTS, PRESENTATIONS**

### A. Board of Directors

#### 1. Monthly ESP Topic – Accountability

- a) Michelle presented the MiSchoolData.org website. The information on accountability was from 2018-2019 school year since there was no testing information from last year.
- b) She reminded everyone that ACEA's Graduation rate is calculate using a four, five and six year cohort; when a student enters the 9<sup>th</sup> grade; it is not our actual annual graduation rate which is calculated using the number of potential graduates each year and shared in the annual report.
  - (1) Overall index – 47.97
  - (2) Growth index – 50.00 (Full academic year)
  - (3) Proficiency Index – 59.20
  - (4) Graduation Rate – 13.70
  - (5) School Quality and Student Success Index – 44.31
- c) This information is available on the website on the dashboard under School Index

#### 2. Monthly ESP Topic – Marketing

- a) Michelle had planned to not continue the Midland Cinema ad, however, it was determined we are under contract. Lyn has worked Screenvision to get them to reduce the rate of our contract and to only bill us when the cinema is open. The cinema is currently closed due to the Health Department Guidelines on COVID-19.
- b) Bus Wrap at County Connection of Midland
- c) We are exploring options for a local billboard
- d) With second semester coming up we reach out to any student who has dropped and try to get them back
- e) Potential new students' calls are coming in regularly.
- f) There are 3 Section 25 students so far this year

#### 3. Discipline Committee – nothing new to report

### B. Administration

#### 1. Staff and Student Activities

- a. Michelle noted that:
  - i. ACEA is planning for students to return face to face learning on Monday December 21<sup>st</sup> and 22<sup>nd</sup> before the winter break.
  - ii. Staff meeting occurs weekly
    1. They typically go over every student and what additional barriers we can alleviate to help them succeed with virtual learning
  - iii. 90% of the students have gotten on zoom or are on zoom regularly which is much more successful when compared to the closures back in March.
  - iv. Food distributions continue every other week

- v. Michelle is working with the Special Ed. Staff on a Corrective Action Plan for compliance and reporting requirements regarding secondary transition of students with an IEP
- vi. Kim and Michelle continue to work on budgets including COVID, Title I, II & IV

2. Administrative Activities

- a. Michelle held the reconfirmation meeting from the Extended COVID-19 Learning Plan.
  - i. In person learning was paused due to the November 18 Executive Order, which was extended until December 20; therefore, 100% of students are fully remote. Face to Face students are participating in Synchronous learning during the pause in in-person learning. Beginning December 21, in person learning will resume utilizing the same remote learning schedule currently being used for Monday and Tuesday before Christmas break. Face 2 Face students will return to their normal schedule on January 4.
  - ii. She reviewed the number of students participating in Face to Face vs. All online, at this time ACEA does not have any English language learners.
  - iii. A chart was presented based on the weekly two-way interactions

November	All Students Gr. 9-12	100% Remote	Not 100% Remote
Week of 11/2	72%	66%	81%
Week of 11/9	82%	68%	94%
Week of 11/16	74%	48%	97%
Week of 11/23(only 2 days of instruction this week)	67%	45%	85%

- b. The 2<sup>nd</sup> Quarter Transportation Services Contract with the ESP was discussed to determine if revisions were needed. At this time, we will leave it as is and revise it once we know that students have returned to face-to-face learning.

**VII. ACTION ITEMS**

None during this meeting.

**VII. ADJOURNMENT**

The ACEA Board of Directors meeting adjourned at 4:47 p.m.  
 The next meeting date is scheduled for Wednesday, January 20<sup>th</sup>, 2021 at 3:45 p.m. - Regular Meeting.

  
 Denise Derr, Secretary/Treasurer

1/20/21  
 Date

  
 Board Recording Secretary

MINUTES OF THE  
ACADEMIC AND CAREER EDUCATION ACADEMY  
BOARD OF DIRECTORS  
*Regular Meeting*  
*February 17<sup>th</sup>, 2021*

**I. CALLED TO ORDER AT 3:42 p.m.: Roll Call**

Marisa Boulton, Trustee	A	Lyn Knapp, C.F.O	P
Terri Cardon-Weiss, Trustee	A	Michelle Zielinski, Principal/C.A.O	P
Denise Derr, Secretary/Treasurer	P		
David Koch, President	P	Kim Rapanos, Business Specialist	P
Ellie Morse, Vice-President	P	Christine Murphy, Recording Secretary	P

Visitors Present: None

**II. PUBLIC COMMENTS**

A. None

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

A. None

**IV. BUSINESS OF THE BOARD**

A. None

**V. CONSENT AGENDA**1. Minutes**Attachment 1**

January 20<sup>th</sup>, 2021 Regular Board Meeting Minutes to 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 (Jan)	\$ 74,354.89
Open Invoices	- 0 -
Total Items for Approval	<u>\$ 74,354.89</u>



Moved by Derr, supported by Koch, that the ACEA Board of Directors approve the preceding consent agenda as presented for the February 17<sup>th</sup>, 2021 Regular Meeting.

	AYE	NAY		AYE	NAY
Boulton			Koch	X	
Cardon-Weiss			Morse	X	
Derr	X				

Motion carried 3 – 0

## **VI. DISCUSSION, REPORTS, PRESENTATIONS**

### A. Board of Directors

1. Monthly ESP Topic – Staff Evaluation
  - a) Staff Evaluations are done annually.
  - b) Michigan Law requires we use one of three evaluation templates; we use the Charlotte Danielson Framework. Teachers get a copy of it and it encompasses four areas (Classroom Management and Instructional Methods are the only two that are officially evaluated):
    - (1) Classroom Management
    - (2) Planning & Preparation
    - (3) Instructional Methods
    - (4) Professional Responsibilities
  - c) Michelle was formally trained on the Charlotte Danielson Framework and will send the Board her materials to review
  - d) She does informal evaluations and walkthroughs throughout the school year and a formal observations; Michelle and teachers get together at the end of each year to go over the evaluation and set goals for the next year.
2. NCSI Board Policy Updates – Spring 2020 First Read was held
3. Discipline Committee – nothing new to report

### B. Administration

1. Staff and Student Activities
  - a. Michelle noted that:
    - i. Count day was on February 10, 2021. Approx. 90 students enrolled.
    - ii. Still trying to work through improving communication and progress with Virtual Learners.
    - iii. A full day PD was held on February 12<sup>th</sup>, 2021
      1. Staff worked on curriculum mapping, restorative practices and school improvement.
      2. Worked on prep-testing for PSAT9, PSAT10 and SATs
      3. Continue to work on COVID grants and still working on Title Amendments.



2. Administrative Activities

- a. Accounting Software Discussion
  - i. Kim reported that we decided to move forward with Specialized Data Systems (SDS) because they already provide the student database that ACEA works with. The quote was \$10,500 to add the financial piece. We may pay that all up front or see if we can split it into two payments where some is paid this fiscal year and some paid next fiscal year.
  - ii. Kim got references from other sources who use SDS that recommended them. When compared to other quotes, SDS was comparable or better priced and did not require an additional annual hosting fee.
  - iii. Other quotes received were from Powerschool E-Finance, Skyward, and QuickBooks.
  
- b. Michelle held the reconfirmation meeting from the Extended COVID-19 Learning Plan.
  - i. In person learning resumed for face-to-face students on January 4<sup>th</sup>, 2021.
  - ii. Due to the COVID-19 case, there was only virtual learning between January 11<sup>th</sup> and January 15<sup>th</sup>.
  - iii. Then face-to-face learning resumed on January 18<sup>th</sup> for the remainder of the month.
  - iv. Michelle reviewed the number of students participating in Face-to-Face vs. All online. ACEA does not have any English language learners.
  - v. A chart was presented based on the weekly two-way interactions:

January	All Students Gr. 9-12	100% Remote	Not 100% Remote
Week of 01/04	75%	66%	82%
Week of 01/11 (all remote)	53%	53%	N/A
Week of 01/18	73%	47%	76%
Week of 01/25	62%	47%	74%

**VII. ACTION ITEMS**

7-1 Moved by Koch, supported by Morse, that the ACEA Board of Directors approve the First Reading of the NCSI Board Policy Updates – Spring 2020 as presented.

	AYE	NAY		AYE	NAY
Boulton			Koch	X	
Cardon-Weiss			Morse	X	
Derr	X				

Motion carried 3 – 0

7-2 Moved by Derr, supported by Koch, that the ACEA Board of Directors approve the purchase of Accounting Software up to \$11,000 as presented / amended.

AYE	NAY	AYE	NAY
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Boulton		Koch	X
Cardon-Weiss		Morse	X
Derr	X		

Motion carried 3 – 0

**VII. ADJOURNMENT**

The ACEA Board of Directors meeting adjourned at 4:10 p.m.  
The next meeting date is scheduled for Wednesday, March 17<sup>th</sup>, 2021 at 3:45 p.m. - Regular Meeting.

  
Denise Derr, Secretary/Treasurer

3/17/21  
Date

  
Board Recording Secretary  
3/17/21

MINUTES OF THE  
ACADEMIC AND CAREER EDUCATION ACADEMY  
BOARD OF DIRECTORS

*Regular Meeting  
January 20<sup>th</sup>, 2021*

**I. CALLED TO ORDER AT 3:55 p.m.: Roll Call**

Marisa Boulton, Trustee	A	Lyn Knapp, C.F.O	P
Terri Cardon-Weiss, Trustee	P	Michelle Zielinski, Principal/C.A.O	P
Denise Derr, Secretary/Treasurer	P		
David Koch, President	P	Kim Rapanos, Business Specialist	P
Ellie Morse, Vice-President	P	Christine Murphy, Recording Secretary	P

Visitors Present: None

**II. PUBLIC COMMENTS**

A. None

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

A. None

**IV. BUSINESS OF THE BOARD**

A. None

**V. CONSENT AGENDA**

1. Minutes

**Attachment 1**

December 16<sup>th</sup>, 2020 Regular Board Meeting Minutes to 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 (Dec)	\$ 83,604.53
Open Invoices	- 0 -
Total Items for Approval	<u>\$ 83,604.53</u>

Moved by Derr, supported by Cardon-Weiss, that the ACEA Board of Directors approve the preceding consent agenda as presented for the January 20<sup>th</sup>, 2021 Regular Meeting.

	AYE	NAY		AYE	NAY
Boulton			Koch	X	
Cardon-Weiss	X		Morse	X	
Derr	X				

Motion carried 4 – 0

## **VI. DISCUSSION, REPORTS, PRESENTATIONS**

### A. Board of Directors

#### 1. Monthly ESP Topic – Staffing

Current Staff consists of:

- a) 1 Administrator
- b) 1 Business Specialist / Office Professional
- c) 1 Office Professional / Math Tutor
- d) .70 full-time Student Records/Lunch
- e) 1 Part-Time Counselor
- f) 7 Teachers (5 are full-time / 2 are part-time)
  - (1) 12% Special Education
  - (2) .17 Data Coach
- g) Staff Federally funded are:
  - (1) 1 Reading Tutor (10-12 hours/week)
  - (2) 1 Math Tutor (12 hours/week)
  - (3) 1 Student Success Coordinator (32 hours/week)
  - (4) 1 Adult Advocate (16 hours/week)
- h) Staff Evaluations are done annually. We still use the Charlotte Danielson Framework. Staff participates in internal and external professional developments. Our new teacher is going through the Great Expectations Training.

#### 2. Discipline Committee – nothing new to report

### B. Administration

#### 1. Staff and Student Activities

##### a. Michelle noted that:

- i. Second Semester starts January 25<sup>th</sup>, 2021. There are currently 80 enrolled, 3 of which are new students. Still taking calls regularly from potential new students.
  1. Section 25 money was discussed. ACEA should receive more than originally budgeted.
- ii. Two (2) students graduated from first semester.
- iii. February 10<sup>th</sup> is count day.

- iv. ACEA had a positive case of COVID 19 in early January. Communications went out to students and parents. Staff worked directly with the Health Department to determine any exposures and possible contact tracing within the school. The school went fully Virtual January 11<sup>th</sup> through January 17<sup>th</sup> and returned back to face-to-face with the regular hybrid model on Monday, January 18<sup>th</sup>, 2021.
- v. Michelle has been in contact with the health Department regarding vaccinations for staff members. Staff will be able to sign up for the first Moderna shot on Friday 1/29/21 at the ESA.
- vi. Michelle has been working on Title Budget amendments
- vii. There is a desk audit for pupil accounting scheduled next week. They typically look into attendance and paperwork.
- viii. Kim reported that there is a possible Accounting Software change in the near future. She has been using MiSuite through Kalamazoo (KRESA) and they are moving to PowerSchool E-Finance which is a web-based software that will cost 10k up front plus \$9 per student per month. In lieu of this information, she has reached out to multiple companies to get other software quotes. Specialized Data Systems (SDS) came in at \$10,000 as well and there is a discussion with the representative from Skyward scheduled for Friday (1/22/21). She will keep the board updated.

2. Administrative Activities

- a. Michelle held the reconfirmation meeting from the Extended COVID-19 Learning Plan.
  - i. In person learning resumed for face-to-face students on January 4<sup>th</sup>, 2021.
  - ii. Due to the COVID-19 case, there was only virtual learning between January 11<sup>th</sup> and January 15<sup>th</sup>.
  - iii. Then face-to-face learning resumed on January 18<sup>th</sup> for the remainder of the month.
  - iv. Michelle reviewed the number of students participating in Face-to-Face vs. All online. ACEA does not have any English language learners.
  - v. A chart was presented based on the weekly two-way interactions:

December	All Students Gr. 9-12	100% Remote	Not 100% Remote
Week of 12/1 (all remote)	58%	58%	N/A
Week of 12/7 (all remote)	57%	57%	N/A
Week of 12/14 (all remote)	64%	64%	N/A
Week of 12/21	62%	53%	68%

- vi. Michelle is trying to come up with new ideas to get the students to engage more on Wednesday. She is scheduling a meeting with some of the less engaged all virtual students next week to get them to recommit for second semester.
- vii. The “All Online” population seems to engage more with the teachers than the “All Virtual” population.

**VII. ACTION ITEMS**

None during this meeting.

**VII. ADJOURNMENT**

The ACEA Board of Directors meeting adjourned at 4:21 p.m.

The next meeting date is scheduled for Wednesday, February 17<sup>th</sup>, 2021 at 3:45 p.m. - Regular Meeting.

Denise Derr  
Denise Derr, Secretary/Treasurer

2/17/21  
Date

Christine J. Murphy  
Christine J. Murphy  
Board Recording Secretary  
2-17-21



MINUTES OF THE  
ACADEMIC AND CAREER EDUCATION ACADEMY  
BOARD OF DIRECTORS

*Regular Meeting  
March 17<sup>th</sup>, 2021*

**I. CALLED TO ORDER AT 3:48 p.m.: Roll Call**

Marisa Boulton, Trustee	P	Lyn Knapp, C.F.O	P
Terri Cardon-Weiss, Trustee	P	Michelle Zielinski, Principal/C.A.O	P
Denise Derr, Secretary/Treasurer	P		
David Koch, President	P	Kim Rapanos, Business Specialist	P
Ellie Morse, Vice-President	P	Christine Murphy, Recording Secretary	P

Visitors Present: None

**II. PUBLIC COMMENTS**

- A. Christine noted that she would be speaking later on behalf of ETC and not as the Board Recording Secretary.

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

- A. Discuss Michelle Zielinski's resignation and the transition.

**IV. BUSINESS OF THE BOARD**

- A. Dave Koch thanked Michelle for her 22 years of service and showed gratitude and appreciation for everything she has done. Michelle thanked the Board for their support.

**V. CONSENT AGENDA**

1. Minutes

**Attachment 1**

February 17<sup>th</sup>, 2021 Regular Board Meeting Minutes to 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 (Feb)	\$ 78,439.82
Open Invoices	- 0 -
Total Items for Approval	<u>\$ 78,439.82</u>



Moved by Koch, supported by Derr, that the ACEA Board of Directors approve the preceding consent agenda as presented for the March 17<sup>th</sup>, 2021 Regular Meeting.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse	X	
Derr	X				

Motion carried 5 – 0

## **VI. DISCUSSION, REPORTS, PRESENTATIONS**

### A. Board of Directors

1. Michelle asked the Board if there were any topics they wanted to add to the Monthly ESP topics. No new topics were determined at this time.
2. NCSI Board Policy Updates – Spring 2020 Second Read was held.
  - a) Michelle stated that the Fall 2020 Board Policy updates were available but because they were small changes, the NCSI suggested we combine them with our Spring 2021 Board Policies and review all together.
3. Discipline Committee – nothing new to report

### B. Administration

1. Staff and Student Activities
  - a. Michelle noted that:
    - i. PSAT9, PSAT10 and SAT preparation is underway
    - ii. April 13<sup>th</sup> will be the SAT testing, April 14<sup>th</sup> the ACT Work keys, then April 15<sup>th</sup> will be PSAT9 & PSAT10
    - iii. Make up tests will be administered two weeks later
    - iv. MSTEP is comprised of two 50 minute tests
    - v. Count documentation was due today to the auditors – 3/17/21. Approx. 90 students enrolled, the MSDS upload has to be in by 3/24/21 and is looking to be 81.50. Fall was 79.
    - vi. Dana Draper-Rosin wrote and received a grant for a 3D Printer that will support S.T.E.M throughout the school.
    - vii. A Girls Group was started and Art will be a part of the program
  - b. Dave mentioned Michelle Zielinski’s letter to John Searles and his response.
2. Administrative Activities

- a. Michelle held the reconfirmation meeting from the Extended COVID-19 Learning Plan.
  - i. Nothing has changed as far as the hybrid model for the Extended Learning Plan.
  - ii. Michelle reviewed the number of students participating in Face-to-Face vs. all online. ACEA does not have any English language learners.
  - iii. A chart was presented based on how many (2) two-way interactions occurred for each week:

February	All Students Gr. 9-12	100% Remote	Not 100% Remote
Week of 02/01	70%	56%	77%
Week of 02/08	80%	70%	85%
Week of 02/15	74%	74%	93%
Week of 02/22	77%	63%	84%

**VII. ACTION ITEMS**

7-1 Moved by Morse, supported by Cardon-Weiss, that the ACEA Board of Directors approve the Second Reading of the NCSI Board Policy Updates – Spring 2020 as presented.

Motion carried 5 – 0

**VII. ADJOURNMENT**

The ACEA Board of Directors meeting adjourned at 4:39 p.m.  
 The next meeting date is scheduled for Tuesday, April 20<sup>th</sup>, 2021 at 3:45 p.m. - Regular Meeting with budget workshop.

*Dave Koch*  
 \_\_\_\_\_  
~~Denise Derr, Secretary/Treasurer~~  
 Dave Koch President  
 4/20/21  
 \_\_\_\_\_  
 Date

*Christine Murphy*  
 Christine Murphy  
 Board Record Secretary  
 4/20/21

MINUTES OF THE  
ACADEMIC AND CAREER EDUCATION ACADEMY  
BOARD OF DIRECTORS  
*Regular Meeting  
May 19<sup>th</sup>, 2021*

**I. CALLED TO ORDER AT 3:55 p.m.: Roll Call**

Marisa Boulton, Trustee	P 4:05	Lyn Knapp, C.F.O	P
Terri Cardon-Weiss, Trustee	P	Michelle Zielinski, C.A.O	P
Denise Derr, Secretary/Treasurer	P	Beth Robb, Interim Principal	P
David Koch, President	P	Kim Rapanos, Business Specialist	P
Ellie Morse, Vice-President	A	Christine Murphy, Recording Secretary	P

Visitors Present: None

**II. PUBLIC COMMENTS**

A. None

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

A. None

**IV. BUSINESS OF THE BOARD**

A. None

**V. CONSENT AGENDA**

A. Minutes

**Attachment 1**

April 20<sup>th</sup>, 2021 Regular Board Meeting Minutes to be approved as presented.

B. Treasurer's Report

**Attachment 2**

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

Purchases Recorded		
Requiring Board Approval (Apr)		\$ 74,681.77
Open Invoices		- 0 -
Total Items for Approval		<u>\$ 74,681.77</u>

Moved by Cardon-Weiss, supported by Derr, that the ACEA Board of Directors approve the preceding consent agenda as presented for the May 19<sup>th</sup>, 2021 Regular Meeting.

	AYE	NAY		AYE	NAY
Boulton			Koch	X	
Cardon-Weiss	X		Morse		
Derr	X				

Motion carried 3 – 0

**VI. DISCUSSION, REPORTS, PRESENTATIONS**

A. Board of Directors

1. Monthly ESP Topic – Safety and Security

a) Michelle Zielinski reported the following measures being taken:

- (1) Security Camera’s around the building have been updated in the past year.
  - (a) Better viewing and hearing and they have play back features
- (2) Main doors equipped with bell/buzzer system
- (3) There are cameras on the busses
- (4) Gates in both main hallways close and lock
- (5) Currently we use the phones for lockdown/announcements. Michelle would like to see that we go back to a system where we can use the already installed speakers in the hallways for announcements. The reason behind this is because if you are on the phone, you do not receive the notice.
- (6) There is an emergency committee comprised of both ETC and ACEA staff members
- (7) At the beginning of each year there is a checklist that the teachers go through to confirm they have all of the safety and security materials in their classroom and understand all processes
- (8) Purchased a walk through temperature screener this past year that can also double as a metal detector. This feature can be turned on and off.
- (9) Most of the teachers received ALICE training this year
- (10) There is a list of drills annually that we submit to the county emergency units and complete each year including fire, tornado and lockdown drills
- (11) Michelle would like to revisit funding for the lockdown boots
- (12) Intend to have CPR/First aid as part of the PD at the beginning of school year 2021-2022

2. Discipline Committee – nothing new to report

3. E20/20 – we would like to get an amount approved up to \$16,500 but it shouldn’t cost that much. Last year it ended up being about \$11,000

4. ACEA Draft Calendar for 2021-2022 was presented by Beth

B. Administration

1. Staff and Student Activities

- a. Michelle and Beth noted the following:
  - i. Michelle met with Peggy from NCSI regarding the Spring 2021 Board Policy Updates but they have to meet again. NCSI has a new software process so they haven't sent us Fall 2020 or Spring 2021 to bring to the board yet.
  - ii. Michelle has a survey for parents that will go out May 19<sup>th</sup> and ask for replies within one (1) week.
  - iii. Beth has a past ACEA Graduate, Pat Hartnagle coming in to speak with the students. He will also give a speech at ACEA's Graduation ceremony
  - iv. On May 20<sup>th</sup> there is a field trip to Camp Neyati
  - v. May 24<sup>th</sup> there is a group of students going to Space Studios for a pottery class that was donated to the school.
  - vi. The end of year field trip will be to Stratford Beach on June 7<sup>th</sup>. Beth is planning on have fishing, volleyball and team building activities for the students. She is encouraging them finish the year strong.
  - vii. A summer reading program is being promoted
  - viii. Decision Day will be held May 25<sup>th</sup> in the afternoon. Riki and Dana have done a great job preparing and securing a bag of goodies for each graduate and there is a drawing with big prizes.

2. Administrative Activities

- a. Michelle held the reconfirmation meeting from the Extended COVID-19 Learning Plan.
  - i. April 13-21 all students were remote because of the recommended pause. Hybrid students returned face to face on April 22<sup>nd</sup>.
  - ii. Michelle reviewed the number of students participating in Face-to-Face vs. all online. ACEA does not have any English language learners.
  - iii. A chart was presented based on how many (2) two-way interactions occurred for each week:

April	All Students Gr. 9-12	100% Remote	Not 100% Remote
Week of 4/06	69%	57%	75%
Week of 4/12	67%	67%	0%
Week of 4/19	65%	65%	0%
Week of 4/26	66%	65%	75%

- iv. The CDC has released new mandates. Students and Staff will continue to wear face masks and continue to social distance. The quarantine periods have changed depending on whether a person was within 0-3 feet versus 3-6 feet of a confirmed positive case.
- b. Kim outlined the financials through April. There is potential for the year to end up 30k in the black so we should be able to give back the fund equity we had originally budgeted to use.
  - i. Next year there may be an increase of \$230 per FTE

**VII. ACTION ITEMS**

7-1 Moved by Derr, supported by Cardon-Weiss, that the ACEA Board of Directors approve the purchase of E-20/20 online licenses up to \$16,500 as presented.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse		
Derr	X				

Motion carried 4 – 0

7-2 Moved by Boulton, supported by Cardon-Weiss, that the ACEA Board of Directors approve the 2021-2022 ACEA Calendar as presented.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss	X		Morse		
Derr	X				

Motion carried 4 – 0


**VII. ADJOURNMENT**

The ACEA Board of Directors meeting adjourned at 4:45 p.m.

The next meeting date is scheduled for Wednesday, June 23<sup>rd</sup> 2021 at 3:45 p.m. – Budget Hearing and Regular meeting.

  
Denise Derr, Secretary/Treasurer

6/23/21  
Date

  
Board Recording Secretary  
6/23/21



MINUTES OF THE  
ACADEMIC AND CAREER EDUCATION ACADEMY  
BOARD OF DIRECTORS

*Regular Meeting  
June 23<sup>rd</sup>, 2021*

**I. CALLED TO ORDER AT 4:14 p.m.: Roll Call**

Marisa Boulton, Trustee	P	Lyn Knapp, C.F.O	P
Terri Cardon-Weiss, Trustee	A	Michelle Zielinski, C.A.O	P
Denise Derr, Secretary/Treasurer	P	Beth Robb, Interim Principal	P
David Koch, President	P	Kim Rapanos, Business Specialist	A
Ellie Morse, Vice-President	P	Christine Murphy, Recording Secretary	P

Visitors Present: None

**II. PUBLIC COMMENTS**

A. None

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

A. None

**IV. BUSINESS OF THE BOARD**

A. None

**V. CONSENT AGENDA**

A. Minutes

**Attachment 1**

May 19<sup>th</sup>, 2021 Regular Board Meeting Minutes to be approved as presented.

B. Treasurer's Report

**Attachment 2**

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

Purchases Recorded Requiring Board Approval (May)	\$ 79,423.01
Open Invoices	- 0 -
Total Items for Approval	<u>\$ 79,423.01</u>

Moved by Morse, supported by Derr, that the ACEA Board of Directors approve the preceding consent agenda as presented for the June 23<sup>rd</sup>, 2021 Regular Meeting.



	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss			Morse	X	
Derr	X				

Motion carried 4 – 0

**VI. DISCUSSION, REPORTS, PRESENTATIONS**

A. Board of Directors

1. Monthly ESP Topic – Marketing

a) Michelle Zielinski stated that she'd like to increase the Marketing budget from \$1,000 to \$3,000 for the upcoming year. Marketing plans include:

- (1) CCM Bus Wrap
- (2) Fair Booth and Brochure
- (3) Billboards
- (4) Placemats
- (5) For returning students, teachers will send home note cards to students
- (6) Beth Robb was hopeful to have an Orientation picnic for students and families which would include food and giveaways.
  - (a) Advertise any new or changing course offerings
  - (b) Get ACEA's name out there in connection with the building

2. Discipline Committee – nothing new to report

B. Administration

1. Staff and Student Activities

- a. Beth noted the following:
  - i. The Students went to Stratford Beach which included Fishing, yard games and a big picnic
  - ii. Summer School started Tuesday, June 22<sup>nd</sup>, 2021

2. Administrative Activities

- a. Michelle held the reconfirmation meeting from the Extended COVID-19 Learning Plan.
  - i. For the period of May, all students were back to the normal hybrid model which includes face-to-face 4 days a week with virtual learning on Wednesdays.
  - ii. Michelle reviewed the number of students participating in Face-to-Face vs. all online. ACEA does not have any English language learners.
  - iii. A chart was presented based on how many (2) two-way interactions occurred for each week:

May	All Students Gr. 9-12	100% Remote	Not 100% Remote
Week of 05/03	71%	65%	74%
Week of 05/10	71%	62%	76%
Week of 05/17	64%	58%	67%
Week of 05/24	60%	42%	67%

- b. The Yeo & Yeo Engagement Letter with presented. Dave noted that the fees are quoted at their “standard hourly rate” but nowhere in the document does it outline what that is rate is
- c. The ETC Lease Agreement was reviewed
- d. Christine presented the 2020-2021 Addendum Reconciliations and the 2021-2022 Addenda with the ESP for the 12-month employee as this time
- e. Michelle Zielinski provided the 2020-2021 Student Activity Fund (Comerica Bank) for the Board to review and discuss.

**VII. ACTION ITEMS**

7-1 Moved by Koch, supported by Boulton, that the ACEA Board of Directors approve the addenda Reconciliation for 2020-2021 as presented.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss			Morse	X	
Derr	X				

Motion carried 4 – 0

7-2 Moved by Morse, supported by Derr, that the ACEA Board of Directors approve the attached 12-month addenda (listed below) with Education and Training Connection (the ESP) for services to ACEA for the 2021-2022 school year.

Addendum I	Administrative	\$ 118,557.14
Addendum II	Business Manager	\$ 28,041.92
Addendum V	Clerical	\$ 61,369.88
Addendum VI	Custodial	\$ 44,600.00
Addendum VII	HR	\$ 13,802.00
Addendum VIII	Accounting Svc.	\$ 9,579.00
Addendum XII	Tech Support	\$ 9,579.00

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss			Morse	X	
Derr	X				

Motion carried 4 – 0

7-3 Moved by Derr, supported by Koch, that the ACEA Board of Directors approve the Lease Agreement with ETC as presented.

	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss			Morse	X	
Derr	X				

Motion carried 4 – 0

7-4 Moved by Koch, supported by Morse, that the ACEA Board of Directors accepts the recommendation of the Principal Selection Committee to hire Lance Berrier as the ACEA Principal beginning July 2021.

Motion carried 4 – 0

7-5 Moved by Koch, supported by Boulton, that the ACEA Board of Directors approve reimbursement to Lance Berrier up to \$1,000.00 for relocation costs and up to \$500.00 in association fees in addition to what ACEA already has.


	AYE	NAY		AYE	NAY
Boulton	X		Koch	X	
Cardon-Weiss			Morse	X	
Derr	X				

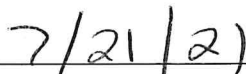
Motion carried 4 – 0

## VII. ADJOURNMENT

The ACEA Board of Directors meeting adjourned at 5:18 p.m.

The next meeting date is scheduled for Wednesday, July 21<sup>st</sup>, 2021 at 3:45 p.m. – Organizational Meeting for 2021-2022 / Regular Meeting.

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

  
\_\_\_\_\_  
Date