

MINUTES OF THE  
ACADEMIC AND CAREER EDUCATION ACADEMY  
BOARD OF DIRECTORS  
*Regular Meeting  
August 22, 2017*

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

Marisa Boulton, Trustee	P (3:54)	Lyn Knapp, C.A.O	A
Terri Cardon-Weiss, Trustee	P	Michelle Zielinski, Principal	P (3:49)
Denise Derr, Secretary/Treasurer	P		
David Koch, President	P		
Ellie Morse, Vice-President	P (3:46)	Rose Whaley, C.F.O	P

Visitors Present: Elliot Visuri, Yeo & Yeo and Christine Murphy, Education and Training Connection

**II. PUBLIC COMMENTS**

A. None

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

A. None

**IV. BUSINESS OF THE BOARD**

A. Resignation – Whaley

1. Moved by Derr, supported by Cardon-Weiss that the ACEA Board of Directors accepts the resignation of Rose Whaley as Board Recording Secretary of ACEA.
  - a. Rose thanked the Board for the flowers they sent her. The Board thanked Rose for her years of service

Motion carried 4 - 0

B. Appoint Board Recording Secretary – Christine Murphy

1. Moved by Cardon-Weiss, supported by Derr that the ACEA Board of Directors appoints Christine Murphy as Board Recording Secretary for the remainder of the 2017-18 school year for ACEA. Compensation for services shall be \$100.00 per meeting.

Motion carried 4 - 0

C. Yeo and Yeo Audit Report – 2016-17

1. An unmodified opinion was given (best).
2. The General Fund revenue was \$993,414 and primarily from State Aid.
3. Expenses were about 43% instructional and 57% supporting services.
4. The change in fund balance was an increase of \$60,371.
5. Ending fund balance is \$202,225 well above early warning indicators.
6. The food service account was primarily from federal sources and stable.

7. Elliot mentioned the overall decrease in both revenue and expenses from 2015-16 primarily attributed to the nonrenewal of the PACE program.
8. Elliot noted the required governance letter also distributed.
9. The Board thanked Elliot for presenting the report and thanked Rose for her work throughout the year.

**V. CONSENT AGENDA**

1. Minutes

**Attachment 1**

July 31, 2017 Organizational/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 (July)	\$ 64,919.27
Open Invoices	- 0 -
Total Items for Approval	<u>\$ 64,919.27</u>

Moved by Derr, supported by Boulton that the ACEA Board of Directors approve the preceding consent agenda as presented for the August 22, 2017 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 – End of Year Wrap Up
  - a) Ellie stated that the Board finds the current process acceptable.
  - b) Michelle will continue to report each month on a topic and discussion will occur annually to determine if topics should be added or changed.
2. NCSI Board Policy Updates (5630.01) – Seclusion and Restraint-second read.
  - a) Michelle attended a training through the ESA and noted that the main changes are staff training and future reporting/documentation. She will update all staff members.
  - b) ACEA’s Handbook has been updated since the Zero-Tolerance has gone away. This allows for more local control.
3. Spring 2017 Board Policy Updates- The Board decided to table this item until September.
4. Discipline Committee Report

- a) Michelle reported that the committee met with a student 8/22/17 and it was found that the student will be able to attend for the new school year.

B. Administration

1. Staff and Student Activities

a. Michelle reported that:

- i. Teachers return 8/23/17
- ii. Student Orientations were held 8/22/17
  - 1. 15-16 New students this year so far
- iii. Parent Orientations were held 8/22/17
- iv. Staff is starting new school year preparation
  - 1. They are finishing up the school improvement plan
- v. New Policy training for all teachers
- vi. The first day of school for this year will be 9/5/17
- vii. Fair Booth
  - 1. A discussion occurred about the location and attraction of the ACEA booth at the Fair. A general consensus was that the booth needs something (such as candy, popcorn or a raffle) to draw people in.
  - 2. David Koch suggested looking into building 25 for next year

b. CHRI Process Updates

- 1. The fingerprinting process for new hires is changing to be more electronic.
- 2. New training will be available for the online process.
- 3. PSA's can give 3<sup>rd</sup> party access for viewing the fingerprinting results. Michelle Recommended ETC's HR Department.

2. Administrative Activities

a. Budget Summary through July 2017

- i. Rose clarified the 12% fund balance as stated by Elliot to the 21% she had previously reported. The difference relates to the early warning fund balance (less than 5%) calculation used by the State.
- ii. Rose reminded the Board of the accrual reversals that happen once annually and the effect on the budget summary.
- iii. Rose reminded the Board that a budget amendment will be needed to correct the negative balance on three line items of Page 7 from the budget summary.

b. Verify Teacher Certifications 2017-18

- i. Rose advised that ETC's HR Dept. noted the only change in staff was Tara Schell replaced Matt Grew as the English Teacher

c. Electronic Transfer Officer Discussion (temporary)

- i. Rose explained that because a replacement has not yet been found for her position, a temporary replacement would allow for someone to transfer should the need arise for an electronic transfer at Chemical Bank prior to the September ACEA Board of Directors meeting,

d. School-Year Addenda with ESP

- i. The School-Year addenda were presented and reviewed.
- ii. The two Title pieces, Math Tutor and Adult Advocate, were noted that there may be amendments to hours and weeks once carryover dollars become available.

**VII. ACTION ITEMS**

2-1 Moved by Morse, supported by Cardon-Weiss, that the ACEA Board of Directors designates Christine Murphy as the temporary Electronic Transfer Officer for ACEA.

Motion carried 5 – 0

2-2 Moved by Derr, supported by Boulton, that the ACEA Board of Directors approve the NCSI Board Policy Updates – (5630.01) - Seclusion and Restraint as presented.

Motion carried 5 – 0

2-3 Moved by Cardon-Weiss, supported by Derr, that the ACEA Board of Directors table the NCSI Board Policy Updates – Spring 2017 first read until the September meeting.

Motion carried 5 – 0

2-4 Moved by Koch, supported by Boulton, that the ACEA Board of Directors grant Jan Pickering and Greg Paxton of Education and Training Connection access to view CHRI results for ACEA.

Motion carried 5 – 0

2-5 Moved by Derr, supported by Cardon-Weiss, that the ACEA Board of Directors approve the attached School Year addenda (listed below) with Education and Training Connection (the ESP) for services to ACEA for the 2017-18 school year.

Addendum III	Instructional Services	\$ 283,107.12
Addendum III-2	Counseling Svc	\$ 15,990.57
Addendum III-3	Title I Res Instruc.	\$ 7,463.00
Addendum III-4	Title I Data Res Educ.	\$ 5,227.00
Addendum IX	Reading Tutor	\$ 8,007.00
Addendum X	Math Tutor	\$ 5,624.62
Addendum XIII	Adult Advocate	\$ 6,489.00

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

Motion carried 5 – 0


2-6 Moved by Morse, supported by Cardon-Weiss, that the ACEA Board of Directors accepts the Audit Report presented by Yeo & Yeo.

Motion carried 5 – 0

**VII. ADJOURNMENT**

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

The next meeting date is Tuesday, September 21, 2017 at 3:45 p.m.

  
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Denise Derr  
Secretary /Treasurer

  
\_\_\_\_\_  
Date

