

MINUTES OF THE  
ACADEMIC AND CAREER EDUCATION ACADEMY  
BOARD OF DIRECTORS  
*Organizational/Regular Meeting*  
*July 31, 2017*

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

I. CALLED TO ORDER AT 3:51 p.m.: Roll Call

Marisa Boulton	P	Lyn Knapp	P
Terri Cardon-Weiss	P	Michelle Zielinski, Principal	P
Denise Derr	P		
David Koch	P		
Ellie Morse	P	Rose Whaley	P

Visitors Present: None

II. PUBLIC COMMENTS

A. None

III. ADDITIONS, CORRECTIONS, DELETIONS TO THE AGENDA

- A. Dave suggested that items number 13 and 14 be re-labeled to include:
1. 13: Approval of Spending for Purchases
  2. 14: Purchasing of \$8,000 or More

IV. BUSINESS OF THE BOARD

A. Organization of the Board for 2017– 2018

The chair entertained nominations for officers to serve from July 1, 2017 to June 30, 2018, or until the next organizational meeting of 2018 if appropriate.

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

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

Motion carried 5 - 0

Moved by Koch, supported by Derr that the ACEA Board of Directors approve the 2017– 2018 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 2017 – 2018 now being complete, the meeting is turned over to the President-Elect, David Koch.

B. Authorizations, Appointments, and Designations for 2017 – 2018 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 2017 – 2018 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 2017 – 18 school year.

3. Chief Administrative Officer

The ACEA Board of Directors approves Lyn Knapp 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 2017 – 2018 school year.

4. Board Recording Secretary

The ACEA Board of Directors appoints Rose Whaley as Board Recording Secretary for 2017 – 2018. Compensation for services shall be \$100.00 per meeting.

5. Selection of Depository

The ACEA Board of Directors approves Chemical Bank & Trust Co. 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.A.O. or other Board appointed designee 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.A.O. and/or the E.S.P. Business Manager to invest Academy funds consistent with Board policy.
11. Chief Financial Officer  
The ACEA Board of Directors approves Rose Whaley to be designated as Chief Financial Officer for Academic and Career Education Academy.
12. Electronic Transfer Officer  
The ACEA Board of Directors designates the Chief Financial Officer of ACEA as the Electronic Transfer Officer.
13. Approval for Purchases  
The ACEA Board of Directors, in accordance with the ACEA Purchasing Policy, authorizes the C.A.O. of ACEA to approve expenditures of less than \$8,000 on behalf of the Board of Directors for the 2017 – 2018 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 2017 – 2018 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 2017 – 2018.

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 2017 – 2018 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 2017 – 2018.

Moved by Morse, supported by Cardon-Weiss, that the ACEA Board of Directors approve the preceding consent agenda as presented for the July 31, 2017 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 Koch, supported by Morse, that the ACEA Board of Directors hold its regular meetings at Education and Training Connection, 884 E. Isabella Road, Midland, Michigan 48640, at 3:45 p.m. on the following dates:

<b>July 31, 2017 Organizational/ Regular Meeting</b>	<b>October 19, 2017 Regular Meeting</b>	<b>January 18, 2018 Regular Meeting</b>	<b>April 26, 2018 Budget Workshop</b>
<b>Tuesday, August 22, 2017 Regular Meeting</b>	<b>November 16, 2017 Regular Meeting</b>	<b>February 15, 2018 Regular Meeting</b>	<b>May 17, 2018 Budget Workshop</b>
<b>September 21, 2017 Regular Meeting/Annual Report Meeting</b>	<b>December 14, 2017 Regular Meeting</b>	<b>March 22, 2018 Regular Meeting</b>	<b>June 21, 2018 Budget Hearing</b>

The Board also set July 19, 2018 at 3:45 p.m. as the Organizational/Regular Meeting for 2018-19.  
 Motion carried 5 – 0

20. Appointment of Committees

Moved by Derr, supported by Boulton, that the ACEA Board of Directors appoint the following committees for 2017 – 2018:

Motion carried 5 – 0

Discipline Committee

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

Oversight Committee

David Koch, ACEA Board Member; Marisa Boulton, ACEA Board Member; Michelle Zielinski, ACEA Principal; and Tamme Stockford, ACEA Teacher

ESP Evaluation Committee

Ellen Morse, ACEA Board Member and Terri Cardon-Weiss, ACEA Board Member

21. Association Membership

Moved by Cardon-Weiss, supported by Derr, that the ACEA Board of Directors retains Membership in MAPSA (Michigan Association of Public School Academies) for 2017 – 2018.

Motion carried 5 – 0

**REGULAR MEETING**

V. CONSENT AGENDA

1. Minutes

**Attachment 1**

June 22, 2017 Regular Board Meeting Minutes be approved as presented.

2. Minutes

**Attachment 1A**

June 22, 2017 Budget Hearing 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)	\$ 100,684.90
Open Invoices	- 0 -
Total Items for Approval	<u>\$ 100,684.90</u>

Moved by Morse, supported by Derr that the ACEA Board of Directors approve the preceding consent agenda as corrected for the July 31, 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. ESP Evaluation – Principal Job Role/Responsibilities-Michelle
  - a) Michelle distributed a list of her job responsibilities.
    - (1) This outlined some updates from last year:
    - (2) Monitoring student credits/verify assigned proper grade level.
    - (3) Approve purchases and ensure appropriately allocated.
    - (4) Student count oversight / maximize student count and work with auditors.
    - (5) Special Ed. Director
    - (6) State reporting – seat time waiver app and final report.
2. NCSI Board Policy Updates – fall 2016 – second read was held.
3. NCSI Board Policy (5630.01) – Seclusion and Restraint - first read was held.

### B. Administration

1. Staff and Student Activities
  - a. Michelle reported that:
    - i. We are getting ready for the new school year.
    - ii. Closing out last year.
    - iii. Hoping to get the wrap on the County Connection bus.
    - iv. Lots of activity / calls.
    - v. Lyn and Michelle are signed up for Administrator Evaluator training.
    - vi. Fair is coming up and the schedule for workers is coming together – volunteers are always welcome.
    - vii. All of our staff are coming back for 2017-18.
  - b. Michelle distributed a handout with changes to the handbook.
    1. Changes were discussed as outlined.
  - c. E-20/20
    - i. Michelle advised that the E-20/20 licenses are due for renewal and since the amount is significant, it requires prior approval of the

Board in order to make the renewal. This is funded through REAP money. The quote is for 25 licenses and is a bit over \$13,000. We generally like to make the action item slightly higher to allow for variances that could occur.

2. Administrative Activities

a. Budget Summary through June 2017

- i. The June budget summary encompasses the end of the year actual revenue and expense figures.
- ii. Rose advised that the audit was completed.
  - 1. No errors or findings are expected. The audit went well.

VII. ACTION ITEMS

1-1 Moved by Cardon-Weiss, supported by Boulton, that the ACEA Board of Directors approve the 2017-18 Student Handbook Updates as amended.

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

Motion carried 5 – 0

1-2 Moved by Morse, supported by Derr, that the ACEA Board of Directors approve the purchase of E-20/20 online licenses in an amount not to exceed \$16,000.

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

Motion carried 5 – 0

1-3 Moved by Cardon-Weiss, supported by Derr, that the ACEA Board of Directors approve the NCSI Board Policy Updates – Fall 2016 as presented.

Motion carried 5 – 0

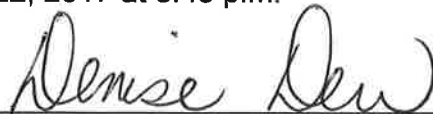
1-4 Moved by Morse, supported by Koch, that the ACEA Board of Directors approve the NCSI Board Policy (5630.01) – Seclusion and Restraint / First Read as presented.

Motion carried 5 – 0

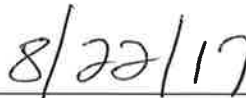
VII. ADJOURNMENT

The ACEA Board of Directors meeting adjourned at 5:30 p.m.

The next meeting date is Tuesday, August 22, 2017 at 3:45 p.m.



Denise Derr  
Secretary /Treasurer



Date