

MINUTES OF THE
ACADEMIC AND CAREER EDUCATION ACADEMY
BOARD OF DIRECTORS
Organizational/Regular Meeting
July 19, 2018

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

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

Marisa Boulton	P	Lyn Knapp	P
Terri Cardon-Weiss	P	Michelle Zielinski, Principal	P
Denise Derr	P		
David Koch	P	Deb Acker	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 2018– 2019

The chair entertained nominations for officers to serve from July 1, 2018 to June 30, 2019, or until the next organizational meeting of 2019 if appropriate.

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

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

Motion carried 5 - 0

Moved by Morse, supported by Derr that the ACEA Board of Directors approve the 2018– 2019 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 2018 – 2019 now being complete, the meeting is turned over to the President-Elect, David Koch.

B. Authorizations, Appointments, and Designations for 2018 – 2019 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 2018 – 2019 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 2018 – 19 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 2018 – 2019 school year.

4. Board Recording Secretary

The ACEA Board of Directors appoints Christine Murphy as Board Recording Secretary for 2018 – 2019. 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 Deb Acker 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 of Spending 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 2018 – 2019 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 2018 – 2019 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 2018 – 2019.

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 2018 – 2019 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 2018 – 2019.

Moved by Cardon-Weiss, supported by Boulton, that the ACEA Board of Directors approve the preceding consent agenda as presented for the July 19, 2018 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 Derr, that the ACEA Board of Directors hold its regular meetings at Education and Training Connection, 884 E. Isabella Road, Midland, Michigan 48640, at 3:45 p.m. on the following dates:

July 19, 2018 Organizational/ Regular Meeting	Thursday, October 19, 2018 Regular Mtg./Annual Report Meeting	Thursday, January 17, 2019 Regular Meeting	Thursday, April 25, 2019 Budget Workshop
Monday, August 20, 2018 Regular Meeting	Wednesday, November 14, 2018 Regular Meeting	Thursday, February 21, 2019 Regular Meeting	Thursday, May 16, 2019 Budget Workshop
Thursday, September 20, 2018 Regular Meeting	Thursday, December 13, 2018 Regular Meeting	Wednesday, March 20, 2019 Regular Meeting	Thursday, June 20, 2019 Budget Hearing

The Board also set July 11, 2019 at 3:45 p.m. as the Organizational/Regular Meeting for 2019-20.
 Motion carried 5 – 0

20. Appointment of Committees

Moved by Koch, supported by Derr, that the ACEA Board of Directors appoints the following committees for 2018 – 2019:

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

21. Association Membership

Moved by Cardon-Weiss, supported by Koch, that the ACEA Board of Directors retains Membership in MAPSA (Michigan Association of Public School Academies) for 2018 – 2019.

Motion carried 5 – 0

REGULAR MEETING

V. CONSENT AGENDA

- 1. Minutes **Attachment 1**
June 21st, 2018 Regular Board Meeting Minutes be approved as presented.

- 2. Minutes **Attachment 1A**
June 21st, 2018 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)	\$	104,325.95
Open Invoices		- 0 -
Total Items for Approval	\$	<u>104,325.95</u>

Moved by Koch, supported by Derr that the ACEA Board of Directors approve the preceding consent agenda as corrected for the July 19, 2018 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 2 page list of her job responsibilities, which is attached for reference.
 - 2. Discipline Committee Report – nothing new
 - a) Community representative discussion ongoing

- B. Administration
 - 1. Staff and Student Activities
 - a. Michelle reported that:
 - i. We are getting ready for the new school year and interviewing lots of new students for fall.
 - ii. Summer school attendance has been steady
 - b. Michelle distributed a handout with an update to the student handbook
 - c. Lunch admin review desk audit (spend down plan)
 - i. Michelle mentioned that the financial part of the Lunch audit is due 7/23/18 but they completed it as of today

1. As part of the lunch review desk audit, Michelle presented the spend down plan which was developed to decrease excess funds in the lunch account when applicable.
2. Administrative Activities
 - a. The ESP agreement was presented and reviewed
 - b. Budget Summary through June 2018
 - c. Audit Update
 - i. Deb reported that the auditors from Yeo & Yeo were here this week and were great to work with.
 - ii. They had few questions and will plan to present their findings to the Board in August or September.

VII. ACTION ITEMS

1-1 Moved by Derr, supported by Morse, that the ACEA Board of Directors approve the 2018-19 Student Handbook Updates as presented.

Motion carried 5 – 0

1-2 Moved by Cardon-Weiss, supported by Boulton, that the ACEA Board of Directors approve the Contract with Education and Training Connection (the ESP) as presented.

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

Motion carried 5 – 0

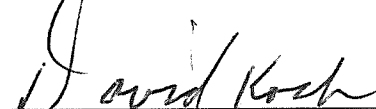
1-3 Moved by Koch, supported by Derr, that the ACEA Board of Directors approve the Spend Down Plan as presented.

Motion carried 5 – 0

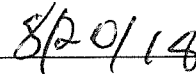
VII. ADJOURNMENT

The ACEA Board of Directors meeting adjourned at 4:26 p.m.

The next meeting date is MONDAY, August 20, 2018 at 3:45 p.m.



Denise Derr Secretary / Treasurer *David Koch* President



Date

ACEA Principal Job Responsibilities

Student:

- Interview Student/Parent upon each enrollment
- Evaluate transcripts
- Meet with student for transcript update
- Students schedules manually
- Student Discipline
- Student counseling
- Seek resources and programs to meet individual student academic, social and emotional needs
- Develop/Schedule student activities including groups and volunteering
- Provide for the evaluation of each student's educational growth and development and make periodic reports to parents and other stakeholders.

Staff

- Facilitate staff meetings, committee meetings, and other groups to enhance school effectiveness
- All staff evaluations
- Assist staff in meeting the district prescribed goals as well as individual goals and growth
- Seek resources to assist staff in strategies that meet the academic and behavior needs of our students

Program:

- Develop Schedule
- Develop School Calendar
- Develop/Update Student Handbook
- Marketing
- Budget
- Seek additional funding opportunities (grants, Section 25)
- Update Board Policies and Administrative Guidelines
- Pupil Accounting/Student Count

Facility/Security:

- Ensure a safe atmosphere on school grounds
- Plan and assume responsibility for safety drills consistent with state, local and District regulations and policies. Train staff in emergency procedures.

Special Education Director

- Participate in all IEP Meetings
- Monitor compliance and Special Education regulations and procedures
- Completion of documentation and reports in Monitoring Software (Catamaran)

- Work with Special Education staff and ESA to ensure deadlines are met and the needs of our Special Ed students are being met.

Title I Director

- Complete consolidated application and budget each year
- Develop/Monitor and evaluate Title I programs
- Stay up to date on regulations and requirements for Federal programs

Instructional Leader

- Develop and Ensure implementation and evaluate School Improvement Plan
- Evaluate teachers/staff
- Curriculum
- District and State Assessment Data
- Program Evaluation
- Develop/Schedule/Facilitate Professional Development

State reporting:

- Monitor Accountability guidelines, ensure data is accurate in reporting and improve systems to increase meeting accountability targets (accountability scorecard)
- School Improvement Plan – Plan due summer but is a continuous cycle
- School Infrastructure Database (SID) – June
- Teacher Student Data Link (TSDL) – July/August
- MSDS Submissions (three times per year)
- Special Ed. Reporting through Continuous Improvement and Monitoring System (Catamaran – 3x per year)
- Section 31A Final Report – July
- Innovative Programs report (75% attendance waiver) – July
- Completion of Annual School Nutrition Application
- Educational Entity Master updates (EEM)
- Graduation/dropout application and accountability
- Annual Education Report
- Meet all web posting requirements

Committees/Professional Organizations

- Midland County Career & College Access Network Leadership Council
- ASCD – Association of Supervision and Curriculum Development
- MASSP – Michigan Association of Secondary School Principals
- MAPSA – Michigan Association of Public School Academies