



**ACEA MISSION STATEMENT**

The Academic and Career Education Academy (ACEA) provides innovative educational opportunities for achieving individual success through discovery, exploration, and the pursuit of student potential. Our unique, challenging, and flexible curriculum inspires excellence and confidence in academic and career endeavors.

**884 E. Isabella Rd.  
Midland MI 48640**

**Thursday, July 11<sup>th</sup>, 2019  
3:45 p.m.**

*This meeting is a meeting of the Board of Directors in public for the purpose of conducting the Academy's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.*

\*\* The presiding officer will chair the organizational meeting until the organization of the Board is complete.

**ORGANIZATIONAL / REGULAR MEETING AGENDA**

**I. CALL TO ORDER: Roll Call**

Board of Directors

Administration

Marisa Boulton \_\_\_\_\_  
 Terri Cardon-Weiss \_\_\_\_\_  
 Denise Derr \_\_\_\_\_  
 David Koch \_\_\_\_\_  
 Ellie Morse \_\_\_\_\_

Lyn Knapp \_\_\_\_\_  
 Michelle Zielinski, Principal \_\_\_\_\_  
 Deb Acker \_\_\_\_\_  
 Christine Murphy \_\_\_\_\_

Visitors Present:

**II. PUBLIC COMMENTS**

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

**IV. BUSINESS OF THE BOARD**

**A. Organization of the Board for 2019 – 2020**

The chair entertains nominations for officers to serve from July 1, 2019 to June 30, 2020, or until the next organizational meeting of 2020 if appropriate.

- i. Office of President  
 Nomination: \_\_\_\_\_ nominated by \_\_\_\_\_
- ii. Office of Vice President  
 Nomination: \_\_\_\_\_ nominated by \_\_\_\_\_
- iii. Office of Secretary/Treasurer  
 Nomination: \_\_\_\_\_ nominated by \_\_\_\_\_

Moved by \_\_\_\_\_, supported by \_\_\_\_\_ that nominations be closed.

Motion carried/failed \_\_\_\_\_ - \_\_\_\_\_

Moved by \_\_\_\_\_, supported by \_\_\_\_\_ that the ACEA Board of Directors approve the 2019 – 2020 ACEA Board Officers.

	<u>AYE</u>	<u>NAY</u>		<u>AYE</u>	<u>NAY</u>
Boulton	_____	_____	Derr	_____	_____
Cardon-Weiss	_____	_____	Koch	_____	_____
			Morse	_____	_____

Motion carried/failed \_\_\_\_\_ - \_\_\_\_\_

\*\* The Organization of the Board of ACEA for 2019 – 20 now being complete, the meeting is turned over to the President-Elect or presiding officer.

**B. Authorizations, Appointments, and Designations for 2019 – 2020 Consent Agenda**

- i. Selection of Counsel  
The ACEA Board of Directors retain Brian Swanson, MASUD Labor Law Group to be the legal counsel for Academic and Career Education Academy for the 2019 - 2020 school year.
- ii. Appointment of External Auditor  
The ACEA Board of Directors appoint Yeo and Yeo, PC as the external auditors for Academic and Career Education Academy for the 2019 – 20 school year.
- iii. Chief Administrative Officer  
The ACEA Board of Directors approve 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 2019 - 2020 school year.
- iv. Board Recording Secretary  
The ACEA Board of Directors appoint Christine Murphy as Board Recording Secretary for 2019 - 2020. Compensation for services shall be \$100 per meeting.
- v. Selection of Depository  
The ACEA Board of Directors approve Chemical Bank & Trust Co. to be the depository for the Academy.
- vi. Signature Authorization  
The ACEA Board of Directors authorize 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.
- vii. Directors and Officers Liability Bond

The ACEA Board of Directors approve the Directors and Officers Liability Bond for \$1,000,000 (one million dollars) coverage.

- viii. Payment to Educational Service Provider  
The ACEA Board of Directors authorize payment of lease payments, utility payments, and addenda under the Service Provider Agreement, and any other periodic payments that are Board authorized.
- ix. Signature on Legal Documents  
The ACEA Board of Directors authorize the C.F.O. or ACEA Board President to sign legal documents relating to actions which the Board approves by specific or established policy.
- x. Invest Academy Funds  
The ACEA Board of Directors authorize the C.F.O. and/or the C.A.O to invest Academy funds consistent with Board policy.
- xi. Chief Financial Officer  
The ACEA Board of Directors approve Lyn Knapp to be designated as Chief Financial Officer for Academic and Career Education Academy.
- xii. Electronic Transfer Officer  
The ACEA Board of Directors designate 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.
- xiii. Approval of Spending for Purchases  
The ACEA Board of Directors, in accordance with the ACEA Purchasing Policy, authorize the C.F.O. of ACEA to approve expenditures of less than \$8,000 on behalf of the Board of Directors for the 2019 - 2020 school year.
- xiv. Purchasing of \$8,000 or More  
The ACEA Board of Directors, in accordance with the ACEA Purchasing Policy, establish that expenditures of \$8,000 or more require Board approval prior to purchase.
- xv. Designation of FOIA, 504, Civil Rights, Title IX, Title XI Contact  
The ACEA Board of Directors designate 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 2019 - 2020 school year.
- xvi. Designation of Person Authorized to Post Notice  
The ACEA Board of Directors grant the Administrator of ACEA and the Board Recording Secretary the authority to post notices for 2019 - 2020.
- xvii. Designation of Public Places to Post Notice  
The ACEA Board of Directors resolve that the calendar and individual meeting notices of regularly scheduled and special meeting date notices for the Board for 2019 – 2020 shall be posted at the Education and Training Connection building, the MCEA building and/or in the *Midland Daily News*.

- xviii. Designation of Media Publication  
 The ACEA Board of Directors designate the *Midland Daily News*, Midland, Michigan as the official media for posting of legal notices for 2019 - 2020.

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, that the ACEA Board of Directors approve the preceding consent agenda as (presented/corrected) for the July 11<sup>th</sup>, 2019 Organizational Meeting.

	<u>AYE</u>	<u>NAY</u>		<u>AYE</u>	<u>NAY</u>
Boulton	_____	_____	Derr	_____	_____
Cardon-Weiss	_____	_____	Koch	_____	_____
			Morse	_____	_____

Motion carried \_\_\_\_\_ - \_\_\_\_\_

- xix. Regular Meetings of the ACEA Board of Directors

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, that the ACEA Board of Directors hold its regular meetings at Education and Training Connection, 884 E. Isabella Road, Midland, Michigan 48640, at \_\_\_\_\_ p.m. on the following dates:

July (Org.) July 11 <sup>th</sup> , 2019	October	January	April	July 2020 (Organizational)
August	November	February	May	
September	December	March	June	

M  
 Motion carried/failed \_\_\_\_\_ - \_\_\_\_\_

- xx. Appointment of Committees

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, that the ACEA Board of Directors appoint the following committees for 2019 - 2020:

Discipline Committee

(Board Member) \_\_\_\_\_ ; (Board Member) \_\_\_\_\_ ;  
 Michelle Zielinski, ACEA Principal; \_\_\_\_\_, Community/Parent  
 Member; and ACEA Teacher (rotating)

Oversight Committee

(Board Member) \_\_\_\_\_ , (Board Member) \_\_\_\_\_,

Michelle Zielinski, ACEA Principal, and Dan Horwath, ACEA Teacher

ESP Evaluation Committee

(Board Member) \_\_\_\_\_, (Board Member) \_\_\_\_\_,

Motion carried/failed \_\_\_\_\_ - \_\_\_\_\_

xxi. Association Membership

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, that the ACEA Board of Directors (retain / terminate) membership in MAPSA (Michigan Association of Public School Academies) for the 2019 - 2020 school year.

Motion carried/failed \_\_\_\_\_ - \_\_\_\_\_

**REGULAR MEETING**

**V. CONSENT AGENDA**

1. Minutes **Attachment 1A**  
June 20<sup>th</sup>, 2019 Budget Hearing meeting minutes be approved as prepared and (presented / amended).

June 20<sup>th</sup>, 2019 Regular Board meeting minutes be approved as prepared and (presented / amended). **Attachment 1B**

2. Treasurer's Report – June **Attachment 2**  
The financial report as presented and the bills be approved in the following amounts:

Purchases Recorded Requiring Board Approval	\$ 155,916.86
Open Invoices	-0-
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Total Items for Approval	<u>\$ 155,916.86</u>

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, that the ACEA Board of Directors approve the following consent agenda as (presented / amended) for the July 11<sup>th</sup>, 2019 regular meeting.

	<u>AYE</u>	<u>NAY</u>		<u>AYE</u>	<u>NAY</u>
Boulton	_____	_____	Derr	_____	_____
Cardon-Weiss	_____	_____	Koch	_____	_____
			Morse	_____	_____

Motion (carried / failed) \_\_\_\_\_ - \_\_\_\_\_

**VI. DISCUSSION, REPORTS, PRESENTATIONS**

A. Board of Directors

- 1. Monthly ESP Topic – Michelle’s Responsibilities
- 2. NCSI Board Policy Updates – Fall 2018 Second Read
- 3. Discipline Committee Report

B. Administration

- 1. Staff and Student Activities
  - a. Michelle’s Notes
- 2. Administrative Activities
  - a. None

**VII. ACTION ITEMS**

*The language used to construct this portion of the agenda is suggested wording only. Board members should modify the language as deemed appropriate and necessary. The language “of record” will be represented in the official Board of Directors minutes which are prepared after the meeting is conducted.*

7 - 1 Moved by \_\_\_\_\_, supported by \_\_\_\_\_, that the ACEA Board of Directors approve the Second Reading of the NCSI Board Policy Updates – Fall 2018 as presented / amended.

Motion (carried / failed) \_\_\_\_ - \_\_\_\_

*Possible Action Items – Add language as necessary*

7 - 2 Moved by \_\_\_\_\_, supported by \_\_\_\_\_, that the ACEA Board of Directors

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Motion (carried / failed) \_\_\_\_ - \_\_\_\_

**VIII. ADJOURNMENT**

The ACEA Board of Directors adjourned at \_\_\_\_\_ p.m.

Next meeting date: \_\_\_\_\_.