

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

*Regular Meeting / Annual Report / Audit Presentation
September 23rd, 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 12th, 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 23rd, 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 8th, 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 21st, 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