

MINUTES OF THE  
ACADEMIC AND CAREER EDUCATION ACADEMY  
BOARD OF DIRECTORS  
*Regular Meeting*  
*January 19<sup>th</sup>, 2022*

**I. CALLED TO ORDER AT 3:47 p.m.: Roll Call**

Marisa Boulton, President	P	Lyn Knapp, C.F.O	P
Terri Cardon-Weiss, Trustee	P	Lance Berrier, Principal	P
Denise Derr, Secretary/Treasurer	A	Gregory Paxton, C.A.O	P
David Koch, Vice-President	A		
Ellie Morse, Trustee	P	Christine Murphy, Recording Secretary	P

Visitors Present: None

**II. PUBLIC COMMENTS**

A. None

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

A. None

**IV. BUSINESS OF THE BOARD**

A. None

**V. CONSENT AGENDA**1. Minutes

December 15<sup>th</sup>, 2021 Regular Board Meeting Minutes to be approved as presented.

**Attachment 1**

2. Treasurer's Report

The financial report as presented and the bills be approved in the following amounts:

**Attachment 2**

Purchases Recorded Requiring Board Approval (Dec.)	\$ 88,178.51
Open Invoices	- 0 -
Total Items for Approval	<u>\$ 88,178.51</u>

Moved by Cardon-Weiss, supported by Morse, that the ACEA Board of Directors approve the preceding consent agenda as presented for the January 19<sup>th</sup>, 2022 Regular Meeting.

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

Motion carried 3 – 0

## **VI. DISCUSSION, REPORTS, PRESENTATIONS**

### A. Board of Directors

1. The Monthly ESP Topic of Staffing was given by Christine:
  - a) Administration consists of 1 FTE Principal plus a total of .26 FTE for an Assistant Principal and the C.A.O.
    - (1) Michelle Zielinski is mentoring Lance on an hourly basis for approximately 10 hours a week
  - b) Office Personnel includes:
    - (1) 1 FTE Office Professional
    - (2) .75 FTE Student Service Coordinator (includes Food Service/clerical)
    - (3) .625 FTE Business Manager
    - (4) .375 FTE Student Records
  - c) 1 Part-Time Counselor
  - d) 8 Teachers (4 are full-time / 4 are part-time)
  - e) Support Staff (federally funded) are:
    - (1) 1 part-time Reading Tutor (10-12 hours/week)
    - (2) 1 part-time Math Tutor (10 hours/week)
    - (3) 1 full-time Student Success Coordinator (37.50 hours/week)
    - (4) 1 part-time Adult Advocate (18 hours/week)
  - f) 1 part-time College Advisor (shared with Bullock Creek)
  
2. Lance presented the Emergency Operations Plan. The plan is presented in a new template but the bulk of the information within it is the same as last year. He updated the personnel as needed, code red and added new information such as class rosters. Lance would like to spend time over the summer to put together a crisis management team, whose responsibility would be to thoroughly go through the document and become well trained in the procedures.
  - a) At this point ACEA has met all of their drill requirements
  - b) Marisa thought she may be able to recommend a school resource officer and Ellie may know someone as well.

### B. Administration

1. Staff and Student Activities
  - a. Lance updated the board on the following activities:
    - i. 8 Staff members attended First Aid/CPR Training
    - ii. Students came back from the break excited
    - iii. A PD day was held on 1/17/22
    - iv. Getting ready for spring testing (SAT/PSAT)

- v. One staff member moved into a part-time remote capacity

2. Administrative Activities

- a. Working on the Consolidated App
- b. We are going to have a Title audit so Lance and the new Business Manager have been familiarizing themselves with Title.
  - i. Lance mentioned how great Nancy has been
    - 1. The Board asked for Nancy to be invited to a future meeting so they could meet her
- c. Working on the ESSER III Budgets
- d. The attendance process has been streamlined
- e. Marko did a great job on the Civil Rights Data Collection
- f. Working with Jacob Sullivan at the Clare/Gladwin RESD on some SDS software issues relating to section 25

**VII. ACTION ITEMS**

- 7-1 Moved by Morse, supported by Boulton, that the ACEA Board of Directors approve the Emergency Operations Plan as presented.

Motion carried 3 – 0

**VII. ADJOURNMENT**

The ACEA Board of Directors meeting adjourned at 4:22 p.m.

The next meeting date is scheduled for Wednesday, February 16<sup>th</sup>, 2022 at 3:45 p.m. – Regular Meeting.



Denise Derr  
Secretary /Treasurer



Date