

**MINUTES OF THE
ACADEMIC AND CAREER EDUCATION ACADEMY
BOARD OF DIRECTORS**
*Regular Meeting
August 14, 2014*

I. CALLED TO ORDER AT: 4:08 p.m.

Board of Directors		Administration	
John Congleton, Vice President	P	Lyn Knapp, CAO	P
Denise Derr, Secretary/Treasurer	A	Michelle Zielinski, Principal	P
David Koch, President	P		
Ellie Morse, Trustee	P		
Becky Neher, Trustee	P		
		Rose Whaley, Recording Secretary	P

Visitors Present: Jamie Rivette and Mike Rolka; Yeo and Yeo

II. PUBLIC COMMENTS

A. None

III. ADDITIONS, CORRECTIONS, DELETIONS

A. None.

IV. BUSINESS OF THE BOARD

A. 2013-14 Audit Report by Jamie Rivette; Yeo and Yeo.

1. Jamie distributed the Annual Financial Statements and Auditors' Report and a second report containing summarized graphs and details in a PowerPoint presentation.
2. The Board was also given a grouping schedule which shows the revenues and expenditures as they are grouped in the audit.
3. Jamie presented the audit summary report highlighting the following:
 - a. The audit is presented with an unmodified opinion which is the highest opinion offered.
4. In reviewing the internal controls, they looked at the receipts and disbursements, and Journal Entries for the year. There were no discrepancies.

5. The Balance Sheet page indicates a General Fund Balance of \$124,795 and Other Governmental Funds (Food Service) Fund Balance of \$2, 258.
6. The Final Budget compared to Actual Expenditures is within - 0.7% (Revenue) and -1.9% (Expenditures).
 - a. Jamie commented that this indicated ACEA is doing a great job keeping budget to actual expenses in line.
7. In comparing 2013-14 to 2012-13, the revenue increased 2.4%, due mostly to the section 25 revenue and Best Practice revenue (State Aid). Expenditures increased 1.5%.
8. Jamie then referred to the Governance Letter.
 - a. This is a required communication.
 - b. It identifies that there were no significant estimates, no difficulties encountered in performing the audit, no disagreements with management.
9. Jamie thanked Rose for her cooperation during the audit. She commented that Rose had much of the material ready and sent electronically ahead of time which made the process go smoothly.
10. The Board thanked Jamie and Mike for a thorough presentation and appreciated the Power Point.
11. The Board also thanked Rose for her work throughout the year to make the audit process go smoothly.
 - a. Rose commented that it is the “team approach” that makes things work smoothly. With the help of both Michelle and Lyn, the financial process flows well throughout the year.

V. CONSENT AGENDA

A. Moved by Congleton, supported by Neher, that the ACEA Board of Directors approve the following consent agenda as presented for the August 14, 2014 Regular Meeting.

	AYE	NAY		AYE	NAY
Congleton	X		Koch	X	
Derr			Morse	X	
			Neher	X	

Motion carried 4 – 0

1. Minutes

Attachment 1

- a. July 17, 2014 Organizational/Regular Board Meeting Minutes to be approved as prepared and presented.
2. **Treasurer's Report** **Attachment 2**
 - a. The financial report as presented and the bills approved in the following amounts:

Purchases Recorded	
Requiring Board Approval (July)	\$68,828.56
Total Items for Approval	<u>\$68,828.56</u>

VI. DISCUSSION, REPORTS, PRESENTATIONS

A. Board of Directors

1. ESP Evaluation-Monthly Topic/Year-End Wrap Up-Ellie
 - a. Ellie distributed a summary of the years' monthly discussions.
 - b. Ellie asked the questions: Is the new format working? Is it burdensome for Michelle?
 - 1) Michelle responded that she needs and wants to share information with the Board and this format allows her to do that.
 - c. Ellie shared that she is very proud to be a Board member for ACEA.
 - d. Ellie asked if there are topics that need to be added or changed?
 - 1) Becky noted that she would like to hear about strategies for keeping students and staff.
 - 2) Ellie reminded that the Board wants to know how the Board can be involved and help.
2. The first read of the NCSI – Special February 2014 policy revisions was held.
 - a. Discussion was heard that all references to “Superintendent” in the document should be changed to “CAO”.

B. Administration

1. Staff and Student Activities
 - a. Michelle noted that she, Kim, Jeanne and Rose have been trained in the new student software program (SDS).
 - 1) The teachers are back Tuesday and will be trained.
 - b. There have been 4 days of training for Great Expectations and it has been very good.
 - 1) Most of the teachers have been trained.
 - i. There will be a ½ day of training here on the 21st of August.
 - ii. There is also some time set up to visit a school in Bay City that is hoping to be a model school for Great Expectations.
 - c. The Fair is going well and Michelle thanked all who have worked.

- d. Michelle is still working on the radio ad. She is planning to do the ad on 94.5 – Moose.
- e. Michelle has been interviewing one to two students daily. (12-15 students in the last couple of weeks). Currently, there are about 75 enrollment cards in hand.
 - 1) Next week the number will increase as there is an orientation scheduled for returning students.
- 2. The second reading of the Student Handbook Updates was held.
 - a. Michelle noted that on page 9, lunches will be contracted through Windover (that was in question last month).
- 3. Administrative Activities
 - a. State Aid Note Update
 - 1) Rose noted that the process this year of obtaining the State Aid Note through a local bank (Chemical Bank) as opposed to through the MFA has gone very well overall.
 - i. The MFA interest rate ended up at 3.3% and we were are receiving 1.99% from Chemical Bank.
 - ii. Also, there are no set-asides with the Chemical Bank loan, just a re-payment date one year from now.
 - iii. Rose has discussed with the auditors the idea of opening a separate savings account with the intent of transferring the amount “due” each month so that at the end of the year the amount due on the State Aid Note will be in the savings account, yet if needed in any particular month, the funds could be drawn out and used. This is an acceptable plan.
 - 2) The remaining addenda with ETC were discussed. These are the addenda for school year staff. The addenda for year-round staff were signed in June.

VII. ACTION ITEMS

- 2-1. Moved by Neher, supported by Congleton, that the ACEA Board of Directors approve the Handbook Updates for 2014-15 as presented.

Motion carried 4 - 0

- 2 - 2. Moved by Morse supported by Neher, that the ACEA Board of Directors approve the first read of the NCSI Special Spring 2014 Board Policy Updates as amended.

Motion carried 4 - 0

Academic and Career Education Academy
 Board Minutes August 14, 2014

2 - 3 Moved by Congleton, supported by Neher, that the ACEA Board of Directors approve the attached (additional) addenda (listed below) with Education and Training Connection (the ESP) for services to Academic and Career Education Academy for the 2014-15 school year.

Addendum III	Instructional Svc	\$ 296,601.00
Addendum III-2	Counseling Svc	\$ 14,721.00
Addendum III-3	Title I Resource Instructor	\$ 5,580.00
Addendum III-4	Title I Data Res Educator	\$ 5,466.00
Addendum IX	Remedial Tutoring Svc	\$ 7,922.00
Addendum X	Remedial Tutoring Svc	\$ 5,072.00

	AYE	NAY		AYE	NAY
Congleton	X		Koch	X	
Derr			Morse	X	
			Neher	X	

Motion carried 4 – 0

VIII. ADJOURNMENT

The ACEA Board of Directors meeting adjourned at 5:15 p.m.

The next meeting date is September 18, 2014 at 4:00 p.m. for the Annual Report Meeting

X Denise Derr

Denise Derr
 Secretary/Treasurer

9-18-14

Date