

MINUTES OF THE
ACADEMIC AND CAREER EDUCATION ACADEMY
BOARD OF DIRECTORS
Regular Meeting
March 19, 2015

I. CALLED TO ORDER AT: 4:05 p.m.

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

Visitors Present: Jeanne Calkins, ACEA Parapro

II. PUBLIC COMMENTS

A. None

III. ADDITIONS, CORRECTIONS, DELETIONS

A. None.

IV. BUSINESS OF THE BOARD

A. Acknowledgement of donation to ACEA from D-Street Entertainment Foundation (\$289) in December.

1. Jeanne Calkins explained that D-Street Entertainment gave ACEA the money to use for music equipment.
2. D-Street Entertainment is a non-profit organization with a three-fold mission: 1) improve quality of life by bringing musical events for free or low cost to the community 2) provide an opportunity for financially challenged families to possibly receive one of their Bandwagon band instruments 3) provide scholarship opportunities to music minded individuals in or around high school age for continued education.
3. Amps, guitars and guitar strings have been purchased with the grant.

4. Jeanne’s husband, Rob teaches guitar lessons for students at ACEA. He teaches chord structure, how to read music, etc. Rob maintains the guitars and even fixes some of the kids’ guitars (usually at no cost).
5. The Board thanked Jeanne and Rob for their dedication to this project and to the students.
6. Jeanne left the meeting at this point.

B. Dave informed the Board that he, Lyn and Michelle had a meeting with John Searles and came away from that meeting with concerns about the future of the Charter. Dave is informing the Board that he sent a letter to Superintendent Searles requesting a follow-up meeting. He has not heard back from him yet.

1. Discussion was heard that the Board is concerned with apparent mis-information heard by the MCESA.
 - a. Dave wrote the attached letter to address his specific concerns.
2. Dave will follow-up with contact by e-mail reiterating the request for a meeting as soon as possible.

V. CONSENT AGENDA

A. Moved by Derr, supported by Morse, that the ACEA Board of Directors approve the following consent agenda as presented for the March 19, 2015 Regular Meeting.

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

Motion carried 3 – 0

1. Minutes **Attachment 1**
 January 15, 2015 Regular Board Meeting Minutes to be approved as prepared and presented. (February meeting was canceled)

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 (January)	\$84,965.35
Requiring Board Approval (February)	\$127,931.89

Total Items for Approval

\$212,879.24

VI. DISCUSSION, REPORTS, PRESENTATIONS

A. Board of Directors

1. Monthly ESP Topic – Staff Evaluation
 - a. Michelle distributed the teacher evaluation tool that is used.
 - 1) There are 4 domains central to the tool
 - 2) The evaluation is done with teacher input
 - 3) Assessments must be part of the evaluation
 - 4) The last page added items from Great Expectations since all teachers have been trained and are utilizing that tool.
 - 5) The last section includes setting goals for next year.
2. Discipline Committee.
 - a. A meeting will be set up to discuss two situations.
3. Discussion was heard regarding the term renewal for David Koch to the ACEA Board of Directors.

B. Administration

1. Staff and Student Activities
 - a. Michelle shared that:
 - 1) Spring count was 135.80 (50 were dual enrollment)
 - i. Fall was 137.21
 - 2) Five students went to the Sanford Senior Center to learn to crochet.
 - 3) ACT/MME testing was completed today (14 testers).
 - 4) Two individuals from Dow Corning master plumber and head of machine shop pipe fitter and welder through Dow Corning fellowship program came to ACEA.
 - i. This is in support STEM.
 - ii. 16 students participated with Dan Horwath and Dana Draper.
 - 5) The EDYes State Report has been completed.
 - i. The teachers and Michelle meet to complete information for this.
2. Administrative Activities
 - a. Monthly Cash Flow
 - 1) The cash flow through January was discussed.
 - i. Rose noted that in March, the Title funds were able to be drawn, so that revenue is starting to be seen.

- ii. Discussion was heard as to the higher expenses due to tuition costs.
- b. Budget Revision
- 1) Rose reminded the Board that this is an interim budget revision. There will be a final revision in June.
 - 2) This revision shows the updated fte / revenue figures which puts the budget in the black. Also the TRIG grant is new.
 - 3) Michelle began discussions regarding the expenses on the revised budget:
 - i. She advised the Board that Dan Horwath has been helping her two hours/day by doing discipline. Accordingly, additional funds were added under the administration function code.
 - ii. Additional funds were added to C/S instructors to cover two of Dan's independent classes.
 - iii. The merit pay line was increased. This line had been depleted when budget cuts had called for it. Michelle feels strongly that this is much needed / appreciated for teaching staff. The Board was in agreement. This is divided among seven people.
 - iv. In regards to the teachers, Michelle feels that something needs to be done (wages) for the teachers. She and Lyn have had discussions. If wages are increased, it affects the budget for next year. It was decided to give a bonus. A 1 ½% to the highest teacher is approximately \$750, then factoring based on the number of years a teacher has worked or if a teacher is half time. With benefits, the total affect to the budget is approximately \$4,500.
 - 1. The Board is in support of this.
 - v. Rose explained that the "variance" column" on the budget allows the Board to see lines that were increased if they have questions on any of those. For instance, the tuition line in the original budget was \$500 and on the revised budget is \$123,000 due to the addition of the dual enrollment program. The variance line shows -\$122,500.

VII. ACTION ITEMS

8-1 Moved by Morse, supported by Derr, that the ACEA Board of Directors recommend to the Midland County ESA Board that the term of office for David Koch is renewed for a three-year term (July 1, 2015 – June 30, 2018).

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

Motion carried 3 – 0

8-2 Moved by Derr, supported by Morse, that the ACEA Board of Directors approve the revised 2014-15 General fund budget as amended.

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

Motion carried 3 – 0

8-3 Moved by Derr, supported by Morse, that the ACEA Board of Directors authorize Lyn Knapp and Michelle Zielinski to negotiate a contract with Co-Secondary Education, Inc. for services for 2015-16.

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

Motion carried 3 – 0

VIII. ADJOURNMENT

The ACEA Board of Directors meeting adjourned at 5:55 p.m.

X Denise Derr

Denise Derr
Secretary/Treasurer

6/18/15

Date