

**MINUTES OF THE
 ACADEMIC AND CAREER EDUCATION ACADEMY
 BOARD OF DIRECTORS**
*Regular Meeting
 August 13, 2015*

I. CALLED TO ORDER AT: 3:08 p.m.

Board of Directors		Administration	
Marisa Boulton, Trustee	P	Lyn Knapp, CAO	P
John Congleton, Vice Presiden	P	Michelle Zielinski, Principal	P
Denise Derr, Secretary/Treasurer	P (left at 3:35)		
David Koch, President	P(arrived at 3:35)		
Ellie Morse, Trustee	P		
		Rose Whaley, Recording Secretary	P

Visitors Present: Mike Rolka, Jamie Rivette – Yeo and Yeo

II. PUBLIC COMMENTS

A. None

III. ADDITIONS, CORRECTIONS, DELETIONS

A. Seat Time Waiver-Section VI. B.1./add item “d”

B. Special Meeting-VI.B.2/add “c”

IV. BUSINESS OF THE BOARD

A. 2014-15 Audit Report - Jamie Rivette / Mike Rolka; Yeo and Yeo.

1. Mike advised that as lead on the audit, he would report to the Board the overall outcome of the audit.
 - a. An unmodified opinion was granted (best).
 - b. Revenue for the year was up about 25%.
 - 1) Revenue is primarily from State Aid.
 - c. Expenses were up about 24%.
2. Jamie reported on the required Governance Letter.

- a. Jamie thanked Rose and ACEA Administration for all of the work that goes into a successful audit and for getting materials to them ahead of the audit which makes things go much smoother.
- 3. The Board thanked Rose for her work also.

V. CONSENT AGENDA

A. Moved by Morse, supported by Congleton, that the ACEA Board of Directors approve the following consent agenda as presented for the August 13, 2015 Regular Meeting.

	AYE	NAY		AYE	NAY
Boulton	X		Derr		
Congleton	X		Koch	X	
			Morse	X	

Motion carried 4 – 0

1. Minutes Attachment 1
 July 16, 2015 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)	\$77,643.16
Total Items for Approval	<u>\$77,643.16</u>

VI. DISCUSSION, REPORTS, PRESENTATIONS

A. Board of Directors

- 1. Monthly ESP Topic – ESP Evaluation/Monthly Topics
 - a. Discussion was heard regarding the process of keeping the Board informed through the monthly sharing of various reports during the Board meeting with different topics.
 - b. The Board is satisfied that information is fully covered and if further information is needed, they need only ask.
 - c. It is recommended that the process for August going forward will be a time of discussion. It will not require a full written summary review of the years’ activities as those are available in the minutes.

2. NCSI Board Policy Updates-Spring 2015 with Board Policy 5517.01 Updated- Second Read
 - a. Michelle connected with Peggy.
 - 1) The majority of issues that were questioned last month will be changed from CAO to School Leader (other than the issue on Foreign Language).
 - 2) On the bullying Policy, we need to get the changes to her.
 - 3) The Foreign Student question:
 - i. If you look at Board Policy for SEVP program: if we sought out students not through traditional foreign student programs, the State does not provide funding for that. That is where tuition is charged.
 - 4) Discussion was heard regarding vaccine waivers.
 - i. Michelle reported that students have to go to the Health Department for waivers. She asked Kim to follow up with the Health Department to come to ACEA a couple of times in the fall for education.
3. The Board was advised that the M.CO Net agreement was signed by Board President, David Koch. This is a 3 year agreement.
4. Updated Staff Certification information was distributed.

B. Administration

1. Staff and Student Activities
 - a. Michelle asked if any Board members are available to work at the fair?
 - b. Michelle advised that they have had the lunch review.
 - 1) There are 2 pieces – financial and Review
 - 2) They received a note that the State did not receive enough information
 - 3) Jeanne and Michelle have worked hard to get the information to them.
 - 4) The State said they need the building inspection.
 - i. They say we need to put in a hand sink.
 - ii. Until we are in compliance, we can serve meals, but cannot get reimbursed from the State for them.
2. The second read of the Student Handbook Updates was held.
3. Michelle advised that ACEA needs to purchase E-20/20 Software licenses.
 - a. This may be purchased with REAP funds.
4. Michelle is working on Seat Time Waivers.
 - a. She has had discussions with the auditor about this.
 - b. This may be a cleaner way to count dual enrollment students.

- c. Rules require that if students only show up here in October or February, they don't have to be here on count day, but we will still require it because they are still ACEA students.
- d. It is required that this be Board approved.
- e. #8 (as distributed) is Blended, this is not for Dual Enrolled students; this would be used for regular ACEA students. 100% online = 100% of the day is online.
- f. Michelle is not 100% sure that she will apply for this, but would like to have the option and will continue researching about it.
 - 1) Michelle will contact the ESA (John) and make sure he is aware.

5. Administrative Activities

- a. Monthly Cash Flow
 - 1) The cash flow through July was discussed.
- b. State Aid Note Update
 - 1) The SAN borrowing for 2015-16 has been obtained through Isabella bank with 1.12% interest rate.
 - 2) \$85,000 has been deposited in the account.
- c. Discussion was heard regarding the need for a special meeting in order to approve school-year addenda.
 - 1) August 31st at 11:30 a.m. was set for this purpose.

VII. ACTION ITEMS

2-1 Moved by Congleton, supported by Boulton, that the ACEA Board of Directors approve the Handbook Updates for 2015-16 as presented.

Motion carried 4 – 0

2-2 Moved by Boulton, supported by Morse, that the ACEA Board of Directors approve the NCSI Board Policy Updates-spring 2015 with Board Policy 5517.01 updated Bullying Policy with amendments.

Motion carried 4 – 0

2-3 Moved by Koch, supported by Congleton, that the ACEA Board of Directors approve an expense of up to \$16,000.00 for the purchase of E-20/20 instructional software.

	AYE	NAY		AYE	NAY
Boulton	X		Derr		
Congleton	X		Koch	X	
			Morse	X	

Motion carried 4 – 0

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2-4 Moved by Congleton, supported by Koch, that the ACEA Board of Directors approve the application for operating the 2015-16 seat time waiver as presented.


	AYE	NAY		AYE	NAY
Boulton	X		Derr		
Congleton	X		Koch	X	
			Morse	X	

Motion carried 4 – 0

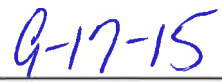
VIII. ADJOURNMENT

The ACEA Board of Directors meeting adjourned at 4:50 p.m.

The next meeting date is August 31st at 11:30 a.m. (special meeting)

X 

Denise Derr
Secretary/Treasurer



Date