

**MINUTES OF THE  
 ACADEMIC AND CAREER EDUCATION ACADEMY  
 BOARD OF DIRECTORS**  
*Regular Meeting  
 March 16, 2016*

**I. CALLED TO ORDER AT: 4:06 p.m.**

|                                  |   | Administration                   |   |
|----------------------------------|---|----------------------------------|---|
| Marisa Boulton, Trustee          | A | Lyn Knapp, CAO                   | P |
| Denise Derr, Secretary/Treasurer | P | Michelle Zielinski, Principal    | P |
| David Koch, President            | P |                                  |   |
| Ellie Morse, Trustee             | P | Rose Whaley, Recording Secretary | P |

Visitors Present: Terri Cardon-Weiss

**II. PUBLIC COMMENTS**

A. None

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

A. None

**IV. BUSINESS OF THE BOARD**

A. Dave administered the Oath of Office for new Board Member, Terri Cardon-Weiss and she was welcomed to the Board of Directors.

**V. CONSENT AGENDA**

A. Moved by Koch, supported by Derr, that the ACEA Board of Directors approve the following consent agenda as presented for the March 16, 2016 Regular Meeting.

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

Motion carried 4 – 0

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1. **Minutes** **Attachment 1**  
February 18, 2016 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 (February) \$111,605.86  
  
Total Items for Approval \$111,605.86

**VI. DISCUSSION, REPORTS, PRESENTATIONS**

A. Board of Directors

1. Monthly ESP Topic – March / Open Topic
  - a. Michelle explained that March is left as an open topic in case we have months where a meeting is canceled and we need to catch up.
2. NCSI Board Policy Updates-Fall 2015 – the first read was tabled until next month.
  - a. Discussion was heard regarding student communication with the Board / the Board would encourage a student representative.
3. There was no Discipline Committee Report.
  - a. There is no replacement yet for Becky Jenkins yet as the parent representative.
  - b. Becky was hired on at ACEA.
4. A meeting was held prior to the Board Meeting to discuss marketing objectives and strategies. More information will be presented after the committee meets again.

B. Administration

1. Staff and Student Activities
  - a. Students are going to the Senior Center for St. Patrick's Day.
  - b. An MDE audit was held regarding highly qualified teachers and it went very well – no problems.
  - c. Count has been finished at 187.65 with 95 attributed to dual enrollment.

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- d. Students have started a coffee shop.
  - 1) This is run by the low-level students.
  - 2) They sell coffee, tea, and cider 3 days per week.

2. Administrative Activities

- a. The budget summary through February 2016 was discussed.
- b. The budget revision was presented.
  - 1) Revenue and expenses are updated as accurately as known to date.
  - 2) This is an interim budget, a final budget will be presented in June.
  - 3) This budget does not use fund equity.
- c. Addendum XIII – Adult Advocate
  - 1) The addendum for the Adult Advocate was presented.
  - 2) Becky Jenkins has been hired for this position.
  - 3) She works with students who are behind in credits until they are caught up and passing.
- d. Grace Period Option for OMB Super Circular
  - 1) Discussion was heard with regards to the grace period offered for the OMB Super Circular for this year with regards to the Procurement Policy requiring Board approval.

**VII. ACTION ITEMS**

9-1 Moved by Koch, supported by Derr, that the ACEA Board of Directors approve accepting the option of the grace period offered for the OMB Super Circular for 2015-16 with regards to the Procurement Policy.

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

Motion carried 4 – 0

9-2 Moved by Derr, supported by Koch, that the ACEA Board of Directors approve Addendum XIII – Adult Advocate with Education and Training Connection, the ESP for services with ACEA for the 2015-16 school year in the amount of \$2,340.

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

Motion carried 4 – 0

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**VIII. ADJOURNMENT**

The ACEA Board of Directors meeting adjourned at 5:09 p.m.

The next meeting date is Thursday, April 21, 2016 at 4:00 p.m. with Budget Workshop

X Denise Derr

Denise Derr  
Secretary/Treasurer

4-21-16

Date