

MINUTES OF THE  
ACADEMIC AND CAREER EDUCATION ACADEMY  
BOARD OF DIRECTORS  
*Regular Meeting*  
*May 23, 2016*

**I. CALLED TO ORDER AT: 4:00 p.m.**

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

Visitors Present: None

**II. PUBLIC COMMENTS**

A. None

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

A. Discussion of internet stream that Rose heard today regarding Rachel Klammer receiving Bachelor Degree and High School Diploma.

1. Michelle advised that she had been an ACEA DE student, but did not have enough credits to earn an ACEA diploma and she had tested as an 11<sup>th</sup> grader.
  - a. Michelle had conversations with her mother who informed Michelle that Rachel had enough credits through home schooling to award her a home school diploma and that was her intent.

**IV. BUSINESS OF THE BOARD**

A. Oath of Office for Ellie Morse.

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1. Dave administered the Oath for Morse for her renewed term beginning July 2016 (7/1/16 – 6/30/19).
  - a. The Board and Administration thanked Ellie for her continued service to ACEA.

**V. CONSENT AGENDA**

- A. Moved by Derr, supported by Cardon-Weiss, that the ACEA Board of Directors approve the following consent agenda as presented for the May 23, 2016 Regular Meeting.

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

Motion carried 5 – 0

1. **Minutes** **Attachment 1**  
April 21, 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 (April) \$188,547.44

Total Items for Approval \$188,547.44

**VI. DISCUSSION, REPORTS, PRESENTATIONS**

- A. Board of Directors

1. Monthly ESP Topic – April – Safety and Security
  - a. Michelle presented the following:
  - b. Cameras are present in the building and outside and allow for review of problems.

- c. Updates have been made to Security system.
    - 1) The phones were the primary mode of notification for security alerts.
      - i. If a person was on their phone, they would not hear the alert and would not know to go into “lock-down” mode if a situation occurred in the building.
    - 2) Speakers have been installed in the hallways, allowing for full building sound system.
    - 3) The speakers have also allowed for a bell system to be used by ACEA for class times as well.
    - 4) The phones have been updated also.
      - i. We are able to do an “all page” for the whole building or do something just for ACEA, such as daily announcements.
  - d. The gates in the hallway are configured so that everyone comes down the hallway to the office rather than wander the hallway away from the office.
  - e. At 8:30 all entrances are locked and everyone enters through the main entrance where a staff person “checks” people in.
  - f. ETC / ACEA has an emergency committee which meets quarterly or as needed.
  - g. We have an emergency plan with a high and low level.
  - h. All teachers have a check list and they are to know where that emergency list is in each room since they often move from room to room throughout the day.
  - i. MDE requires that we post emergency information on the ACEA website.
- 2. NCSI Board Policy Updates-Fall 2015 – Michelle noted that she connected with Peggy and that Michelle needs to go through the template and the policy that the Board went through and she will do that.
    - a. Discussion was heard as to responsibilities of NCSI for the money they are paid.
    - b. Michelle will follow up.
  - 3. There was no Discipline Committee Report.
    - a. Continuing to seek a replacement for the parent representative.

## B. Administration

- 1. Staff and Student Activities
  - a. The first part of May was College Decision Day.
    - 1) This was the first year for this – funded through MCAN.
    - 2) 8 seniors have signed up for college with all paperwork in for college.
    - 3) The day was put on like a sports signing activity.
      - i. Parents came in.
      - ii. T-shirts/sweatshirts were given.
      - iii. Information will be sent to Midland Daily News.
  - b. Bay Sail – Students are going on Thursday for this activity.

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- c. Spring Swing was last week (softball).
  - d. Prom was last Friday with Windover.
  - e. Many students are going to the Holocaust Museum on June 3<sup>rd</sup> – funded by MCAN grant.
  - f. Graduation is June 8<sup>th</sup> at Bullock Creek.
  - g. Year-End trip to Sanford.
  - h. Students went to a Loons game on May 4<sup>th</sup>.
  - i. Blood Drive is Wednesday.
2. The 2016-17 Calendar was presented.
- a. Michelle explained that the increased days are required.
  - b. 180 days.
  - c. Going through June 14<sup>th</sup>.
  - d. In building the calendar, she attempts to coordinate with Windover due to transportation and also looks at Midland and Bullock Creek and considers county-wide PD days.
  - e. Staff helped develop the calendar.
3. Cross Indicator Analysis for Compliance of Timely IEPs.
- a. Michelle explained that there are performance indicators as part of the Continuous Improvement and Monitoring System (CIMS) for special ed compliance.
  - b. Timely IEPs is a piece of the compliance.
    - 1) If you have more than one untimely IEP, you are required to complete a Cross Indicator Analysis and a Corrective Action Plan.
    - 2) The situation is that we have students who come to us with IEPs that are overdue and students who drop out before their annual IEP is due.
4. Administrative Activities
- a. The budget summary through April 2016 was discussed.
  - b. The ESP Agreement with Education and Training Connection for 2016-17 was discussed.
  - c. The Lease Agreement for 2016-17 was discussed.
  - d. The Transportation Agreement for 2016-17 was discussed.
  - e. The MCESA Contract for 2016-17 was discussed.
  - f. The 2016-17 draft budget was reviewed.
    - 1) Lyn updated on the three funding proposals from Lansing.
    - 2) She discussed the language regarding suspensions and section 25.
    - 3) This budget is based on the 15/85 fte with a \$115 increase and includes \$10,000 in section 25.
    - 4) Michelle added that the fte numbers are not inflated and that they do not include the dual enrollment program with Co-Secondary.
      - i. Dave explained that he, Michelle and Lyn met with Nancy and let her know that we would not be renewing the contract for next year.

- 5) This budget is in the red.
  - i. We are required to approve a balanced budget in June. Decisions to make that happen will need to be made by June.
    - 1. Discussion was heard.
  - ii. Decisions from Lansing may affect the budget.

**VII. ACTION ITEMS**

11-1 Moved by Morse, supported by Cardon-Weiss, that the ACEA Board of Directors approve the 2016-17 ACEA Calendar as presented.

Motion carried 5 – 0

11-2 Moved by Derr, supported by Cardon-Weiss, that the ACEA Board of Directors approve the Service Provider Agreement between ACEA and Education and Training Connection as presented.

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

Motion carried 5 – 0

11-3 Moved by Koch, supported by Boulton, that the ACEA Board of Directors approve the Lease Agreement with Education and Training Connection as presented.

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

Motion carried 5 – 0

11-4 Moved by Derr, supported by Boulton, that the ACEA Board of Directors approve the MCESA / ACEA Contract and Oversight Agreement for 2016-17 as presented.

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

Motion carried 5 – 0

**VIII. ADJOURNMENT**

The ACEA Board of Directors meeting adjourned at 5:30 p.m.

The next meeting date is Monday, June 16, 2016 at 4:00 p.m. with Budget Hearing

X Denise Derr

Denise Derr  
Secretary/Treasurer

6/17/16  
Date