

**MINUTES OF THE
 ACADEMIC AND CAREER EDUCATION ACADEMY
 BOARD OF DIRECTORS**
*Regular Meeting
 January 19, 2017*

I. CALLED TO ORDER AT: 3:55 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. None

IV. BUSINESS OF THE BOARD

A. None

V. CONSENT AGENDA

A. Moved by Morse, supported by Boulton, that the ACEA Board of Directors approve the following consent agenda as presented for the January 19, 2017 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**
December 15, 2016 Regular Board Meeting Minutes to be approved as prepared and presented.

2. **Treasurer's Report** **Attachment 2**
The financial report as presented and the bills approved in the following amounts:

Purchases Recorded

Requiring Board Approval (December) \$82,580.69

Total Items for Approval \$82,580.69

VI. DISCUSSION, REPORTS, PRESENTATIONS

A. Board of Directors

1. Monthly ESP Topic – (Staffing Update).
 - a. Michelle reported that there are:
 - 1) 1 Administrators (with 2 hours help from Dan)
 - 2) 2 Support staff (full-time)
 - 3) 7 teachers (6 full-time / 1 part-time)
 - i. Decreased from last year (6 ft/2 pt)
 - 4) Title IA Staff:
 - i. Reading Tutor
 - ii. Math Tutor
 - iii. Adult Advocate
 - 5) Counselor (part-time)
 - i. Decreased from last year (two part-time counselors)
 - b. Staff is evaluated annually
 - c. Staff participate in professional development activities annually (in-house and/or externally).

2. The NCSI Board Policy Updates – spring 2016 first read was held.

3. Discipline Committee Report
 - a. The committee met today with a student.
 - b. The committee determined the student will begin at semester.

B. Administration

1. Staff and Student Activities

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- a. Board Appreciation Month Acknowledgement.
 - 1) Michelle thanked the Board for their diligent work on behalf of ACEA students and staff.
 - b. Second semester begins on January 30th.
 - 1) 21 new students are expected to begin.
 - c. Girls' Volleyball placed 2nd at State.
 - 1) Coached by Matt Grew (teacher).
 - d. Students volunteered yesterday at the new food pantry in Midland.
 - 1) Students received food as well.
 - e. Delta is unable to run the course at ETC this year (not enough enrollment), but they plan to offer the course again in the fall.
 - f. MCAN update : Dana and Michelle will go to MSU in February to interview potential applicants to fill John's position (college Advisor).
 - g. Reach Higher Grant: PAC meeting monthly. Val and John plan to present to the Board in February or March with an update.
 - h. Delta College Explore STEM Program.
 - 1) Students build a device that will protect a cell phone when shot from an air cannon (CAD program).
2. Discussion was heard about the feasibility of hiring a grant writer for tech skills programs for students to receive certification at the completion of the program.
- 1) Desire to make our students marketable upon graduation.
 - 2) What is our "niche" ?
 - 3) Michelle discussed the College Careers Connection = connecting to right areas.

C. Administrative Activities

- a. The financials through December 2016 were reviewed, including budget summary and balance sheet.
- b. Discussion was heard regarding potential budget revisions.
 - 1) Title budgets are still being revised and we will wait on a budget revision until these budgets are final.
- c. Discussion was heard regarding the Procurement Policy Waiver available through June 2017. ACEA will accept the OMB Super Circular waiver through June while working to revise policies.

VII. ACTION ITEMS

7-1 Moved by Derr, supported by Boulton, that the ACEA Board of Directors approve the first read of the NCSI Board Policy Updates - Spring 2016 .

Motion carried 5 – 0

VIII. ADJOURNMENT

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The ACEA Board of Directors meeting adjourned at 5:00 p.m.

The next meeting date: Thursday, February 16, 2017 at 3:45 p.m.

X

Denise Derr

Denise Derr
Secretary/Treasurer

2/16/17

Date