

MINUTES OF THE
ACADEMIC AND CAREER EDUCATION ACADEMY
BOARD OF DIRECTORS
*Regular Meeting
October 12, 2017*

I. CALLED TO ORDER AT 4:20 p.m.: Roll Call

Marisa Boulton, Trustee	A	Lyn Knapp, C.A.O	P
Terri Cardon-Weiss, Trustee	P	Michelle Zielinski, Principal	P
Denise Derr, Secretary/Treasurer	P		
David Koch, President	P		
Ellie Morse, Vice-President	A	Christine Murphy, Recording Secretary	P

Visitors Present: Dan Horwath, an ACEA Teacher

II. PUBLIC COMMENTS

- A. Mr. Horwath expressed gratitude and love of working at ACEA. He commented that he is attending the Board Meeting as an assignment from Saginaw Valley State University.

III. ADDITIONS, CORRECTIONS, DELETIONS TO THE AGENDA

- A. On section 3 of the Consent Agenda the \$53,356.24 requiring Board Approval is for September, not August.
- B. On section A.1 of the Discussion, Reports and Presentations, the Monthly ESP Topic is the School Improvement Plan, Not the Annual Report.

IV. BUSINESS OF THE BOARD

- A. A thank you card from Rose Whaley was presented
- B. Introduction of Deb Acker – was tabled until next meeting
- C. Appoint New C.F.O – Deb Acker
1. Since Mrs. Acker was not present, Lyn Knapp explained that ETC hired her to replace Rose Whaley and would need board approval in order for her to take on full responsibilities.

V. CONSENT AGENDA

1. Minutes

Attachment 1

August 22, 2017 Regular Board Meeting Minutes be approved as presented.

2. Treasurer's Report - August

Attachment 2

The financial report as presented and the bills be approved in the following amounts:

Purchases Recorded		
Requiring Board Approval (August)		\$ 148,170.55

Open Invoices - 0 -
 Total Items for Approval \$ 148,170.55

2. Treasurer’s Report - September **Attachment 3**

The financial report as presented and the bills be approved in the following amounts:

Purchases Recorded
 Requiring Board Approval (September) \$ 53,356.24

Open Invoices - 0 -

Total Items for Approval \$ 53,356.24

Moved by Cardon-Weiss, supported by Derr that the ACEA Board of Directors approve the preceding consent agenda as corrected for the October 12, 2017 Regular Meeting.

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

Motion carried 3 – 0

VI. DISCUSSION, REPORTS, PRESENTATIONS

A. Board of Directors

1. Monthly ESP Topic – School Improvement Plan
 - a) Michelle discussed the new abbreviated SIP template and inquired if the Board was satisfied with the template. It was found to be acceptable.
 - b) The Plan includes data, areas of improvement, measurable goals, and strategies
2. The NCSI Board Policy Updates – Spring 2017 first read was held
3. Conflict of Interest – Affirmation (Board and Principal Officers of ACEA)
 - a) Christine passed out the Conflict of Interest Policy and requested the Conflict of Interest forms be signed, as they are required annually.
4. Discipline Committee Report
 - a) Michelle reported that the committee met with a student and it was found that the student will be enrolled in the seat time waiver.

B. Administration

1. Staff and Student Activities
 - a. Michelle reported that:
 - i. ACEA completed spirit week
 - ii. Riverview Cleanup was held on 10/12/17
 1. 25 students participated for 2 hours
 2. ACEA will receive \$1,000 upon completion of 50 hours of volunteer work
 - iii. Students attended the Northwood Auto Show on 10/6/17
 - iv. Chemical Bank came to ACEA for Chemical Care Day and gave the students a financial presentation
 - v. Michelle congratulated and thanked Dan on coaching ACEA's football team
 1. She noted the success - Dan was able to acquire Alma's field and others for matches against four surrounding academies
2. Administrative Activities
 - a. Budget Summary through September 2017
 - i. The Board reviewed the August and September budget summaries
 - ii. Michelle noted that count was in the mid-90s with the potential to hit 115
 1. The budget is based on a student count of 104
 - b. Electronic Transfer Officer Discussion
 - i. Christine requested to be removed as the temporary Electronic Transfer Officer and requested that the Board designate Deb Acker as the permanent Electronic Transfer Officer.

VII. ACTION ITEMS

2-1 Moved by Derr, supported by Cardon-Weiss, that the ACEA Board of Directors designates Deb Acker as the Electronic Transfer Officer for ACEA.

Motion carried 3 – 0

2-2 Moved by Cardon-Weiss, supported by Derr, that the ACEA Board of Directors approve the First Reading of the NCSI Board Policy Updates – Spring 2017 first read as amended and discussed.

Motion carried 3 – 0

2-3 Moved by Derr, supported by Cardon-Weiss, that the ACEA Board of Directors appoints Deb Acker as C.F.O for the remainder of the 2017-18 school year for ACEA.

Motion carried 3 – 0

2-4 Moved by Derr, supported by Cardon-Weiss, that the ACEA Board of Directors approve and adopt the School Improvement Plan as presented.

Motion carried 3 – 0

VII. ADJOURNMENT

The ACEA Board of Directors meeting adjourned at 5:20 p.m.

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



Denise Derr
Secretary /Treasurer



Date