

TRECA Digital Academy

REGULAR MEETING MINUTES

June 13, 2018 @ 9:00 a.m.

Board Room, META Solutions Building

Board of Directors present for the meeting:

Fran Voll
Kate Fisher
Ray Funk
Jeremy Dunn

Board of Directors absent for the meeting:

Jim Craycraft

Meeting Participants

Adam Clark – Executive Director of TRECA Digital Academy
Jessica Wake – Treasurer of TRECA Digital Academy
Chuck Speelman – Sponsor Representative

Agenda & other items of concern

- A. **“RESOLVED, that the Board of Directors approves the minutes from the May 23, 2018 special meeting as submitted.”**

Ray Funk moved to approve item 18.06.6A, Kate Fisher seconded the motion

Ayes: Fran Voll, Kate Fisher, Ray Funk, Jeremy Dunn
Nays: None

Fran Voll declared the motion approved.

Fiscal Officer Report and Recommendations

- A. **“RESOLVED, that the Board of Directors approve the attached Fiscal Officer report as submitted.”**

Jeremy Dunn moved to approve item 18.06.7A, Kate Fisher seconded the motion

Ayes: Fran Voll, Kate Fisher, Ray Funk, Jeremy Dunn
Nays: None

Fran Voll declared the motion approved.

- B. **“RESOLVED, that the Board of Directors approve the revised Fiscal Internal Controls policy as submitted.”**

Ray Funk moved to approve item 18.06.7B, Fran Voll seconded the motion

Ayes: Fran Voll, Kate Fisher, Ray Funk, Jeremy Dunn

Nays: None

Fran Voll declared the motion approved.

C. Discussion Items

- **Salary Study & Organization Salary Bands**

Executive Director's Report and Recommendations

- A. "RESOLVED, that the Board of Directors approves the submitted list of seniors for graduation, subject to their meeting all school and state requirements."**

Jeremy Dunn moved to approve item 18.06.8A. Kate Fisher seconded the motion

Ayes: Fran Voll, Kate Fisher, Ray Funk, Jeremy Dunn

Nays: None

Fran Voll declared the motion approved.

- B. "RESOLVED, that at the recommendation of the Executive Director, the Board of Directors approve the following personnel action items.**

- **Resignation of Shannon Campo as Office Clerk, effective June 1, 2018.**
- **Resignation of Shelley Langdon as Elementary Teacher, effective June 12, 2018.**
- **Resignation of Michelle Peterson as Career & College Readiness Coordinator, effective July 3, 2018.**
- **Transfer of Trevin McGraw to the position of Help Desk Specialist, effective May 23, 2018.**
- **Stipend for Ashley Donough for Physical Education and Health summer school coverage.**
- **Stipend for Robyn Buchanan and Sarah Vincenzo, for summer IEP writing.**

Ray Funk moved to approve item 18.06.8B, Jeremy Dunn seconded the motion

Ayes: Fran Voll, Kate Fisher, Ray Funk, Jeremy Dunn

Nays: None

Fran Voll declared the motion approved.

- C. "RESOLVED, that the Board of Directors approve the salary & wage adjustments as presented for staff, effective July 1, 2018."**

Kate Fisher moved to approve item 18.06.8C. Ray Funk seconded the motion

Ayes: Fran Voll, Kate Fisher, Ray Funk, Jeremy Dunn

Nays: None

Fran Voll declared the motion approved.

D. “RESOLVED, that the Board of Directors approves the purchases submitted at the recommendation of the Executive Director

FY18

- **Frontline Technologies (RTIm Direct) - \$6,214.11**
- **Frontline Technologies (Special Education Software) - \$10,246.18**
- **META Solutions - \$7,140**
- **VectraTek - \$15,000**
- **NEWSELA - \$28,600**
- **LearnZillion - \$40,000**
- **Boca Leadership (Crucial Conversations) - \$25,600**

FY19

- **CDW-G - \$289,490**
- **PartPoint - \$10,000**
- **Edmentum - \$411,570**
- **BrainPop - \$7,000**
- **OdysseyWare - \$40,000**
- **PEG Writing - \$5,070**
- **MyOn Reader - \$11,000**
- **Verizon Wireless - \$1,260,000**
- **VectraTek - \$50,000**
- **Amy Goodson Co. LLC - \$20,000**
- **Sprint Solutions - \$20,400**
- **UPS - \$60,000**
- **USPS - \$36,000**
- **Auditor of State - \$20,000**
- **ODJFS - \$15,000**
- **Lynda.com - \$7,500**
- **Gatehouse Media - \$17,000**
- **Lamar - \$15,015**
- **MadHouse - \$10,000**

Jeremy Dunn moved to approve item 18.06.8D. Ray Funk seconded the motion

Ayes: Fran Voll, Kate Fisher, Ray Funk, Jeremy Dunn

Nays: None

Fran Voll declared the motion approved.

E. “RESOLVED, that the Board of Directors approves the lease agreement with I-FOUR for office space at 2200 Limestone Street, Springfield, Ohio as submitted.”

Ray Funk moved to approve item 18.06.8E. Jeremy Dunn seconded the motion

Ayes: Fran Voll, Kate Fisher, Ray Funk, Jeremy Dunn

Nays: None

Fran Voll declared the motion approved.

- F. “RESOLVED, that the Board of Directors approves the school Media & Public Relations Policy as submitted.”**

Kate Fisher moved to approve item 18.06.8F. Ray Funk seconded the motion

Ayes: Fran Voll, Kate Fisher, Ray Funk, Jeremy Dunn

Nays: None

Fran Voll declared the motion approved.

- G. “RESOLVED, that the Board of Directors adopts the CTE Program Admissions & Enrollment Policy as submitted.”**

Fran Voll moved to approve item 18.06.8G. Jeremy Dunn seconded the motion

Ayes: Fran Voll, Kate Fisher, Ray Funk, Jeremy Dunn

Nays: None

Fran Voll declared the motion approved.

- H. “RESOLVED, that the Board of Directors renew a Section 125 Flexible Fringe Benefits Plan for the employees of TRECA Digital Academy, to be effective July 1, 2018.”**

Jeremy Dunn moved to approve item 18.06.8H. Kate Fisher seconded the motion

Ayes: Fran Voll, Kate Fisher, Ray Funk, Jeremy Dunn

Nays: None

Fran Voll declared the motion approved.

- I. “RESOLVED, that the Board of Directors approve the service agreements with META Solutions for the 2018-2019 school year, as submitted.”**

Fran Voll moved to approve item 18.06.8I. Ray Funk seconded the motion

Ayes: Fran Voll, Kate Fisher, Ray Funk, Jeremy Dunn

Nays: None

Fran Voll declared the motion approved.

- J. “RESOLVED, that at the recommendation of the Executive Director, the Board of Directors approve the attached instructional service agreements for the 2018-2019 school year between TRECA Digital Academy and the following:**

- **Worthington City Schools**
- **Jonathan Alder Local Schools**
- **New Lebanon Local Schools”**

Fran Voll moved to approve item 18.06.8J. Ray Funk seconded the motion

Ayes: Fran Voll, Kate Fisher, Ray Funk, Jeremy Dunn

Nays: None

Fran Voll declared the motion approved.

- K. “RESOLVED, that the Board of Directors approve the agreement with Local Government Services as submitted.”**

Jeremy Dunn moved to approve item 18.06.8K. Fran Voll seconded the motion

Ayes: Fran Voll, Kate Fisher, Ray Funk, Jeremy Dunn

Nays: None

Fran Voll declared the motion approved.

- L. “WHEREAS, the Board of Directors recognizes that not all employees need to avail themselves of medical insurance coverage through the School’s plan; and**

WHEREAS, the Board of Directors recognizes the cost savings to the School by those opting out of coverage;

NOW THEREFORE BE IT RESOLVED, the Board of Directors authorizes the payment of \$1,000 as a taxable payment in lieu of health insurance benefits to each employee annually who opts out of the School’s health, prescription, dental and vision insurance program, or \$500 as a taxable payment-in-lieu of health insurance benefits to each employee annually who opts out of the School’s health and prescription program; with the payment prorated to the portion of the year the employee is employed by the School.”

Fran Voll moved to approve item 18.06.8L. Kate Fisher seconded the motion

Ayes: Fran Voll, Kate Fisher, Ray Funk, Jeremy Dunn

Nays: None

Fran Voll declared the motion approved.

- M. “RESOLVED, that the Board of Directors approves the related services agreement with Therapy Source, as submitted.”**

Kate Fisher moved to approve item 18.06.8M. Jeremy Dunn seconded the motion

Ayes: Fran Voll, Kate Fisher, Ray Funk, Jeremy Dunn

Nays: None

Fran Voll declared the motion approved.

- N. Adam Clark shared that the TRECA Summer School program is underway. A record high of 3,840 students have signed up to participate this year, up approximately 16% from last year’s high. Also, the 2018 graduation ceremony was a success. Nearly 1,200 people were in attendance to celebrate the 104 graduates that participated in the ceremony.**

Sponsor Report & Feedback

Chuck Speelman addressed the board to share that the sponsor will be adding a new administrator this Summer. Steve Fujii will be joining Tri-Rivers, and will be a great resource for TRECA, particularly in the work he will be doing in conjunction with Marion Technical College. Mr. Speelman would like for administration of TRECA to meet with his leadership team this Summer to discuss how they can provide further support as sponsor. Mr. Speelman also noted that the sponsor evaluation process is picking up in June. Several compliance items are due for submission before the end of the month. In addition, Sponsor Opening Assurances will be due in July. The 2018-2019 form has been posted by the Ohio Department of Education.

Adjourn

Kate Fisher moved to adjourn the regular meeting.
Jeremy Dunn seconded the motion.

Motion declared and meeting adjourned 11:14 a.m.

The next Regular meeting of the TRECA Digital Academy Board of Directors will be July 11th at 9:00 a.m. at the META Solutions building TRECA board room.