

# TRECA Digital Academy

## REGULAR MEETING MINUTES

October 10, 2018 @ 9:00 a.m.  
Board Room, META Solutions Building  
& 107 N Main St

### Board of Directors present for the meeting:

Jim Craycraft (President)  
Fran Voll (Vice President)  
Ray Funk  
Jeremy Dunn  
Kate Fisher (left meeting at 11:32 AM to recuse herself from the Marion Office location discussion)

### Board of Directors absent for the meeting:

### Meeting Participants

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

### Agenda & other items of concern

- A. **“RESOLVED, that the Board of Directors approves the minutes from the September 12, 2018 regular meeting as submitted.”**

Fran Voll moved to approve item 18.10.6A, Kate Fisher seconded the motion

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

Jim Craycraft declared the motion approved.

### Fiscal Officer Report and Recommendations

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

Fran Voll moved to approve item 18.10.7A, Ray Funk seconded the motion

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

Jim Craycraft declared the motion approved.

- B. “RESOLVED, that the Board of Directors approve the 2018-2019 operating budget and five-year forecast as presented.”**

Ray Funk moved to approve item 18.10.7B, Jeremy Dunn seconded the motion

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

Jim Craycraft declared the motion approved.

### **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.”**

Fran Voll moved to approve item 18.10.8A. Kate Fisher seconded the motion

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

Jim Craycraft declared the motion approved.

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

- **Hire of Robert Georgeff to the position of Intervention Specialist, effect September 13, 2018.**
- **Hire of Monty Harris to the position of Special Needs & Medicaid Support Specialist, effective September 20, 2018.**
- **Hire of Beulah Hartge to the position of Intervention Specialist, effective September 13, 2018.**
- **Hire of Preston Mounts-Nagel to the position of Office Clerk, effective October 9, 2018.**
- **Hire of Kristine Pfister to the position of Social Media Content Designer, effective September 25, 2018.**
- **Transfer of Victoria Vose to the position of SAFE Specialist, effective September 27, 2018.**
- **Transfer of Jackie Dietsch to the position of Advisor, effective September 27, 2018.**
- **Addition of Cassidy Gray to the approved Substitute list, effective September 19, 2018.**
- **Resignation of Joy Torres as Intervention Specialist, effective September 20, 2018.**

Jeremy Dunn moved to approve item 18.10.8B, Jim Craycraft seconded the motion

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

Jim Craycraft declared the motion approved.

- C. “RESOLVED, that the Board of Directors approves the purchases submitted at the**

**recommendation of the Executive Director**

***General Fund***

- **Glynlon Inc (Odysseyware) - \$20,416.00**
- **Curriculum & Associates (i-Ready) - \$28,500.00**

Fran Voll moved to approve item 18.10.8C. Kate Fisher seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

- D. “RESOLVED, that the Board of Directors approve the Local Professional Development Committee (LPDC) Plan of Operations as submitted.”**

Kate Fisher moved to approve item 18.10.8D. Jeremy Dunn seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

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

- **Cardington-Lincoln Local Schools**
- **Zanesville Community School**

Jeremy Dunn moved to approve item 18.10.8E. Ray Funk seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

- F. “RESOLVED, that the Board of Directors approve the service agreement with Cummins Facility Services as submitted.”**

Kate Fisher moved to approve item 18.10.8F. Fran Voll seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

- G. “RESOLVED, that the Board of Directors approve the service agreement with North Central Ohio ESC as submitted for Psychological Servces.”**

Jeremy Dunn moved to approve item 18.10.8G. Jim Craycraft seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

**H. “RESOLVED, that the Board of Directors adopt the FTE True-Up Policy as submitted.”**

Kate Fisher moved to approve item 18.10.8G. Jeremy Dunn seconded the motion.

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

Nays: None

Jim Craycraft declared the motion approved.

**I. Discussion Items**

- *2017-2018 Report Card* – Executive Director, Adam Clark, provided the board with additional information regarding the results of the 2017-2018 Report Card for TRECA Digital Academy. The Board had asked for additional information into the performance of other Dropout Prevention schools, specifically their performance on the High School Test Passage Component. TRECA experienced a 50% drop in this category, falling from Exceeding Standards to Does Not Meet in the 2017-2018 school year. Mr. Clark shared that on average, Dropout Schools across the state scored below the Meets Standards benchmark, and that TRECA scored 5% higher in this category than the average.
- Mr. Clark shared the Executive Director and Treasurer evaluation forms with the board. The evaluation process was discussed to share how the forms would be distributed and collected. Each board member will receive the forms in the mail prior to the November meeting. In addition to the forms, each member will receive a addressed enveloped to board president, Jim Craycraft. Mr. Craycraft will then collect all of the forms from the board members and compile the results to share with Executive Director, Adam Clark, and Treasurer, Jessica Wake, by the January meeting.
- The final discussion item, regarding the Marion Office location, was tabled until after the Sponsor Report and Executive Session in the agenda. This was done to allow board member, Kate Fisher, to hear the update. She then left the meeting at 11:32 AM to recuse herself from the discussion regarding the Marion office location & lease.

**Executive Session**

Ray Funk moved to enter executive session for the purpose of:

- \_X\_1. In accordance with ORC 121.22G1 – The appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual.
- \_\_\_2. In accordance with ORC 121.22G2 – The purchase of property for public

- purposes, or for the sale of property at competitive bidding.
- \_\_\_3. In accordance with ORC 121.22G3 - Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action;
  - \_\_\_4. In accordance with ORC121.22G4- Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation.
  - \_\_\_5. In accordance with ORC 121.22G5 – Matters required to be kept confidential by federal law or regulations or state statues.
  - \_\_\_6. In accordance with ORC 121.22G6 – Details relative to the security arrangements and emergency response protocols for a public body or a public office.

Kate Fisher seconded the motion

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

Nays: None

The Board entered into executive session at 10:35am.

Jim Craycraft declared the meeting back in regular session at 11:14am.

### **Sponsor Report & Feedback**

Chuck Speelman addressed the board as Sponsor Representative. He began by sharing that Adam Clark had presented the Annual Report with the Tri-Rivers Career Center board at their October meeting. In addition, he asked that the board complete the annual Conflict of Interest forms that have been used in years past. These annual forms will be collected and submitted to the Ohio Department of Education, as part of the Sponsor Evaluation process. Finally, Mr. Speelman updated the board on the Sponsor Evaluation process from the 2017-2018 school year. Given that TRECA received a Does Not Meet Standards report card designation, Tri-Rivers can receive no better than an Ineffective rating on the Sponsor Evaluation. Tri-Rivers is appealing a few items in the evaluation, but they anticipate an Ineffective rating, when they are released in the next month.

#### **I. Discussion Items (Continued)**

- At this point in the meeting, the board returned to the final discussion item, the Marion Office location. Kate Fisher left the meeting at this point to recuse herself from the discussion. Mr. Clark began the discussion by sharing several options under consideration for the Marion headquarters office. The current leased space at the META Solutions building will end on June 30, 2018, and the following spaces had been reviewed for possibilities, in addition to renewing a lease for space currently occupied at the META Solutions building. The board asked that a recommendation be brought back to them at the November meeting.
  - 100 Executive Drive Marion, Ohio 43302
  - 2048 Marion-Mt. Gilead Rd Marion, Ohio 43302
  - 107 N Main St Marion, Ohio 43302
  - 1559 Marion-Mt. Gilead Rd Marion, Ohio 43302
  - 1677 Marion-Mt. Gilead Rd Marion, Ohio 43302
  - 309 W Center St Marion, Ohio 43302

- 197 S Main St Marion, Ohio 43302

### **Change of Venue**

At the conclusion of all agenda items (12:05pm), the meeting moved to 107 N. Main Street Marion, Ohio. The change of venue was done to visit a potential office location for the headquarters in Marion. The board toured the facility. Board members Fran Voll and Kate Fisher were not present for the tour.

### **Adjourn**

Ray Funk moved to adjourn the regular meeting.  
Jeremy Dunn seconded the motion.

Motion declared and meeting adjourned 12:43 p.m.

**The next Regular meeting of the TRECA Digital Academy Board of Directors will be November 14<sup>th</sup> at 9:00 a.m. at the META Solutions building TRECA board room.**