

TRECA Digital Academy

ORGANIZATIONAL MEETING MINUTES

January 15 2019 @ 9:00 a.m.
Board Room, META Solutions Building

Board of Directors present for the meeting:

Jim Craycraft (President Pro-Temp)
Fran Voll
Ray Funk
Jeremy Dunn
Kate Fisher

Board of Directors absent for the meeting:

None

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 hereby reappoints Jim Craycraft as a member of the Board of Directors for a term ending at the Organizational Meeting in 2022 or until the appointment and qualification of a respective successor.”**

Fran Voll moved to approve item 2019.01A.6A, Kate Fisher seconded the motion

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

Nays: None

Abstain: Jim Craycraft

- B. **“RESOLVED, that the Board of Directors hereby reappoints Ray Funk as a member of the Board of Directors for a term ending at the Organizational Meeting in 2022 or until the appointment and qualification of a respective successor.”**

Jeremy Dunn moved to approve item 2019.01A.6B, Kate Fisher seconded the motion

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

Nays: None

Abstain: Ray Funk

- C. **“Nominations are in order for President of the Board of Directors”**

Board member Fran Voll nominated Jim Craycraft.

Fran Voll moved the nominations be closed.

Put to Vote – “Board members in favor of Jim Craycraft as President, say Aye.”

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

Jim Craycraft is elected President of the TRECA Digital Academy Board.

D. “Nominations are in order for Vice President of the Board of Directors”

Board member Ray Funk nominated Fran Voll

Jeremy Dunn moved the nominations be closed.

Put to Vote – “Board members in favor of Fran Voll as Vice President, say Aye.”

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

Fran Voll is elected Vice President of the TRECA Digital Academy Board.

E. “RESOLVED, that Adam Clark is hereby appointed to serve in the position of Secretary by the Board of Directors”

F. “To approve that the regular meetings of the TRECA Digital Academy Board of Directors shall be held on the following dates and times. The meetings shall be held in the TRECA Board Room in the META Solutions Building, 100 Executive Drive Marion, Ohio from January through June 2019. From July through December of 2019, meetings will be held at the TRECA Board Room at 107 N Main Street Marion, Ohio.

Regular meetings shall be held on the 2nd Wednesday of each month at 9am.

The date and time of a regular meeting of any given month may be changed, provided such change is made by resolution during some preceding regular meeting, or by the President, should an emergency situation develop. The Executive Director shall notify all Board members of such changes and appropriate steps taken to notify the public.”

Jeremy Dunn moved to approve item 2019.01A.6F, Kate Fisher seconded the motion

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

Jim Craycraft declared the motion approved.

G. “To approve board compensation at \$125 per meeting for all meetings during 2019 and will include mileage for all meetings at the approved IRS rate effective on the date of travel. Mileage will be reimbursed as submitted by each Director to the treasurer.”

Fran Voll moved to approve item 2019.01A.6G, Ray Funk 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 approves compensation to directors for attendance at trainings relevant to their service to the school in the amount of sixty dollars for training programs three hours or less in length and one hundred twenty-five dollars for training programs longer than three hours.”**

Jim Craycraft moved to approve item 2019.01A.6H, Ray Funk seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

Adjourn

Fran Voll moved to adjourn the organizational meeting.

Kate Fisher seconded the motion.

Motion declared and meeting adjourned 9:14am.

REGULAR MEETING MINUTES

January 15 2019 @ 9:15 a.m.

Board Room, META Solutions Building

Board of Directors present for the meeting:

Jim Craycraft (President)

Fran Voll (Vice President)

Ray Funk

Jeremy Dunn

Kate Fisher

Board of Directors absent for the meeting:

None

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 December 12, 2018 regular meeting as submitted.”**

Jeremy Dunn moved to approve item 2019.01.6A, Fran Voll 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

- B. "RESOLVED, that the Board of Directors approve the attached Fiscal Officer report as submitted."**

Jim Craycraft moved to approve item 2019.01.7A, Kate Fisher 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 approve the revised Fiscal Internal Controls policy as submitted."**

Ray Funk moved to approve item 2019.01.7B, Fran Voll 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 2019.01.8A. Jeremy Dunn 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 approves the purchases submitted at the recommendation of the Executive Director**

- **CDW-G - \$9,920.00**
- **NGC US LLC - \$50,190.00**
- **Focus Care - \$30,000.00**
- **SC Strategic Solutions - \$25,000.00"**

Jeremy Dunn moved to approve item 2019.01.8B. Kate Fisher 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 have reviewed and adopt the policy revisions as presented.

- *Promotion & Retention*
- *Non-Discrimination*
- *Special Education*
- *Acceleration*
- *Anti-Harassment & Bullying*
- *Restraint & Seclusion*
- *Teacher Evaluation Policy*
- *Students In Foster Care*
- *Gifted Education*
- *3^d Grade Mid-Year Promotion*
- *Automated External*
- *Defibrillator Policy*
- *Food Allergy*
- *Medication Policy*
- *Search Policy*
- *Child Abuse & Neglect*
- *Complaint Policy*
- *Personal Information System*
- *Financial Literacy*
- *College Credit Plus*
- *3^d Grade Reading Guarantee*
- *Testing Policy*

Jim Craycraft moved to approve item 2019.01.8C. Jeremy Dunn 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 of TRECA Digital Academy, in commitment to continuous improvement, hereby approves the submitted School Improvement Plan.

WHEREAS, TRECA Digital Academy is eligible to apply for School Improvement Grant funding to support this plan.

THEREFORE BE IT RESOLVED, that the Board of Directors of TRECA Digital Academy does hereby support an application for the School Improvement Grant and if awarded, agrees to accept and implement the grant program”

Ray Funk moved to approve item 2019.01.8D. 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. “Executive Director, Adam Clark, provided the semi-annual bullying incident report. Per the school Anti-Harassment, Intimidation & Bullying Policy, a summary report is to be provided to the Board of Directors every two years. This semi-annual report included zero reported incidents.”

F. Discussion Items

- Executive Director, Adam Clark, led the Board of Directors through a review of the last month's residency changes. TRECA is required to verify a student's district of residence, through an approved list of documentation. This includes, proof of residency collected upon enrollment, and any time a family changes residence throughout the school year. Mr. Clark explained the procedures that TRECA utilizes to collect proper documentation from families upon enrollment, as well as, throughout the school year. This includes families submitting address changes via the online Parent Portal. Over the last month, 56 such changes had been submitted.
- Mr. Clark provided the board of Directors with an update on the progress made at the new Marion office location, lease beginning July 1, 2019. Demolition has been nearly completed in both floors of the space, clearing walls and flooring. The landlord is still awaiting approval on plans before construction can begin in the coming month.
- Board of Director, Jeremy Dunn, asked for more information about recent news regarding change in leadership at Fahey Bank. Treasurer, Jessica Wake, shared that she had already been contacted by a representative from the bank to assure he that TRECA should see little change in service it has been provided as customer. Mrs. Wake shared that she will continue to communicate with Fahey to keep the board informed of any potential impact the changes may have on TRECA.

Sponsor Report & Feedback

Chuck Speelman addressed the board as Sponsor Representative. He shared that Tri-Rivers was completing its submission of an Improvement Plan as Sponsor. This plan was a requirement from the Ohio Department of Education to address any compliance issues identified in the most recent Sponsor Evaluation. Tri-Rivers developed its Sponsor Improvement Plan in alignment to the plan recently created by TRECA. Lastly, Mr. Speelman noted that he had just received notification from the ODE, that TRECA's application for Dropout Prevention & Recovery status had been approved for the 2018-2019 school year.

Adjourn

Ray Funk moved to adjourn the regular meeting.
Kate Fisher seconded the motion.

Motion declared and meeting adjourned 9:55am.

The next Regular meeting of the TRECA Digital Academy Board of Directors will be February 13th at 9:00 a.m. at the META Solutions building TRECA board room.