

# TRECA Digital Academy

## REGULAR MEETING MINUTES

February 13, 2019 @ 9:00 a.m.  
Board Room, META Solutions Building

### Board of Directors present for the meeting:

Jim Craycraft (President)  
Fran Voll (Vice President)  
Kate Fisher

### Board of Directors absent for the meeting:

Ray Funk  
Jeremy Dunn

### 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 January 15, 2019 regular meeting as submitted.”**

Fran Voll moved to approve item 2019.02.6A, Kate Fisher seconded the motion

Ayes: Fran Voll, Kate Fisher, Jim Craycraft  
Nays: None

Jim Craycraft declared the motion approved.

- B. **“RESOLVED, that the Board of Directors adopt the Board Member Training, Conference & Travel Expense Policy as submitted.”**

Fran Voll moved to approve item 2019.02.6B, Jim Craycraft seconded the motion

Ayes: Fran Voll, Kate Fisher, Jim Craycraft  
Nays: None

Jim Craycraft declared the motion approved.

### Fiscal Officer Report and Recommendations

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

Fran Voll moved to approve item 2019.02.7A, Kate Fisher seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

**D. "RESOLVED, that the Board of Directors approve the revised Fiscal Internal Controls policy as submitted."**

Fran Voll moved to approve item 2019.02.7B, Kate Fisher seconded the motion

Ayes: Fran Voll, Kate Fisher, Jim Craycraft

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."**

Jim Craycraft moved to approve item 2019.02.8A. Fran Voll seconded the motion

Ayes: Fran Voll, Kate Fisher, Jim Craycraft

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 item(s).**

- Hire of Vicki Brusky to the position of Intervention Specialist, effective January 29, 2019.
- Hire of Denise Dilsaver to the position of Custodian, effective February 18, 2019.
- Hire of Tina Dracon to the position of Custodian, effective February 18, 2019.
- Hire of Marion Luby to the position of Custodian, effective February 18, 2019.
- Hire of Samantha Spinks to the position of Custodian, effective February 18, 2019.
- Resignation of Robert Georgeff from the position of Intervention Specialist, effective January 24, 2019.
- Transfer of Brigit Porteus to the position of Advisor, effective February 11, 2019.
- Retirement of Lawana Partlow as a substitute, effective December 1, 2018.
- Stipend for staff participating in the Winter test prep sessions."

Kate Fisher moved to approve item 2019.02.8B. Fran Voll seconded the motion

Ayes: Fran Voll, Kate Fisher, Jim Craycraft

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**

- **BorderLAN Inc. - \$11,182.22**
- **The SpyGlass Group LLC - \$31,050.00**
- **K-12 Therapy - \$10,000.00**
- **Frontline Technologies Group - \$10,913.46**
- **NCOESC - \$6,000.00**
- **University of Minnesota (Check & Connect) - \$11,992.00**

Jim Craycraft moved to approve item 2019.02.8C. Fran Voll seconded the motion

Ayes: Fran Voll, Kate Fisher, Jim Craycraft

Nays: None

Jim Craycraft declared the motion approved.

**D. “RESOLVED, that the Board of Directors approves the agreement with the Marion Palace Theatre for reservation for the 2019 TRECA Graduation Ceremony.”**

Fran Voll moved to approve item 2019.02.8D. Kate Fisher seconded the motion

Ayes: Fran Voll, Kate Fisher, Jim Craycraft

Nays: None

Jim Craycraft declared the motion approved.

**E. “RESOLVED, that the Board of Directors approves the agreement with North Central Ohio ESC for services for the visually impaired.”**

Kate Fisher moved to approve item 2019.02.8E. Fran Voll seconded the motion

Ayes: Fran Voll, Kate Fisher, Jim Craycraft

Nays: None

Jim Craycraft declared the motion approved.

**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, 29 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. The

building landlord has received state approval on renovation plans. Construction is expected to start in the coming weeks. Jackie Lea, marketing coordinator, shared renderings of the renovated space.

### **Sponsor Report & Feedback**

Chuck Speelman addressed the board as Sponsor Representative. He spoke of possible technical assistance Tri-Rivers would like to provide in student data analysis. The analysis would help teachers identify students in need of intervention based on their previous test scores. TRECA administration will follow-up with Mr. Speelman following the meeting.

### **Adjourn**

Fran Voll moved to adjourn the regular meeting.  
Kate Fisher seconded the motion.

Motion declared and meeting adjourned 9:59am.

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