

TRECA Digital Academy

REGULAR MEETING MINUTES

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

Board of Directors present for the meeting:

Jim Craycraft (President)
Kate Fisher
Ray Funk
Jeremy Dunn

Board of Directors absent for the meeting:

Fran Voll (Vice President)

Meeting Participants

Adam Clark – Executive Director of TRECA Digital Academy
Jessica Wake – Treasurer of TRECA Digital Academy
Chuck Speelman – Sponsor Representative
Todd Bollinger – C-BIZ Inc

Agenda & Other Items of concern

- A. **“RESOLVED, that the Board of Directors approves the minutes from the February 13, 2019 regular meeting as submitted.”**

Kate Fisher moved to approve item 2019.03.6A, Ray Funk seconded the motion

Ayes: 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.”**

Jeremy Dunn moved to approve item 2019.03.7A, Ray Funk seconded the motion

Ayes: 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 revised Fiscal Internal Controls policy as submitted.”**

Ray Funk moved to approve item 2019.03.7B, Jeremy Dunn seconded the motion

Ayes: 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 2018-2019 operating budget revision as submitted."

Jim Craycraft moved to approve item 2019.03.7C, Jeremy Dunn seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

D. "WHEREAS, the School administration's general practice and procedure is to obtain Board approval of any purchase in excess of \$5,000;

AND WHEREAS, the Board of Directors acknowledges that items and services related to the facility relocation will likely require purchases in excess of \$5,000;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors authorizes its Executive Director, Adam Clark to make purchases of items and services related to the facility relocation in excess of \$5,000, up to an amount not to exceed what has been previously approved in the budget."

Ray Funk moved to approve item 2019.03.7D, Jeremy Dunn seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

E. "RESOLVED, that the Board of Directors approves the revised Friendship Fun guidelines as presented."

Jeremy Dunn moved to approve item 2019.03.7E, Kate Fisher seconded the motion

Ayes: 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."

Ray Funk moved to approve item 2019.03.8A. Kate Fisher seconded the motion

Ayes: 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 item(s).

- **Addition of Laura King to the approved substitute list, effective March 4, 2019.**
- **Addition of Chelsea Miller to the approved substitute list, effective March 12, 2019.**

Kate Fisher moved to approve item 2019.03.8B. Jeremy Dunn seconded the motion

Ayes: 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

- **BrainPop LLC - \$7,045**
- **Birch Grove Software INC (3-year) - \$149,681.96**
- **Mitel Networks INC (VOIP) - \$13,500**
- **UPS - \$12,000**
- **Therapy Source - \$20,000”**

Kate Fisher moved to approve item 2019.02.8C. Jeremy Dunn seconded the motion

Ayes: 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 school calendars for 2019-2020 as presented.”

Jeremy Dunn moved to approve item 2019.03.8D. Jim Craycraft seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

E. “RESOLVED, that the Board of Directors approves the agreement with

EduEverything as submitted.”

Ray Funk moved to approve item 2019.03.8E. Jeremy Dunn seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

F. “RESOLVED, that the Board of Directors approves the Internet Access Service Agreement (ERATE), with META Solutions, as submitted.”

Jim Craycraft moved to approve item 2019.03.7F, Jeremy Dunn seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

F. Discussion Items

- Executive Director, Adam Clark, introduced Todd Bollinger from C-BIZ Consulting. Mr. Bollinger is the consultant for TRECA’s employee benefits program. He addressed the board with an update on the current state of TRECA’s benefits program and what the board can expect in the coming weeks, regarding a renewal of health insurance coverage for fiscal year 2020. Mr. Bollinger also explained to the board the potential of establishing a self-funded program at TRECA.
- Treasurer, Jessica Wake, shared a change in tax-withholding for remote employees, that will be implemented in the start of the next quarter. Withholdings for the locality of remote employees will be processed through payroll starting in April.
- Jessica Wake also addressed the board regarding future additions to TRECA staff. Specifically, adding of an Accounts Payable position in Spring 2019. Historically, this need has been addressed as a purchased service with META Solutions, however, Mrs. Wake would like to bring this work in house. Making the addition this Spring, will allow time for transition through the end of fiscal year 2019.
- Adam Clark addressed the board regarding the monthly student residency review. For the past month, 55 residency changes have been made for students. These changes are processed through submissions to the parent portal and contacts in the records department.

Sponsor Report & Feedback

Chuck Speelman addressed the board as Sponsor Representative. He shared efforts Tri-Rivers has begun, to communicate with legislators regarding Dropout Prevention & Recovery issues impacting TRECA. Current issues with the Dropout Prevention & Recovery report card are negatively impacting all Dropout Prevention schools, like TRECA, and must be addressed through legislative changes.

Adjourn

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

Motion declared and meeting adjourned 11:12am.

The next Regular meeting of the TRECA Digital Academy Board of Directors will be April 10th at 9:00 a.m. at the META Solutions building TRECA board room.