

TRECA Digital Academy

REGULAR MEETING MINUTES

May 8, 2019 @ 9:00 a.m.
Board Room, META Solutions Building

Board of Directors present for the meeting:

Fran Voll (Vice President)
Kate Fisher (*left meeting at 9:39am*)
Ray Funk
Jeremy Dunn

Board of Directors absent for the meeting:

Jim Craycraft (President)

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 April 10, 2019 regular meeting as submitted.”**

Jeremy Dunn moved to approve item 2019.05.6A, Kate Fisher seconded the motion

Ayes: Kate Fisher, Ray Funk, Jeremy Dunn, Fran Voll
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.”**

Ray Funk moved to approve item 2019.05.7A, Kate Fisher seconded the motion

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

Fran Voll declared the motion approved.

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

Jeremy Dunn moved to approve item 2019.05.7B, Ray Funk seconded the motion

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

Nays: None

Fran Voll declared the motion approved.

- C. “RESOLVED, that the Board of Directors in accordance with the School’s Fiscal Controls Policy, hereby authorizes the Executive Director and Treasurer to sell furniture, equipment, or other property individually valued at less than \$5,000 which is deemed in the discretion of the Executive Director and Treasurer as no longer needed by the School due to the relocation of the School Facility.**

FURTHER RESOLVED, that the Board of Directors directs the Executive Director and Treasurer to maintain itemized records of such sale/s and report the same to the Board at a meeting subsequent to the sale/s..”

Kate Fisher moved to approve item 2019.05.7C, Fran Voll seconded the motion

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

Nays: None

Fran Voll declared the motion approved.

- D. “RESOLVED, that the Board of Directors approve the Five-Year Forecast as prepared by the treasurer. “**

Fran Voll moved to approve item 2019.05.7D, Jeremy Dunn seconded the motion

Ayes: Ray Funk, Jeremy Dunn, Fran Voll

Nays: None

Fran Voll 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 2019.05.8A. Fran Voll seconded the motion

Ayes: Ray Funk, Jeremy Dunn, Fran Voll

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 item(s).**

- **Transfer of Anthony Iacobucci to the position of Title Teacher, effective April 16, 2019.**

- **Transfer of Stephanie Westeendorf to the position of Instructional Coach, effective April 16, 2019.**
- **Stipend for each mentor participating in the Resident Educator program: Lisa Adkins.**

Ray Funk moved to approve item 2019.05.8B. Jeremy Dunn seconded the motion

Ayes: Ray Funk, Jeremy Dunn, Fran Voll

Nays: None

Fran Voll declared the motion approved.

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

- **University of Minnesota (Check & Connect) - \$11,493.00**
- **VectraTek Solutions - \$16,419.00**
- **Commercial Works INC - \$43,949.21**

Jeremy Dun moved to approve item 2019.05.8C. Fran Voll seconded the motion

Ayes: Ray Funk, Jeremy Dunn, Fran Voll

Nays: None

Fran Voll declared the motion approved.

D. “RESOLVED, that the Board of Directors approve the revised Anti-Harassment, Intimidation and Bully policy as presented.

Fran Voll moved to approve item 2019.05.8D. Jeremy Dunn seconded the motion

Ayes: Ray Funk, Jeremy Dunn, Fran Voll

Nays: None

Fran Voll declared the motion approved.

E. “RESOLVED, that the Board of Directors approve the lease for our office space at Compass South Professional Center, 8180 Brecksville, Ohio 44141.”

Ray Funk moved to approve item 2019.05.8E. Jeremy Dunn seconded the motion

Ayes: Ray Funk, Jeremy Dunn, Fran Voll

Nays: None

Fran Voll declared the motion approved.

F. “RESOLVED, that the Board of Directors approve the fiscal year 2020 service agreements with META Solutiuons, as submitted.

- **Master Services**
- **Hosting**
- **Program Development**

- **EMIS”**

Ray Funk moved to approve item 2019.05.8F. Jeremy Dunn seconded the motion

Ayes: Ray Funk, Jeremy Dunn, Fran Voll

Nays: None

Fran Voll declared the motion approved.

G. “RESOLVED, that at the recommendation of the Executive Director, the Board of Directors approves the attached Instructional Service agreements for 2019-2020 school year between TRECA Digital Academy and the following.

- **Dayton Early College High School (DECA)**
- **Worthington City Schools**
- **New Lebanon Local School”**

Jeremy Dunn moved to approve item 2019.05.8G. Fran Voll seconded the motion

Ayes: Ray Funk, Jeremy Dunn, Fran Voll

Nays: None

Fran Voll declared the motion approved.

H. “RESOLVED, that at the recommendation of the Executive Director, the Board of Directors approves the attached related service agreements for the remainder of the 2018-2019 school year.”

Jeremy Dunn moved to approve item 2019.05.8H. Ray Funk seconded the motion

Ayes: Ray Funk, Jeremy Dunn, Fran Voll

Nays: None

Fran Voll declared the motion approved.

I. Discussion Items

- Executive Director, Adam Clark, shared information regarding TRECA’s employee health insurance renewal for fiscal year 2020. This included bids from several insurance carriers. Given that TRECA employees have experienced such a low loss ratio in fiscal year 2019, renewal bids have come back very favorable. Mr. Clark lead the board through a discussion of potentially moving the organization to a self-funded option. Doing so, may provide more consistent premiums in the future.
- Mr. Clark shared an Employee Compensation report, produced by a committee of administrators and staff over the course of the last school year. The committee’s report brought forth recommendations to the board on annual changes to compensation made for all staff. The board took no action at this time, but appreciated the information provided by the committee.
- Treasurer, Jessica Wake, addressed the board in regard to a remaining positive federal fund cash balance from fiscal year 2017. This remaining

positive balance must be addressed by the end of the current fiscal year, as noted in the most recent financial audit. Mrs. Wake shared that she has been in regular communication with the department of education as to the appropriate next steps, which may include returning the balance to the Ohio Department of Education. Currently, she is awaiting feedback from the ODE, and will bring recommended action to the board in June to resolve the issue.

- Mr. Clark shared the previous month's residency changes with board. Since the last meeting, forty-five residency changes have been reported and updated for enrolled students. This monthly review of residency changes is to inform the board of directors, of the processes in place to ensure residency documentation is being properly monitored and reported.
- Mr. Clark made the board aware that a previous agreement with EduEverything has been voided, out of concern over potential conflicts of interest.

Sponsor Report & Feedback

Chuck Speelman addressed the board as Sponsor Representative. He touched on the end of year legal update that had been sent to the board in the previous week via email. Mr. Speelman also shared that TRECA and Tri-Rivers are awaiting notice on their recent application for the Expanding Opportunities for Each Child grant. Grant applicants should receive feedback in the coming week.

Adjourn

Fran Voll moved to adjourn the regular meeting.
Jeremy Dunn seconded the motion.

Motion declared and meeting adjourned 10:50am.

The next Regular meeting of the TRECA Digital Academy Board of Directors will be June 12th at 9:00 a.m. at the META Solutions building TRECA board room.