

**Agenda Item 2019.12.6A – December, 2019**

**TRECA Digital Academy**

**REGULAR MEETING MINUTES**

November 13, 2019 @ 9:00 a.m.  
107 N Main Board Room, TRECA Headquarters

**Board of Directors present for the meeting:**

**Jim Craycraft (President)**  
**Fran Voll (Vice President)**  
**Ray Funk**  
**Kate Fisher**  
**Jeremy Dunn**

**Board of Directors absent for the meeting:**

N/A

**Meeting Participants**

**Adam Clark – Executive Director of TRECA Digital Academy**  
**Jessica Wake – Treasurer of TRECA Digital Academy**  
**Chuck Speelman – Sponsor Representative**  
**Tad Douce – Sponsor Representative**

**Agenda & Other Items of concern**

- A. “RESOLVED, that the Board of Directors approves the minutes from the October 9, 2019 regular meeting as submitted.”**

Jeremy Dunn moved to approve item 2019.11.6A, Fran Voll seconded the motion

Ayes: Ray Funk, Fran Voll, Kate Fisher, Jim Craycraft, 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 2019.11.7A, Ray Funk seconded the motion

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

Jim Craycraft declared the motion approved.

- B. “RESOLVED, that the Board of Directors authorizes the fiscal officer to complete the following fund to fund transfers, pursuant to guidance received from the Ohio Department of Education External Monitoring to close out the 9017 fund accounts.**

- **\$24,572.73 from 516 9017 to 001**

- **\$32,047.55 from 572 9017 to 001**
- **\$9,735.26 from 590 9017 to 001”**

Kate Fisher moved to approve item 2019.11.7B, Jeremy Dunn seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

**C. “RESOLVED, that the Board of Directors authorizes the fiscal officer to complete the following fund to fund transfers to close out the 9018 fund accounts.**

- **\$3,811.49 from 001 to 9018**
- **\$73.03 from 001 to 9018**
- **\$31,198.67 from 001 to 590 9018”**

Jim Craycraft moved to approve item 2019.11.7C, Fran Voll seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

**D. “RESOLVED, that the Board of Directors authorizes the establishment of the following fund for TRECA Digital Academy, effective July 1, 2019**

- **451 fro Ohio K-12 Network Connectivity”**

Jeremy Dunn moved to approve item 2019.11.7D, Kate Fisher seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

**E. “RESOLVED, that the Board of Directors authorizes the fiscal officer to complete the following fund to fund transfers to close out the 9018 fund accounts.**

- **\$900.00 from 001 to 951 9020”**

Fran Voll moved to approve item 2019.11.7E, Kate Fisher seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

**F. “RESOLVED, that the Board of Directors approves the revised Friendship Fund guidelines as presented.”**

Jeremy Dunn moved to approve item 2019.11.7F, Kate Fisher seconded the motion

Ayes: Ray Funk, Fran Voll, Kate Fisher, Jim Craycraft, 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 2019.11.8A. Jim Craycraft seconded the motion

Ayes: Ray Funk, Fran Voll, Kate Fisher, Jim Craycraft, 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).**

- Hire of Jessica Collins to the position of Intervention Specialist, effective November 12, 2019.
- Hire of Jessica Litz to the position of Enrollment Specialist, effective November 7, 2019.
- Hire of Laura Wagner to the position of Intervention Specialist, effective November 12, 2019.
- Promotion of Tina Dracon to the position of Regional Coordinator, effective January 20, 2020.
- Resignation of Kim Baker as School Wellness Specialist, effective November 8, 2019.
- Resignation of Brittany Thompson as Intervention Specialist, effective November 15, 2019.
- Resignation of Ed Villines as Instructional Solutions Advisor, effective November 22, 2019.
- Retirement of Judith Hilinski as Special Needs Coordinator, effective May 29, 2020.
- Retirement of Denise Kovatch as Regional Coordinator, effective January 31, 2020."

Kate Fisher moved to approve item 2019.11.8B. Ray Funk seconded the motion

Ayes: Ray Funk, Fran Voll, Kate Fisher, Jim Craycraft, 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**

- CDW-G (Printers & Scanners) - \$10,200.00
- NGC US Inc (Gas Cards) - \$8,750.00
- Pear School Solutions - \$13,500.00"

Kate Fisher moved to approve item 2019.11.8C. Jeremy Dunn seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

**D. “RESOLVED, that as the recommendation of the Executive Director, the Board of Directors approves the attached instructional service agreements for the 2019-2020 school year between TRECA Digital Academy and the following.**

- **Allen East Local Schools”**

Fran Voll moved to approve item 2019.11.8D. Ray Funk seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

**E. Discussion Items**

- Executive Director, Adam Clark, addressed the board to share that 43 address changes have been reported and processed over the last month among enrolled students. The residency verification process continues on a regular basis to support the collection of up-to-date and accurate enrollment information from students and families.
- Mr. Clark addressed the boards with concerns that holding the Organizational and Regular meetings on January 8<sup>th</sup> may be problematic. With the quick turnaround from the holidays, he suggested that the meetings be pushed to the 15<sup>th</sup>. This will provide adequate time for financial reporting to be completed and ready to report to the board. No conflicts were raised with moving the meeting date to January 15, 2020 at 9am. The regular meeting will immediately follow the organizational meeting.
- Treasurer, Jessica Wake, addressed the board to highlight that the both of the mobile learning units were sold last month. After all fees for the auctions were paid, the sale of the units netted \$25,650.

**Sponsor Report & Feedback**

Tad Douce addressed the board as sponsor representative. He shared with the board that Tri-Rivers will be conducting its first site visit since the start of the school year, on November 19<sup>th</sup>. This visit will focus on review of student and personnel records. In addition, the visit will include interviews with multiple staff members, as well as, conversations with a parent and student. Mr. Douce went on to inform the board the 2018-2019 Sponsor Evaluation ratings are set for release in the coming weeks. Tri-Rivers anticipates an Effective rating, based on preliminary results that have been shared by the Department of Education. Finally, Mr. Douce made the board aware that Tri-Rivers would be conducting its annual needs assessment with TRECA staff in the near future. This assessment is to gather information from TRECA staff on areas in which Tri-Rivers can provide technical support and guidance in their role as sponsor.

**Adjourn**

Fran Voll moved to adjourn the regular meeting.

Kate Fisher seconded the motion.

Motion declared and meeting adjourned 9:26 am.

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**The next Regular meeting of the TRECA Digital Academy Board of Directors will be December 11th at 9:00 a.m. at the TRECA building (107 N. Main St.).**

