

Agenda Item 2020.05.6A – May 2020

TRECA Digital Academy

REGULAR MEETING MINUTES

March 18, 2020 @ 9:00 a.m.
107 N Main Board Room, Fisher Building

Board of Directors present for the meeting:

Jim Craycraft
Kate Fisher (President)
Jeremy Dunn (Vice President)

Board of Directors absent for the meeting:

Fran Voll
Ray Funk

Meeting Participants

Adam Clark – Executive Director of TRECA Digital Academy
Jessica Wake – Treasurer of TRECA Digital Academy
Tad Douce – Sponsor Representative
Tammy Cowell – Sponsor Representative

Agenda & Other Items of concern

- A. “RESOLVED, that the Board of Directors approves the minutes from the March 18, 2020 Regular meeting as submitted.”**

Jim Craycraft moved to approve item 2020.03.6A, Jeremy Dunn seconded the motion

Ayes: Kate Fisher, Jim Craycraft, Jeremy Dunn
Nays: None

Kate Fisher declared the motion approved.

- B. “RESOLVED, that the Board of Directors approve TRECA Digital Academy to continue regular operations through the COVID-19 School Building Closure order, barring any legislative cease of operations mandate. All employees will continue work functions pursuant to the approved 2019-2020 calendars, compensation rates and benefits packages. Where possible, employees may be reassigned to work remotely to limit exposure, but continue to support TRECA students.”**

Jim Craycraft moved to approve item 2020.03.6B, Jeremy Dunn seconded the motion

Ayes: Kate Fisher, Jim Craycraft, Jeremy Dunn
Nays: None

Kate Fisher 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 2020.03.7A, Kate Fisher seconded the motion

Ayes: Kate Fisher, Jim Craycraft, Jeremy Dunn

Nays: None

Kate Fisher 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 2020.03.8A. Jeremy Dunn seconded the motion

Ayes: Kate Fisher, Jim Craycraft, Jeremy Dunn

Nays: None

Kate Fisher 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).

- **Resignation of Austin Rittenhouse from the position of Help Desk Specialist, effective March 5, 2020.**
- **Hire of Lesa Joseph to the position of Office Clerk, effective March 17, 2020.**
- **Temporary hire of Carrie Salyers to the position of Custodian, effective February 25, 2020.**
- **Hire of Nathan Woodrum to the position of Help Desk Specialist, effective March 3, 2020.**

Kate Fisher moved to approve item 2020.03.8B. Jeremy Dunn seconded the motion

Ayes: Kate Fisher, Jim Craycraft, Jeremy Dunn

Nays: None

Kate Fisher declared the motion approved.

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

- **BrainPop LLC - \$7,045.00**
- **Jostens - \$8,267.00**
- **TherapySource - \$25,000.00**
- **K-12 Therapy - \$5,000.00**
- **Megacity Fire & Security (Then & Now) - \$138.00”**

Jim Craycraft moved to approve item 2020.03.8C. Jeremy Dunn seconded the motion

Ayes: Kate Fisher, Jim Craycraft, Jeremy Dunn

Nays: None

Kate Fisher declared the motion approved.

D. “RESOLVED, that the Board of Directors adopt the policy revisions, as presented.

- **Academic Prevention & Intervention Policy**
- **Suspension & Expulsion Policy”**

Kate Fisher moved to approve item 2020.03.8D. Jeremy Dunn seconded the motion

Ayes: Kate Fisher, Jim Craycraft, Jeremy Dunn

Nays: None

Kate Fisher declared the motion approved.

E. “RESOLVED, that the Board of Directors approve the master lease agreement with Pitney Bowes Inc, effective July 1, 2020, as presented.”

Jim Craycraft moved to approve item 2020.03.8E. Jeremy Dunn seconded the motion

Ayes: Kate Fisher, Jim Craycraft, Jeremy Dunn

Nays: None

Kate Fisher declared the motion approved.

F. “RESOLVED, that the Board of Directors approve the lease agreement with Ray Thomas LumberTown Inc for space at 3596 Maple Ave. Suite C Zanesville, Ohio 43701, as presented.”

Kate Fisher moved to approve item 2020.03.8F. Jim Craycraft seconded the motion

Ayes: Kate Fisher, Jim Craycraft, Jeremy Dunn

Nays: None

Kate Fisher declared the motion approved.

G. Discussion Items

- Executive Director, Adam Clark, provided the board with information regarding TRECA's response to the COVID-19 pandemic. All TRECA offices will remain closed to students through the end of the School Closure Order. Since the initial order, TRECA staff have been assigned to work from home.
- Executive Director, Adam Clark, addressed the board to share that 27 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.
- Treasurer, Jessica Wake, shared with the board that she has recently had conversations with Strategic Solutions regarding a more secure way to process credit card purchases. While TRECA has instituted procedures based on guidance from the State Auditor's office, Strategic Solutions may provide another layer of protection against credit card fraud. Additional information will be shared with the board at a later date.

Sponsor Report & Feedback

Tad Douce addressed the Board, by sharing that Tri-Rivers conducted its Spring site visit on March 9th. The visit included a review of all compliance related items at the school. A final report of the visit will be shared with the board in the coming weeks.

Adjourn

Jeremy Dunn moved to adjourn the regular meeting.
Jim Craycraft seconded the motion.

Motion declared and meeting adjourned 9:43 am.

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