

**Agenda Item 2023.11.6A – November 2023**

**TRECA Digital Academy**

**REGULAR MEETING MINUTES**

October 18, 2023 @ 8:30 a.m.  
2<sup>nd</sup> Floor Conference Room  
107 N Main Street  
Marion, Ohio

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

Vaughn Sizemore (President)  
Jim Craycraft (Vice President)  
Fran Voll  
Ray Funk  
Kate Fisher

**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

**Agenda & Other Items of concern**

**A. “RESOLVED, that the Board of Directors approves the minutes from the September 20, 2023 regular meeting as submitted.”**

Fran Voll moved to approve item 2023.10.6A, Kate Fisher seconded the motion

Ayes: Vaughn Sizemore, Fran Voll, Ray Funk, Jim Craycraft, Kate Fisher  
Nays: None

Vaughn Sizemore declared the motion approved.

**Fiscal Officer Report and Recommendations**

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

Jim Craycraft moved to approve item 2023.10.7A, Ray Funk seconded the motion

Ayes: Vaughn Sizemore, Fran Voll, Ray Funk, Jim Craycraft, Kate Fisher  
Nays: None

Vaughn Sizemore declared the motion approved.

**B. “RESOLVED, that the Board of Directors approve the five-year forecast as presented.”**

Fran Voll moved to approve item 2023.10.7B, Kate Fisher seconded the motion

Ayes: Vaughn Sizemore, Fran Voll, Ray Funk, Jim Craycraft, Kate Fisher  
Nays: None

Vaughn Sizemore declared the motion approved.

**C. “RESOLVED, that the Board of Directors approve the annual budget for 2023-2024 fiscal year as presented.”**

Fran Voll moved to approve item 2023.10.7C, Jim Craycraft seconded the motion

Ayes: Vaughn Sizemore, Fran Voll, Ray Funk, Jim Craycraft, Kate Fisher  
Nays: None

Vaughn Sizemore 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 of all school and state requirements.”**

Fran Voll moved to approve item 2023.10.8A Kate Fisher seconded the motion

Ayes: Vaughn Sizemore, Fran Voll, Ray Funk, Jim Craycraft, Kate Fisher  
Nays: None

Vaughn Sizemore declared the motion approved.

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

- **Brainfuse LLC - \$8,000.00**
- **CDW-G (Teacher Computers) - \$20,417.63**
- **GovConnection (Staff Computers) - \$15,518.00**
- **Handshake - \$17,500.00**
- **e-Therapy (*Then & Now*) - \$206.25”**

Jim Craycraft moved to approve item 2023.10.8B. Ray Funk seconded the motion

Ayes: Vaughn Sizemore, Fran Voll, Ray Funk, Jim Craycraft, Kate Fisher  
Nays: None

Vaughn Sizemore declared the motion approved.

**C. “RESOLVED, that at the recommendation of the the Executive Director, the Board of Directors approve the following personnel action item(s):**

- **Hire of Emily Sink as Enrollment Specialist, effective October 13, 2023.**
- **Hire of Christine Manley as Enrollment Specialist, effective October 24, 2023.”**

Fran Voll moved to approve item 2023.10.8C Jim Craycraft seconded the motion

Ayes: Vaughn Sizemore, Fran Voll, Ray Funk, Jim Craycraft, Kate Fisher  
Nays: None

Vaughn Sizemore declared the motion approved.

**D. “RESOLVED, that at the recommendation of the Executive Director, the Board of Directors approves the attached instructional service agreements for the 2023-2024 school year between TRECA Digital Academy and the following;**

- **Findlay Digital Academy”**

Ray Funk moved to approve item 2023.10.8D, Vaughn Sizemore seconded the motion

Ayes: Vaughn Sizemore, Fran Voll, Ray Funk, Jim Craycraft, Kate Fisher

Nays: None

Vaughn Sizemore declared the motion approved.

### **Discussion**

Executive Director, Adam Clark, addressed the board to share updates on TRECA's procedures for student residency verification. Updated documentation and paperwork is collected from all returning students, to verify any change of residence since last school year. Paperwork for all new students this school year is collected upon enrollment. Ongoing changes to residency throughout the school year is collected via various methods from families, including our online parent portal. Families can report a change of address at any time to staff, which may result in a new district of residence being identified and reported to EMIS.

Mr. Clark also reminded the board that evaluations for the executive director and treasurer are coming up. Each board member will complete the evaluation form prior to the November meeting. At which point, board president Vaughn Sizemore, will collect the forms and meet with Adam Clark and Jessica Wake separately to share the results. That will take place prior to the December board meeting. If necessary, additional discussion of the evaluations can take place in executive session at the December meeting.

### **Sponsor Report & Feedback**

Chuck Speelman addressed the board with updates regarding sponsorship by Tri-Rivers. So far this school year TRECA has maintained 100% on-time submission of compliance documentation. The first site visit by Tri-Rivers was conducted in the last week. The board will receive a summary of the visit in the near future. Following the approval of the annual budget and forecast by the board, the sponsor will now submit those to the Ohio Department of Education.

### **Adjourn**

Kate Fisher motioned to adjourn the meeting.

Jim Craycraft seconded the motion.

Motion declared and meeting adjourned 9:04 AM