

**Agenda Item 2025.07.6A – July 2025**

**TRECA Digital Academy**

**REGULAR MEETING MINUTES**

June 18, 2025 @ 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  
Kathy Masters (Sworn in as member of the board)

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

N/A

**Meeting Participants**

Jessica Wake – Treasurer of TRECA Digital Academy  
Adam Clark – Executive Director of TRECA Digital Academy

**Agenda & Other Items of concern**

**A. Oath of office administered to Kathy Masters by treasurer, Jessica Wake.**

**B. “RESOLVED, that the Board of Directors approves the minutes from the May 21, 2025 regular meeting as submitted.”**

Fran Voll moved to approve item 2025.06.6B, Ray Funk seconded the motion

Ayes: Fran Voll, Jim Craycraft, Vaughn Sizemore, Ray Funk, Kathy Masters  
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.”**

Kathy Masters moved to approve item 2025.06.7A, Vaughn Sizemore seconded the motion

Ayes: Fran Voll, Jim Craycraft, Vaughn Sizemore, Ray Funk, Kathy Masters  
Nays: None

Jim Craycraft declared the motion approved.

**Executive Director’s Report and Recommendations**

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

- ***Kissflow Enterprises - \$18,000.00***
- ***Care Solace - \$9,600.00***
- ***Kindred Spirits Investment Management LLC - \$6,500.00***
- ***Verizon Wireless (Summer Connectivity) - \$15,349.64***
- ***CDW-G - \$47,000.00***
- ***Therapy Source (Then & Now) - \$4,921.64***
- ***Cignition (Then & Now) - \$1,347.50”***

Fran Voll moved to approve item 2025.06.8A. Jim Craycraft seconded the motion

Ayes: Fran Voll, Jim Craycraft, Vaughn Sizemore, Ray Funk, Kathy Masters

Nays: None

Jim Craycraft declared the motion approved.

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

- **Hire of Susanne Dhayer as Teacher, effective August 11, 2025.**
- **Hire of Ellen Gregg as Office Assistant, effective May 27, 2025.**
- **Hire of Christopher Higgins as Teacher, effective August 11, 2025.**
- **Here of Andrew Timko as Intervention Specialist, effective August 11, 2025.**
- **Resignation of Aimee Beardmore as Learning Support Specialist, effective June 20, 2025.**
- **Resignation of Julie Effler as Teacher, effective August 1, 2025.**
- **Resignation of Jessica Haines as Intervention Specialist, effective August 10, 2025.**
- **Stipend for Jane Baldwin as K-3 Teacher Leader, effective July 1, 2025.**
- **Stipend for Sheri Nordman as 7-8 Teacher Leader, effective July 1, 2025.**
- **Stipend for Mark Miller as Math Teacher Leader, effective July 1, 2025.**
- **Stipend for Lisa Adkins as English Teacher Leader, effective July 1, 2025.**
- **Stipend for Holly McKenzie as Grades 4-6 Teacher Leader, effective July 1, 2025.**
- **Stipend for Laura Search as Science Teacher Leader, effective July 1, 2025.**
- **Stipend for Keeri Hilp as Social Studies Teacher Leader, effective July 1, 2025.”**

Ray Funk moved to approve item 2025.06.8B Kathy Masters seconded the motion

Ayes: Fran Voll, Jim Craycraft, Vaughn Sizemore, Ray Funk, Kathy Masters

Nays: None

Jim Craycraft declared the motion approved.

**C. “RESOLVED, that at the recommendation of the Executive Director, the Board of Directors approve the instructional service agreements as presented.**

- **Medina City Schools**
- **Findlay Digital Academy”**

Vaughn Sizemore moved to approve item 2025.06.8C, Kathy Masters seconded the motion

Ayes: Fran Voll, Jim Craycraft, Vaughn Sizemore, Ray Funk, Kathy Masters  
Nays: None

Jim Craycraft declared the motion approved.

**D. “RESOLVED, that at the recommendation of the Executive Director, the Board of Directors approve the attached purchased service agreements as presented.**

- Ron Stewart & Associates
- Activ Trak”

Fran Voll moved to approve item 2025.06.8D, Jim Craycraft seconded the motion

Ayes: Fran Voll, Jim Craycraft, Vaughn Sizemore, Ray Funk, Kathy Masters  
Nays: None

Jim Craycraft declared the motion approved.

**E. “RESOLVED, that at the recommendation of the Executive Director, the Board of Directors adopt the policies as presented, effective July 1, 2025.**

- **Employee Attendance Policy”**

Vaughn Sizemore moved to approve item 2025.06.8E, Kathy Masters seconded the motion

Ayes: Fran Voll, Jim Craycraft, Vaughn Sizemore, Ray Funk, Kathy Masters  
Nays: None

Jim Craycraft declared the motion approved.

### **Adjourn**

Fran Voll motioned to adjourn the meeting.  
Vaughn Sizemore seconded the motion.

Motion declared and meeting adjourned 9:03 AM