

Agenda Item 2025.09.6A – September 2025

TRECA Digital Academy

REGULAR MEETING MINUTES

August 20, 2025 @ 8:30 a.m.
2nd Floor Conference Room
107 N Main Street
Marion, Ohio

Board of Directors present for the meeting:

Ray Funk (Vice President)
Vaughn Sizemore
Kathy Masters
Fran Voll

Board of Directors absent for the meeting:

Jim Craycraft (President)

Meeting Participants

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

Agenda & Other Items of concern

A. “RESOLVED, that the Board of Directors approves the minutes from the July 16, 2025 regular meeting as submitted.”

Fran Voll moved to approve item 2025.08.6A, Vaughn Sizemore seconded the motion

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

Ray Funk 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 2025.08.7A, Fran Voll seconded the motion

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

Ray Funk declared the motion approved.

B. “RESOLVED, that the Board of Directors approve the implementation of an ICS shadow account for the purpose of FDIC insurance protection, effective July 1, 2025.”

Vaughn Sizemore moved to approve item 2025.08.7B, Ray Funk seconded the motion

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

Nays: None

Ray Funk declared the motion approved.

C. “RESOLVED, that the Board of Directors approve the revised Fiscal Internal Controls policy as presented.”

Fran Voll moved to approve item 2025.08.7C, Kathy Masters seconded the motion

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

Nays: None

Ray Funk declared the motion approved.

Executive Director’s Report and Recommendations

A. Report

Executive Director, Adam Clark, outlined TRECA's student enrollment as the new school year is underway. To begin the school year year, TRECA had 1895 active students. This is slightly ahead of the 1874 that we active on the first day of school the previous year. In addition, TRECA has received 341 new student applications thus far in August. It is anticipated that an additional 200 applications may be received through the remainder of the month. This is on target with the number of new student applications received last school year in August (537). Mr. Clark shared that enrollment figures are following a similar pattern to the last few years, demonstrating small but steady increases in enrollment. He also noted that student enrollment is has remained stable even though the school has continued to improve its graduation rate. The 2024-2025 school year reflected TRECA's largest number of graduates, with 516 students receiving a diploma.

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

- **IXL Math - \$20,762.50**
- **Navigate 360 (Compass Learning) - \$7,914.38**
- **Cignition Tutoring - \$52,000.00**
- **NoRed Ink CORP - \$13,024.00**
- **Renaissance Learning Inc (Nearpod, Flocabulary, MyOn) - \$40,914.36**
- **Syntero (Then & Now) FY25 - \$3,061.50**
- **Syntero (Then & Now) FY26 - \$3,214.58”**

Kathy Masters moved to approve item 2025.08.8B. Vaughn Sizemore seconded the motion

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

Nays: None

Ray Funk 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):

- **Resignation of Renee Thoman-Brown as Student Attendance Specialist, effective August 6, 2025.**

- **Resignation of Trisha Ensminger as Enrollment Specialist, effective August 13, 2025.**
- **Resignation of Jessica Lyden as Student Advisor, effective August 14, 2025.**
- **Termination of Jennifer Estes as Instructional Solutions Advisor, effective July 15, 2025.**
- **Hire of Katherine Morales as Enrollment Specialist, effective July 17, 2025.**
- **Hire of Jenna Yasin as HS Teacher, effective August 11, 2025.**
- **Hire of Angelina Sachs as Full-Time Reading Specialist, effective August 11, 2025.**
- **Hire of Jessica Nuninger as HS Teacher, effective August 11, 2025.**
- **Hire of Michelle Schaurer as HS Teacher, effective August 11, 2025.**
- **Hire of Moumite Debnath as HS Teacher, effective August 11, 2025.**
- **Hire of Michelle Kachinski as Enrollment Specialist, effective August 11, 2025.**
- **Promotion of Mike Wright to Director of Systems, effective August 18, 2025.”**

Vaughn Sizemore moved to approve item 2025.08.8C Fran Voll seconded the motion

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

Nays: None

Ray Funk declared the motion approved.

D. “RESOLVED, that at the recommendation of the Executive Director, the Board of Directors approves the following policies as presented:

- **Student Handbook”**

Fran Voll moved to approve item 2025.08.8D, Kathy Masters seconded the motion

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

Nays: None

Ray Funk declared the motion approved.

E. “RESOLVED, that the Board of Directors approves the lease renewal with Isaac Market Square LTD., as submitted for 1793 Tiffin Ave Findlay, Ohio office location.”

Vaughn Sizemore moved to approve item 2025.08.8E, Ray Funk seconded the motion

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

Nays: None

Ray Funk declared the motion approved.

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

- **Leading EDJE LLC”**

Fran Voll moved to approve item 2025.08.8F, Vaughn Sizemore seconded the motion

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

Nays: None

Ray Funk declared the motion approved.

Sponsor Report & Feedback

Mr. Clark shared with all members of the board that Tri-Rivers has named Aaron Stewart as its interim superintendent. Mr. Clark has met with Mr. Stewart to discuss sponsorship and ensure that all upcoming reporting deadlines are met accordingly.

On August 15th, Tri-Rivers and their legal counsel provided TRECA administrators and two members of the Board of Directors with its annual legal update. This included information on a number of provisions contained within the biennial budget bill that was approved by the Ohio Assembly in July. Many of the provisions will take affect on September 30th or later (as outlined specifically in law). As sponsor, Tri-Rivers is available to provide support to TRECA as it works through the new provisions and guidance received from the Ohio Department of Education & Workforce.

Adjourn

Fran Voll motioned to adjourn the meeting.
Kathy Masters seconded the motion.

Motion declared and meeting adjourned 9:34 AM