

Agenda Item 2025.10.6A – October 2025

TRECA Digital Academy

REGULAR MEETING MINUTES

September 17, 2025 @ 8:30 a.m.

2nd Floor Conference Room

107 N Main Street

Marion, Ohio

Board of Directors present for the meeting:

Jim Craycraft (President)
Ray Funk (Vice President)
Vaughn Sizemore
Kathy Masters

Board of Directors absent for the meeting:

Fran Voll

Meeting Participants

Jessica Wake – Treasurer of TRECA Digital Academy
Adam Clark – Executive Director of TRECA Digital Academy
Dan Kaffenberger – Sponsor Representative
Aaron Stewart – Sponsor Representative

Agenda & Other Items of concern

A. “RESOLVED, that the Board of Directors approves the minutes from the August 20, 2025 regular meeting as submitted.”

Vaughn Sizemore moved to approve item 2025.09.6A, Kathy Masters seconded the motion

Ayes: 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.”

Ray Funk moved to approve item 2025.09.7A, Vaughn Sizemore seconded the motion

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

Jim Craycraft declared the motion approved.

B. “RESOLVED, that the Board of Directors approve the addition of the following statement to the application for employment at TRECA Digital Academy:

Applicants must be authorized to work for any employer in the United States. TRECA does not provide sponsorship or take over sponsorship of an employment visa."

Jim Craycraft moved to approve item 2025.09.7B, Ray Funk seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

C. "RESOLVED, that the Board of Directors approve the Comprehensive Continuous Improvement Plan budget as presented."

Kathy Masters moved to approve item 2025.09.7C, Vaughn Sizemore seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

Executive Director's Report and Recommendations

A. Report

Executive Director Adam Clark shared information about the upcoming release of school report cards across Ohio. As a Dropout Prevention and Recovery program, TRECA receives a differentiated report card consisting of four components: Graduation, Progress, Achievement, and Gap Closing. Each component is rated on a scale of *Does Not Meet Standards*, *Meets Standards*, or *Exceeds Standards*.

This year, TRECA will receive an overall rating of Exceeds Standards, marking the fourth consecutive year earning this distinction. The school exceeded standards in the Graduation, Progress, and Gap Closing components, and met standards in Achievement. Mr. Clark shared that he is encouraged by the results, noting continued academic growth in reading and math as reflected in the Progress component. Additionally, TRECA exceeded standards on the Graduation component for the first time.

B. "RESOLVED, that the Board of Directors approves the submitted list of seniors for graduation, subject to their meeting all school and state requirements."

Vaughn Sizemore moved to approve item 2025.09.8B. Ray Funk seconded the motion

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

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 - \$238,250.00**
- **Brainfuse LLC - \$14,400.00**
- **CW Products INC - \$5,925.17"**

Jim Craycraft moved to approve item 2025.09.8C. Kathy Masters seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

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

- **Resignation of Arion Carter as Enrollment Specialist, effective August 20, 2025.**
- **Promotion of Caitlyn Leimbach to Instructional Solutions Advisor, effective September 9, 2025.**
- **Hire of Covina Dunnihoo as School Counselor, effective August 26, 2025.**
- **Hire of Courtney Miller as Assessment & Enrollment Specialist, effective September 9, 2025.**
- **Hire of Heather Murphy as Student Attendance Specialist, effective September 9, 2025.**
- **Hire of Rylee Willett as SAFE Learning Support Specialist, effective September 10, 2025.**
- **Addition of Carrie Cochran and Maureen Businger to the approved substitute list, effective September 18, 2025.”**

Ray Funk moved to approve item 2025.09.8D Vaughn Sizemore seconded the motion

Ayes: 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 approves the attached purchased service agreements as presented:

- **ESC of Central Ohio – Title III Consortium”**

Jim Craycraft moved to approve item 2025.09.8E, Kathy Masters seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

F. “RESOLVED, that at the recommendation of the Executive Director, the Board of Directors approves the instructional service agreements as presented.

- **River Valley Local Schools**
- **Ridgedale Local Schools”**

Jim Craycraft moved to approve item 2025.09.8F, Vaughn Sizemore seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

Discussion

Mr. Clark updated the board regarding the recent changes to Ohio's definition of Dropout Prevention & Recovery programs. The Department of Education & Workforce (DEW) has yet to release any guidance to schools on the process for implementing the new definitions in the 2027-2028 school year. Mr. Clark attended this month's Dropout Prevention Advisory Council meeting and it was shared by the DEW that more conversations would be taking place with sponsors at the end of the month.

Sponsor Report & Feedback

Aaron Stewart shared with the board that Tri-Rivers will be naming Dan Kaffenbarger as its interim superintendent for the remainder of this school year. Mr. Stewart will remain at Tri-Rivers in his previous role and will continue to work with TRECA in regards to sponsorship.

Adjourn

Vaughn Sizemore motioned to adjourn the meeting.
Ray Funk seconded the motion.

Motion declared and meeting adjourned 9:40 AM