

Agenda Item 2025.11.6A – November 2025

TRECA Digital Academy

REGULAR MEETING MINUTES

October 15, 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)
Vaughn Sizemore
Kathy Masters
Fran Voll

Board of Directors absent for the meeting:

Ray Funk (Vice President)

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 September 17, 2025 regular meeting as submitted.”

Vaughn Sizemore moved to approve item 2025.10.6A, Fran Voll seconded the motion

Ayes: Jim Craycraft, Vaughn Sizemore, Fran Voll, 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 2025.10.7A, Fran Voll seconded the motion

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

Jim Craycraft declared the motion approved.

B. “RESOLVED, that the Board of Directors *approve the 2025-2026 operating budget and five-year forecast as presented.*”

Vaughn Sizemore moved to approve item 2025.10.7B, Kathy Masters seconded the motion

Ayes: Jim Craycraft, Vaughn Sizemore, Fran Voll, 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 submitted list of seniors for graduation, subject to their meeting all school and state requirements."

Fran Voll moved to approve item 2025.10.8A, Jim Craycraft seconded the motion

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

Jim Craycraft declared the motion approved.

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

- **Everway LLC - \$6,756.15**
- **COSI Columbus - \$6,130.00**
- **Jostens - \$9,695.00**
- **Leading EDJE - \$13,800.00**
- **Columbus Zoo & Aquarium (*Then & Now*) - \$281.20**
- **Megacity Fire & Security (*Then & Now*) - \$55.00"**

Jim Craycraft moved to approve item 2025.10.8B. Fran Voll seconded the motion

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

Jim Craycraft 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 Nicholas Nelson as Advisor, effective September 30, 2025.**
- **Hire of Shameka Constant as Enrollment Specialist, effective October 27, 2025.**
- **Stipend for Daniel Daily as Data Lead, effective October 1, 2025.**
- **Stipend for John Wasinski as Data Lead, effective October 1, 2025.**
- **Stipend for Shannon Kearns as Data Lead, effective October 1, 2025.**
- **Stipend for Taali Monnin as PBIS Facilitator, effective October 1, 2025.**
- **Correction of the retirement date for Carolyn Nevels, from October 1, 2025 to September 26, 2025."**

Fran Voll moved to approve item 2025.10.8C Kathy Masters seconded the motion

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

Jim Craycraft declared the motion approved.

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

- **META Solutions – Managed Internal Broadband Services**
- **SIGNiX - eNotary”**

Vaughn Sizemore moved to approve item 2025.10.8D, Kathy Masters seconded the motion

Ayes: Jim Craycraft, Vaughn Sizemore, Fran Voll, 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 instructional service agreements as presented.

- **Dayton Early College Academy”**

Fran Voll moved to approve item 2025.10.8E, Vaughn Sizemore seconded the motion

Ayes: Jim Craycraft, Vaughn Sizemore, Fran Voll, 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 following policy revisions as presented.

- **Student Handbook”**

Fran Voll moved to approve item 2025.10.8F, Vaughn Sizemore seconded the motion

Ayes: Jim Craycraft, Vaughn Sizemore, Fran Voll, 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. Formal guidance on the changes have yet to be released from the Department of Education & Workforce. Mr. Clark shared that he and Mrs. Wake have had conversations with legal counsel regarding the changes. Mrs. Wake also outlined to the board how the school would be impacted fiscally, noting that separating could impact the services provided to students. Both Mr. Clark and Mrs. Wake shared that they would continue working with TRECA's sponsor, Tri-Rivers, to identify the process and report back to the board.

Sponsor Report & Feedback

Aaron Stewart, sponsor representative from Tri-Rivers, informed the board that they recently learned of some potential grant opportunities that might be helpful to TRECA, as

it navigates the Dropout Prevention & Recovery changes coming in years to come. Tri-Rivers will share more information as it is released and can provide support to TRECA if it chooses to pursue any of the grants. Mr. Stewart also updated the board regarding this school year's sponsor evaluation. He will be working with Mr. Clark to prepare for the evaluation process this winter, so that they have all required documentation ready in the spring.

Adjourn

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

Motion declared and meeting adjourned 9:38 AM