

Agenda Item 2025.12.6A – December 2025

TRECA Digital Academy

REGULAR MEETING MINUTES

November 19, 2025 @ 8:30 a.m.
2nd Floor Conference Room
107 N Main Street
Marion, Ohio

Board of Directors present for the meeting:

Vaughn Sizemore
Kathy Masters
Fran Voll

Board of Directors absent for the meeting:

Jim Craycraft (President)
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 October 15, 2025 regular meeting as submitted.”

Fran Voll moved to approve item 2025.11.6A, Kathy Masters seconded the motion

Ayes: Vaughn Sizemore, Fran Voll, Kathy Masters
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.”

Fran Voll moved to approve item 2025.11.7A, Vaughn Sizemore seconded the motion

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

Vaughn Sizemore declared the motion approved.

B. “RESOLVED, that the Board of Directors *approve the write off of the following receivable invoices pursuant the TRECA Digital Academy Fiscal Internal Controls procedures:*

- **CCP-2501 5/30/2025 - \$499.65**

- **SS-2025001 7/8/2025 - \$110.00”**

Vaughn Sizemore moved to approve item 2025.11.7B, Kathy Masters seconded the motion

Ayes: Vaughn Sizemore, Fran Voll, Kathy Masters

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 all school and state requirements.”

Fran Voll moved to approve item 2025.11.8A, Vaughn Sizemore seconded the motion

Ayes: Vaughn Sizemore, Fran Voll, Kathy Masters

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.

- **Print Your Cause (Staff Holiday) - \$8,400.00**
- **CDW-G (Student Computers) - \$201,866.00**
- **Luminex INC (Pear Assessment) - \$12,120.00**
- **Stryder Corp (Handshake) - \$18,900.00**
- **Leading EDJE - \$18,400.00**
- **Forward Edge (Google Workplace) - \$5,376.00”**

Kathy Masters moved to approve item 2025.11.8B. Vaughn Sizemore seconded the motion

Ayes: Vaughn Sizemore, Fran Voll, Kathy Masters

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 Sidney Leatherman as Regional Coordinator, effective October 27, 2025.**
- **Hire of Ryan Cluff as Applications & Data Developer, effective November 18, 2025.”**

Fran Voll moved to approve item 2025.11.8C Kathy Masters seconded the motion

Ayes: Vaughn Sizemore, Fran Voll, Kathy Masters

Nays: None

Vaughn Sizemore declared the motion approved.

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

- **Student Handbook”**

Vaughn Sizemore moved to approve item 2025.11.8D, Kathy Masters seconded the motion

Ayes: Vaughn Sizemore, Fran Voll, Kathy Masters

Nays: None

Vaughn Sizemore declared the motion approved.

Adjourn

Vaughn Sizemore motioned to adjourn the meeting.

Kathy Masters seconded the motion.

Motion declared and meeting adjourned 8:47 AM