

Agenda Item 2026.05.6A – May 2026

TRECA Digital Academy

REGULAR MEETING MINUTES

April 15, 2026 @ 8:30 a.m.
2nd Floor Conference Room
107 N Main Street
Marion, Ohio

Board of Directors present for the meeting:

Jim Craycraft (President)
Kathy Masters (Vice President)
Vaughn Sizemore
Fran Voll

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
Dan Kaffenbarger – Sponsor Representative
Amy Goodson – Legal Counsel

Agenda & Other Items of concern

A. “RESOLVED, that the Board of Directors approves the minutes from the March 18, 2026 regular meeting as submitted.”

Fran Voll moved to approve item 2026.04.6A, Kathy Masters 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.”

Vaughn Sizemore moved to approve item 2026.04.7A, Jim Craycraft 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 2026.04.8A, 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 purchased service agreements as presented.

- **Pangram Labs - \$17,500.00**
- **Pathful INC - \$9,950.00**
- **Schoolmate - \$8,800.00**
- **VoiceThread - \$10,874.00**
- **UPS - \$35,000.00”**

Vaughn Sizemore moved to approve item 2026.04.8B. 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 Executive Director, the Board of Directors approve the following personnel action item(s):

- **Promotion of Sarah Smith to the position of Regional Coordinator (NWO), effective March 23, 2026.**
- **Hire of Sarah Smith to the position of custodian (NWO), effective March 23, 2026.”**

Kathy Masters moved to approve item 2026.04.8C. Jim Craycraft 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 adopt the following school policies as presented:

- **LinkedIN Learning”**

Vaughn Sizemore moved to approve item 2026.04.8D. Kathy Masters seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

E. “WHEREAS, Ohio House Bill 96 amended the definition of “dropout prevention and recovery community school” to mean in relevant part “a community school that enrolls only students who are at least fourteen years of age...”,

WHEREAS, such age restriction is slated to take effect July 1, 2027;

THEREFORE BE IT RESOLVED, that TRECA Digital Academy will cease offering kindergarten through 8th grade effective 6/30/2027 so long as said law remains in effect and applicable to TRECA Digital Academy;

BE IT FURTHER RESOLVED, that all TRECA Digital Academy 260-day employees assigned to kindergarten through 8th grade who remain employed on June 30, 2027 will be terminated effective June 30, 2027.;

BE IT FURTHER RESOLVED, that all TRECA Digital Academy 196-day employees assigned to kindergarten through 8th grade who remain employed on June 6, 2027 will be terminated effective August 31, 2027.

BE IT FURTHER RESOLVED, that all TRECA Digital Academy employees that serve kindergarten through 8th grade who remain active employees of TRECA Digital Academy during the 2026-2027 school year, who provide at least two weeks (14 calendar days) notice of resignation will be entitled to a retention bonus as follows:

- employees who resign effective on or after 9/30/2026 will receive \$500,
- employees who resign effective on or after 12/31/2026 will receive \$1,000,
- employees who resign effective on or after 3/31/2026 will receive \$1,500,
- employees who remain actively employed with TRECA Digital Academy through 6/5/2026 for 196-day employees or 6/30/2026 for 260-day employees will receive \$2,000;

BE IT FURTHER RESOLVED, the 196-day and 260-day work calendars for 2026-2027 are hereby approved as presented.

Kathy Masters moved to approve item 2026.04.8E. Fran Voll seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

Discussion

Executive Director, Adam Clark, shared with the board that he connected with the Marion branch of Ohio State University about helping identify a candidate to fill the vacant seat on the board. He reported that he was connected with Michelle McKinnis in the university's office of Student Success. Mr. Clark has spoken with Mrs. McKinnis about the board position and she will plan to attend the May meeting to discuss further.

Sponsor Report & Feedback

Sponsor representative, Dan Kaffenbarger, addressed the board with an update from Tri-Rivers Career Center. He shared that they completed their second site visit of TRECA this past month. This included a records review and interviews with staff, teachers, students and parents. Mr. Kaffenbarger also shared that Tri-Rivers has hired a new superintendent, Dr. Pamela Noeth. He hopes that she will be able to attend a TRECA meeting in the coming months as she transitions into the role.

Adjourn

Vaughn Sizemore motioned to adjourn the meeting.
Kathy Masters seconded the motion.

Motion declared and meeting adjourned 9:32 AM