

TRECA Digital Academy

REGULAR MEETING MINUTES

May 20, 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
Michelle McKinnis

Agenda & Other Items of concern

A. “RESOLVED, that the Board of Directors approves the minutes from the April 15, 2026 regular meeting as submitted.”

Fran Voll moved to approve item 2026.05.6A, Vaughn Sizemore 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 hereby appoints Michelle McKinnis as a member of the Board of Directors for a term commencing upon receipt of non-disqualifying background check results and conflict of interest statement and ending at the 2029 annual meeting or until the appointment and qualification of a respective successor.”

Kathy Masters moved to approve item 2026.05.6B, Vaughn Sizemore 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 2026.05.7A, Kathy Masters 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 renewal of health, vision and life insurance for TRECA employees at the rates presented.

BE IT FURTHER RESOLVED, that the Board of Directors renew a Section 125 Flexible Fringe Benefits Plan for employees of TRECA Digital Academy, to be effective July 1, 2026.”

Vaughn Sizemore moved to approve item 2026.05.7B, Fran Voll 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 2026.05.8A, Kathy Masters 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.”

Jim Craycraft moved to approve item 2026.05.8B. Kathy Masters 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):

- **Resignation of Stephanie Cassano as teacher, effective August 1, 2026.**
- **Hire of Marissa Bloomfield as Enrollment Specialist, effective May 12, 2026.**
- **Hire of Anthony Kelder as Custodian and Maintenance Specialist, effective April 28, 2026.**

- **Promotion of Jessica Delong to Data Systems Specialist, effective May 12, 2026.**
- **Transfer of Jackie Dietsch to Student Attendance Specialist, effective July 1, 2026.**
- **Transfer of James Burcham to HS teacher, effective July 1, 2026.**
- **Transfer of Madeline Burke to HS teacher, effective July 1, 2026.**
- **Transfer of Jessie Tafe to HS counselor, effective August 10, 2026.**
- **Hire of Jane Baldwin as Summer School teacher, effective June 8, 2026.**
- **Hire of Heather Weaver as Summer School teacher, effective June 8, 2026.**
- **Hire of Kayla Amedro as Summer School teacher, effective June 8, 2026.**
- **Hire of Jennifer Haberman-Boleyn as College & Career Specialist, effective June 8, 2026.**
- **Addition of Amy Venero, Jeffrey Jordan, and Shantel Woods to the approved substitute list, effective April 23, 2026.**
- **Addition of Adrian Campbell to the approve substitute list, effective May 18, 2026.**
- **Addition of Helyna Vlach to the approved substitute list, effective April 12, 2026.**
- **Stipend for each mentor participating in the Resident Educator Mentor Program; Lisa Adkins.”**

Vaughn Sizemore moved to approve item 2026.05.8C. 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.

- ***Montgomery County ESC***
- ***META Solutions***
- ***Brainfuse***
- ***SORSA (Liability)”***

Jim Craycraft moved to approve item 2026.04.8D. Fran Voll 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.

- ***River Valley Local Schools”***

Vaughn Sizemore moved to approve item 2026.05.8E. Fran Voll seconded the motion

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

Jim Craycraft declared the motion approved.

F. “RESOLVED, that the Board of Directors approve the salary and compensation increases, effective July 1, 2026, for all full-time and part-time employees as presented.”

Kathy Masters moved to approve item 2026.05.8F, Vaughn Sizemore seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

Sponsor Report & Feedback

Sponsor representative, Dan Kaffenbarger, addressed the board with an update from Tri-Rivers Career Center. He shared that the sponsor evaluation process should be wrapping up shortly. Over the last month they have worked with Mr. Clark to collect all compliance documentation for submission in the evaluation process.

Adjourn

Fran Voll motioned to adjourn the meeting.

Vaughn Sizemore seconded the motion.

Motion declared and meeting adjourned 9:45 AM