

Agenda Item 2026.07.6A – July 2026

TRECA Digital Academy

REGULAR MEETING MINUTES

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

Board of Directors present for the meeting:

Kathy Masters (Vice President)
Vaughn Sizemore
Fran Voll
Michelle McKinniss

Board of Directors absent for the meeting:

Jim Craycraft (President)

Meeting Participants

Jessica Wake – Treasurer of TRECA Digital Academy
Adam Clark – Executive Director of TRECA Digital Academy
Dan Kaffenbarger – Sponsor Representative

Agenda & Other Items of concern

A. “Oath of office administered for Michelle McKinniss.”

B. “RESOLVED, that the Board of Directors approves the minutes from the May 20, 2026 regular meeting as submitted.”

Fran Voll moved to approve item 2026.06.6B, Vaughn Sizemore seconded the motion

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

Kathy Masters declared the motion approved.

Fiscal Officer Report and Recommendations

A. “RESOLVED, that the Board of Directors approve the attached Fiscal Officer report as submitted.”

Michelle McKinniss moved to approve item 2026.05.7A, Vaughn Sizemore seconded the motion

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

Kathy Masters declared the motion approved.

Executive Director’s Report and Recommendations

A. “RESOLVED, that the Board of Directors approves the purchases submitted at the recommendation of the Executive Director.

- **CW Products INC - \$6,998.19**
- **Linezero Corp (*Then & Now*) - \$12,000.00**
- **BorderLAN Inc - \$19,794.20**
- **Grammarly Inc - \$25,466.40**
- **Brainfuse LLC - \$8,000.00**
- **Charter Communications Holdings - \$32,000.00**
- **Verizon Wireless (Summer Connectivity) - \$78,634.60”**

Fran Voll moved to approve item 2026.06.8B. Vaughn Sizemore seconded the motion

Ayes: Vaughn Sizemore, Fran Voll, Kathy Masters, Michelle McKinniss

Nays: None

Kathy Masters declared the motion approved.

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

- **Resignation of Lauren Lavy as Special Needs Coordinator, effective July 31, 2026.**
- **Resignation of Miranda Fairall as Intervention Specialist, effective August 1, 2026.**
- **Resignation of Eric Wayne as Intervention Specialist, effective August 1, 2026.**
- **Resignation of Kallie Sink as Teacher, effective August 1, 2026.**
- **Promotion of Regina Benjamin to Senior Records Specialist, effective July 1, 2026.**
- **Promotion of Jennifer Bash to Records Specialist, effective July 1, 2026.**
- **Promotion of Teresa Martin-Taylor to Records Specialist, effective July 1, 2026.**
- **Compensation of Nathan Woodrum as Help Desk Technician, effective July 1, 2026.**
- **Teacher Leader Stipend for Jane Baldwin, Sheri Nordman, Mark Miller, Lisa Adkins, Holly McKenzie, Laura Search and Keeri Hilp, effective July 1, 2026.**
- **PBIS Facilitator stipend for Taali Monnin, effective July 1, 2026.”**

Michelle McKinniss moved to approve item 2026.06.8B. Fran Voll seconded the motion

Ayes: Vaughn Sizemore, Fran Voll, Kathy Masters, Michelle McKinniss

Nays: None

Kathy Masters declared the motion approved.

C. “RESOLVED, that the Board of Directors approve the increase of the substitute hourly rate from \$11.25 TO \$12.00, effective July 1, 2026.”

Vaughn Sizemore moved to approve item 2026.06.8C. Michelle McKinniss seconded the motion

Ayes: Vaughn Sizemore, Fran Voll, Kathy Masters, Michelle McKinniss

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.

- ***Ron Stewart & Associates***
- ***META Solutions (Lightspeed)***
- ***Syntero”***

Vaughn Sizemore moved to approve item 2026.06.8D. Michelle McKinniss seconded the motion

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

Kathy Masters 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.

- **Medina City Schools**
- **Firelands Local Schools**
- **Lebanon Local Schools”**

Fran Voll moved to approve item 2026.06.8E. Kathy Masters seconded the motion

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

Kathy Masters declared the motion approved.

F. “RESOLVED, that the Board of Directors adopt the following policies as presented:

- **AI Policy**
- **Cybersecurity Policy**
- **Data Governance Policy**
- **Early Entrance Age Policy**
- **Attendance Policy”**

Fran Voll moved to approve item 2026.06.8F, Kathy Masters seconded the motion

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

Kathy Masters declared the motion approved.

G. “WHEREAS, pursuant to R.C. 3313.6012, the Board of each school district shall adopt a policy governing the conduct of academic prevention/intervention services that is updated annually; and

WHEREAS, pursuant to R.C. 3313.6020, the Board of each school district shall adopt a policy on career advising that is updated once every two (2) years; and

WHEREAS, pursuant to R.C. 3314.03, a community school is required to comply with R.C. 3313.6012 and R.C. 3313.6020 as if it were a school district; and

WHEREAS, the Board of Directors desires to complete its review, update, and demonstrate compliance through a formal resolution regarding the same.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of TRECA Digital Academy, Marion, Ohio, that:

Section 1. The Board of Directors has reviewed and updated the attached Board policy, Academic Prevention and Intervention Policy, without any changes, which shall be made part of the minutes of this meeting and shall take effect immediately.

Section 2. The Board of Directors has reviewed and reapproves the attached Board policy, Career Advising Policy, without any changes, which shall be made part of the minutes of this meeting and shall take effect immediately.

Section 3. It is found and determined that all formal actions of this Board of Directors concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board of Directors, and that all deliberations of this Board of Directors and of any of its committees that resulted in these formal actions were in meetings open to the public and in compliance with all legal requirements, including R.C. 121.22 and any amendments thereto.”

Michelle McKinniss moved to approve item 2026.06.8F, Vaughn Sizemore seconded the motion

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

Kathy Masters declared the motion approved.

Adjourn

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

Motion declared and meeting adjourned 9:06 AM