

Agenda Item 2026.08.6A – August 2026

TRECA Digital Academy

REGULAR MEETING MINUTES

July 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 (Joined at 8:50am)
Michelle McKinniss

Board of Directors absent for the meeting:

Fran Voll

Meeting Participants

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

Agenda & Other Items of concern

A. “RESOLVED, that the Board of Directors approves the minutes from the June 17, 2026 regular meeting as submitted.”

Kathy Masters moved to approve item 2026.07.6A, Jim Craycraft seconded the motion

Ayes: Jim Craycraft, Kathy Masters, Michelle McKinniss
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.”

Michelle McKinniss moved to approve item 2026.07.7A, Kathy Masters seconded the motion

Ayes: Jim Craycraft, Kathy Masters, Michelle McKinniss
Nays: None

Jim Craycraft declared the motion approved.

B. “RESOLVED, that the Board of Directors approve the financial forecast as presented.”

Jim Craycraft moved to approve item 2026.07.7B, Kathy Masters seconded the motion

Ayes: Jim Craycraft, Vaughn Sizemore, Kathy Masters, Michelle McKinniss

Nays: None

Jim Craycraft declared the motion approved.

C. “RESOLVED, that the Board of Directors approve the Comprehensive Continuous Improvement Plan budget as presented.”

Kathy Masters moved to approve item 2026.07.7C, Vaughn Sizemore seconded the motion

Ayes: Jim Craycraft, Vaughn Sizemore, Kathy Masters, Michelle McKinniss

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.”

Jim Craycraft moved to approve item 2026.07.8A, Kathy Masters seconded the motion

Ayes: Jim Craycraft, Vaughn Sizemore, Kathy Masters, Michelle McKinniss

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.

- **Megacity Fire (Then & Now) - \$89.45**
- **Navigate360 (Compass SEL) - \$5,915.00**
- **Navigate360 (PBIS Rewards) (Then & Now) - \$5,972.22**
- **Powerschool Holdings - \$6,050.00**
- **Powerschool Holdings (School Messenger) - \$13,022.10**
- **Kissflow Inc - \$18,000.00**
- **NoRedInk - \$13,647.70**
- **Ohio School Counselors Conference - \$5,000.00**
- **Wood County ESC (Then & Now) - \$7,872.00**
- **Kindred Spirits Investment - \$10,000.00**
- **Salesforce (Tableau) - \$16,111.20”**

Vaughn Sizemore moved to approve item 2026.07.8B. Kathy Masters seconded the motion

Ayes: Jim Craycraft, Vaughn Sizemore, Kathy Masters, Michelle McKinniss

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):

- **Termination of Kara White as Office Clerk, effective June 15, 2026.**
- **Resignation of Kim Turner as Teacher, effective August 1, 2026.”**

Jim Craycraft moved to approve item 2026.07.8C. Michelle McKinniss seconded the motion

Ayes: Jim Craycraft, Vaughn Sizemore, 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.

- ***Local Government Services***
- ***Culligan (Regional Offices)***
- ***ESC CO Title III Consortium”***

Kathy Masters moved to approve item 2026.07.8D. Vaughn Sizemore seconded the motion

Ayes: Jim Craycraft, Vaughn Sizemore, Kathy Masters, Michelle McKinniss
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.

- ***Findlay Digital Academy***
- ***Ridgedale Local Schools”***

Jim Craycraft moved to approve item 2026.07.8E. Vaughn Sizemore seconded the motion

Ayes: Jim Craycraft, Vaughn Sizemore, Kathy Masters, Michelle McKinniss
Nays: None

Jim Craycraft declared the motion approved.

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

- ***Acceptable Use Policy”***

Michelle McKinniss moved to approve item 2026.07.8F, Vaughn Sizemore seconded the motion

Ayes: Jim Craycraft, Vaughn Sizemore, Kathy Masters, Michelle McKinniss
Nays: None

Jim Craycraft declared the motion approved.

Sponsor Report & Feedback

Dan Kaffenbarger shared with the board that Tri-Rivers has completed its compliance review of TRECA for the 2025-2026 school year. This process consisted of a review of several hundred policies and procedures of the school. As sponsor, Tri-Rivers has provided TRECA with a corrective action plan to address those items that were deemed non-compliant. Mr. Kaffenbarger expressed appreciation for TRECA staff working diligently to complete the comprehensive review over the last several months. He outlined that the next step will be an onsite review from the Department of Education to verify compliance with items reviewed by the sponsor.

Adjourn

Vaughn Sizemore motioned to adjourn the meeting.
Jim Craycraft seconded the motion.

Motion declared and meeting adjourned 9:22 AM