

Agenda Item 2026.10.6A – October 2026

TRECA Digital Academy

REGULAR MEETING MINUTES

September 16, 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
Michelle McKinniss
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
Pam Noeth – Sponsor Representative

Agenda & Other Items of concern

A. “RESOLVED, that the Board of Directors approves the minutes from the August 19, 2026 regular meeting as submitted.”

Fran Voll moved to approve item 2026.09.6A, Vaughn Sizemore seconded the motion

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

Kathy Masters moved to approve item 2026.08.7A, Michelle McKinniss seconded the motion

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

Jim Craycraft declared the motion approved.

B. “RESOLVED, that the Board of Directors approves the 403(b) Restatement Plan Document, which is the legal document governing the operation of TDA's 403(b) plan. The restatement does not change TDA's existing plan provisions; rather, it

incorporates the latest IRS requirements for pre-approved plan documents to ensure that TDA's 403(b) plan remains current and compliant.”

Fran Voll moved to approve item 2026.10.7B, Vaughn Sizemore seconded the motion

Ayes: Jim Craycraft, Vaughn Sizemore, Kathy Masters, Michelle McKinniss, Fran Voll
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 2026.08.8A. Kathy Masters seconded the motion

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

- **Cignition - \$110,500.00**
- **Stryder Corp (Handshake) - \$18,900.00**
- **Jostens - \$14,200.00**
- **Megacity Fire & Security (Then & Now) - \$55.00”**

Michelle McKinniss moved to approve item 2026.09.8B. Kathy Masters seconded the motion

Ayes: Jim Craycraft, Vaughn Sizemore, Kathy Masters, Michelle McKinniss, Fran Voll
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 Kelly Scott as Advisor, effective January 15, 2027.***
- ***Hire of Julie Cramer as Teacher, effective August 26, 2026.***
- ***Hire of Haley Kimbler as Teacher, effective August 31, 2026.***
- ***Hire of Jennifer McCafferty as Teacher, effective September 30, 2026.***
- ***Hire of Jacquelyn Pettinato as Teacher, effective August 26, 2026.***
- ***Termination of Raymond Featherstone as Intervention Specialist, effective August 24, 2026.***

Vaughn Sizemore moved to approve item 2026.09.8C. Fran Voll seconded the motion

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

Jim Craycraft declared the motion approved.

D. “RESOLVED, that the Board of Directors approve the attached purchased service agreements as presented;

- ***BHM CPA Group***
- ***Education Plus (eRate)”***

Jim Craycraft moved to approve item 2026.09.8D. Michelle McKinniss seconded the motion

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

Jim Craycraft declared the motion approved.

E. “RESOLVED, that the Board of Directors approves the attached instructional service agreements for the 2026-2027 school year between TRECA Digital Academy and the following:

- ***Eastland-Fairfield Career & Technical Schools”***

Fran Voll moved to approve item 2026.09.8E, Vaughn Sizemore seconded the motion

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

Jim Craycraft declared the motion approved.

F. “RESOLVED, that the Board of Directors approves the lease for office space at Compass South Professional Center, 8180 Brecksville, Ohio 44141.”

Vaughn Sizemore moved to approve item 2026.09.8F, Kathy Masters seconded the motion

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

Jim Craycraft declared the motion approved.

Sponsor Report & Feedback

Sponsor representative, Pam Noeth, began by sharing that Tri-Rivers will be celebrating its 50th anniversary in the coming month. She also noted that all current sponsor requirements have been met and submitted thus far in the school year. Tri-Rivers recently hosted a meeting with area schools, including TRECA, to discuss recent changes to Ohio's industry recognized credential system. She noted that the schools will continue working together to identify areas to collaborate on credential programming in the future.

Adjourn

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

Motion declared and meeting adjourned 9:08 AM