

TRECA Digital Academy

REGULAR MEETING MINUTES

September 13, 2017 @ 9:00 a.m.
Board Room, META Solutions Building

Board of Directors present for the meeting:

Kate Fisher
Jim Craycraft
Fran Voll

Board of Directors absent for the meeting:

Scott Gray
Ray Funk

Meeting Participants

Adam Clark – Executive Director of TRECA Digital Academy
Jessica Wake – Treasurer of TRECA Digital Academy
Chuck Speelman – Sponsor Representative
Amy Goodson – TRECA Digital Academy Legal Counsel

Agenda & other items of concern

- A. “RESOLVED, that the Board of Directors approves the minutes from the August 9, 2017 regular meeting as submitted.”**

Fran Voll moved to approve item 6A, Kate Fisher seconded the motion

Ayes: Kate Fisher, Fran Voll, Jim Craycraft
Nays: None

Jim Craycraft declared the motion approved.

- B. “RESOLVED, that the Board of Directors accepts the resignation of Scot Gray as Board of Director, effective September 8, 2017.”**

Fran Voll moved to approve item 6B, Kate Fisher seconded the motion

Ayes: Kate Fisher, Fran Voll, Jim Craycraft
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 TDA students that have fulfilled all graduation requirements and await receipt of their diploma.”**

Kate Fisher moved to approve item 7A, Fran Voll seconded the motion

Ayes: Kate Fisher, Jim Craycraft, 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.”

- **PartPoint INC – \$5,506.64**
- **MyOn Reader - \$10,557.20**
- **Wisetrack - \$5,297.00**
- **GovConnection- \$9,920.00**

Jim Craycraft moved to approve item 7B. Kate Fisher seconded the motion

Ayes: Kate Fisher, Fran Voll, Jim Craycraft

Nays: None

Jim Craycraft declared the motion approved.

C. “RESOVLED, that at the recommendation of the Executive Director, the Board of Directors approve the following personnel action item(s).”

- **Resignation of Rita Brown as Intervention Specialist, effective August 14, 2017.**
- **Resignation of Megan Wilson as Intervention Specialist, effective August 25, 2017.**
- **Hire of Ed Villines as Advisor, effective September 6, 2017.**
- **Hire of Maci Payne as Intervention Specialist, effective September 12, 2017.**
- **Hire of Kara Gogolek as Intervention Specialist, effective September 12, 2017.**
- **Hire of Martha Harford as Intervention Specialist, effective September 21, 2017.**

Fran Voll moved to approve item 7C. Kate Fisher seconded the motion

Ayes: Kate Fisher, Fran Voll, Jim Craycraft

Nays: None

Jim Craycraft declared the motion approved.

D. “RESOLVED, that the Board of Directors has determined that the district will not provide career-technical education to students enrolled in grades 7 and 8 for the 2017-2018 school year; and Be It

FURTHER RESOLVED, that the Board will submit this resolution to the Ohio Department of Education by September 30, 2017, to be compliant with the requirements to waive the requirement for the district; and Bet It

FURTHER RESOLVED, that the determination will be revisited annually.”

Jim Craycraft moved to approve item 7D. Kate Fisher seconded the motion

Ayes: Kate Fisher, Fran Voll, Jim Craycraft
Nays: None

Jim Craycraft declared the motion approved.

- E. “RESOLVED, that the Board of Directors approves the policy and procedures regarding the mid-year promotion of students retained through the 3rd Grade Guarantee, as submitted.”**

Fran Voll moved to approve item 7E. Kate Fisher seconded the motion

Ayes: Kate Fisher, Fran Voll, Jim Craycraft
Nays: None

Jim Craycraft declared the motion approved.

- F. “RESOLVED, that the Board of Directors approve the 2-year renewal order as submitted for the BrightSpace LMS in FY19 and FY20.”**

Kate Fisher moved to approve item 7F. Fran Voll seconded the motion

Ayes: Kate Fisher, Fran Voll, Jim Craycraft
Nays: None

Jim Craycraft declared the motion approved.

- G. “RESOLVED, that the Board of Directors approve the revised Career Advising Policy as submitted.”**

Jim Craycraft moved to approve item 7G. Kate Fisher seconded the motion

Ayes: Kate Fisher, Fran Voll, Jim Craycraft
Nays: None

Jim Craycraft declared the motion approved.

- H. *RESOLVED, that at the recommendation of the Executive Director, the Board of Directors approves the attached related service agreements for the 2017-2018 school year.***

- Allen East Local
- Federal Hocking Local
- Lakewood Community School
- Lorain County JVS
- Lorain Digital Academy
- Medina City Schools
- Worthington City Schools

Fran Voll moved to approve item 7H. Jim Craycraft seconded the motion

Ayes: Kate Fisher, Fran Voll, Jim Craycraft
Nays: None

Jim Craycraft declared the motion approved.

I. Discussion Items

- **1st Reading – Revised Job-Related Expense Policy**
- **1st Reading – Employee Dress Code Policy**
- **2017-2018 Budget** – Treasurer, Jessica Wake, shared the drafted budget for 2017-2018.
- **FY16 FTE Review Settlement and Guidance from Auditor of State** – Update from legal counsel, Amy Goodson, on guidance from the AOS on the school's obligation to collect (or "true-up") funds paid to an Operator or other contracted vendors following a clawback applied to the school. A review of contracts must be completed to ensure that any agreement, with fees based on a percentage of FTE, is considered in regards to the "true-up." The AOS will be providing additional information on this guidance in the coming week and more will be reported back to the Board next month.

Fiscal Officer Report

A. "Approval of the Fiscal Officer report as submitted."

Kate Fisher moved to approve item 8A. Fran Voll seconded the motion

Ayes: Kate Fisher, Fran Voll, Jim Craycraft
Nays: None

Jim Craycraft declared the motion approved.

B. "RESOLVED, that the Board of Directors authorizes the establishment of a friendship fund for TRECA Digital Academy, using the procedures as submitted."

Fran Voll moved to approve item 8B. Kate Fisher seconded the motion

Ayes: Kate Fisher, Fran Voll, Jim Craycraft
Nays: None

Jim Craycraft declared the motion approved.

C. "RESOLVED, that the Board of Directors approves the revised Fiscal Internal Controls policy as submitted."

Kate Fisher moved to approve item 8C. Jim Craycraft seconded the motion

Ayes: Kate Fisher, Fran Voll, Jim Craycraft
Nays: None

Jim Craycraft declared the motion approved.

Sponsor Report & Feedback

Sponsor representative, Chuck Speelman, shared the yearly application process and forms for Tri-Rivers sponsorship with the board. The application is to be completed and sent to him by October 1st to be evaluated and considered for school sponsorship in the coming school year.

Executive Session (if needed)

N/A

Adjourn

Fran Voll moved to adjourn the regular meeting.
Jim Craycraft seconded the motion.

Motion declared and meeting adjourned 10:52 a.m.

The next meeting of the TRECA Digital Academy Board of Directors will be October 11th at 9:00 a.m. at the META Solutions building TRECA board room.