

# TRECA Digital Academy

## REGULAR MEETING MINUTES

October 11, 2017 @ 9:00 a.m.  
Board Room, META Solutions Building

### Board of Directors present for the meeting:

Kate Fisher  
Jim Craycraft  
Fran Voll  
Ray Funk

### Board of Directors absent for the meeting:

None

### Meeting Participants

Adam Clark – Executive Director of TRECA Digital Academy  
Jessica Wake – Treasurer of TRECA Digital Academy  
Chuck Speelman – Sponsor Representative  
David Varda – Chief Fiscal Officer of META Solutions

### Agenda & other items of concern

- A. “RESOLVED, that the Board of Directors approves the minutes from the September 13, 2017 regular meeting as submitted.”**

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

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

Ray Funk declared the motion approved.

- B. “RESOLVED, that the Board of Directors adopts the Code of Ethics and Conflict of Interest policy as submitted.”**

Jim Craycraft moved to approve item 6B, Ray Funk seconded the motion

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

Ray Funk 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.”**

Fran Voll moved to approve item 7A, Jim Craycraft seconded the motion

Ayes: Kate Fisher, Jim Craycraft, Fran Voll, Ray Funk

Nays: None

Ray Funk declared the motion approved.

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

- **SVM - \$49,625**
- **Refurble - \$109,950**
- **SPEDTrack - \$6,600**
- **Curriculum & Associates (iReady) - \$28,500**

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

Ayes: Kate Fisher, Fran Voll, Jim Craycraft, Ray Funk

Nays: None

Ray Funk declared the motion approved.

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

Jim Craycraft moved to approve item 7C. Ray Funk seconded the motion

Ayes: Kate Fisher, Fran Voll, Jim Craycraft, Ray Funk

Nays: None

Ray Funk declared the motion approved.

**D. “RESOLVED, that the Board of Directors approve the revised Teacher Evaluation Policy as submitted.”**

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

Ayes: Kate Fisher, Fran Voll, Jim Craycraft, Ray Funk

Nays: None

Ray Funk declared the motion approved.

**E. “RESOLVED, that the Board of Directors approves the revised Job-Related Expense policy as submitted.”**

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

Ayes: Kate Fisher, Fran Voll, Jim Craycraft, Ray Funk

Nays: None

Ray Funk declared the motion approved.

**F. “RESOLVED, that the Board of Directors adopt the Employee Dress Code policy as submitted.”**

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

Ayes: Kate Fisher, Fran Voll, Jim Craycraft, Ray Funk

Nays: None

Ray Funk declared the motion approved.

**G. “RESOLVED, that the Board of Directors appoint Amy E. Goodson as statutory agent for the school and authorizes the board president to sign the Statutory Agent Update as presented.”**

Ray Funk moved to approve item 7G. Jim Craycraft seconded the motion

Ayes: Kate Fisher, Fran Voll, Jim Craycraft, Ray Funk

Nays: None

Ray Funk declared the motion approved.

**H. RESOLVED, that at the recommendation of the Executive Director, the Board of Directors approves the attached instructional service agreements for the 2017-2018 school year between TRECA Digital Academy and the following,”**

- Firelands Local
- Grandview Heights
- River Valley Local
- Sciotoville Community School

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

Ayes: Kate Fisher, Fran Voll, Jim Craycraft, Ray Funk

Nays: None

Ray Funk declared the motion approved.

**I. RESOLVED, that the Board of Directors adopt the Records Retention Policy and Records Retention Schedule as submitted.”**

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

Ayes: Kate Fisher, Fran Voll, Jim Craycraft, Ray Funk

Nays: None

Ray Funk declared the motion approved.

**J. Discussion Items**

- **FY16 FTE Review Settlement and Guidance from Auditor of State** – Follow-up from last month’s update from legal counsel, Amy Goodson. The state Auditor’s office hosted a webinar since the last TRECA Board meeting to share additional guidance on the yearly “true up” process with vendors. Verification that a policy must be adopted by the board to review agreements annually to ensure “true up” procedures are in place. In addition formal notice is being drafted to inform META Solutions of the intent to collect overpayments from both FY16 and FY17.

- **Board Member Vacancy** – Discussion of the process for the remaining board members to appoint a replacement for the vacancy left by Scot Gray.

### **Fiscal Officer Report**

#### **A. “Approval of the Fiscal Officer report as submitted.”**

Fran Voll moved to approve item 8A. Ray Funk seconded the motion

Ayes: Kate Fisher, Fran Voll, Jim Craycraft, Ray Funk

Nays: None

Ray Funk declared the motion approved.

#### **B. “RESOLVED, that the Board of Directors approves the 2017-2018 operating budget as submitted.”**

Jim Craycraft moved to approve item 8B. Fran Voll seconded the motion

Ayes: Kate Fisher, Fran Voll, Jim Craycraft, Ray Funk

Nays: None

Ray Funk declared the motion approved.

#### **C. “RESOLVED, that the Board of Directors approves the Five-Year Forecast as submitted.”**

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

Ayes: Kate Fisher, Fran Voll, Jim Craycraft, Ray Funk

Nays: None

Ray Funk declared the motion approved.

### **Sponsor Report & Feedback**

Sponsor representative, Chuck Speelman, shared that Tri-Rivers is wrapping up its evaluation with the Department of Education. Preliminary results are optimistic that they will receive an improved rating for FY17. Mr. Speelman also shared that the Tri-Rivers board is in the process of finalizing its own contract with the Department of Education for continuing its sponsorship authority.

### **Executive Session (if needed)**

N/A

### **Adjourn**

Fran Voll moved to adjourn the regular meeting.

Kate Fisher seconded the motion.

Motion declared and meeting adjourned 11:18 a.m.

**The next meeting of the TRECA Digital Academy Board of Directors will be November 8th at 9:00 a.m. at the META Solutions building TRECA board room.**