

TRECA Digital Academy

REGULAR MEETING MINUTES

September 12, 2018 @ 9:00 a.m.
Board Room, META Solutions Building

Board of Directors present for the meeting:

Jim Craycraft (President)
Fran Voll (Vice President)
Ray Funk
Kate Fisher (left meeting at 10:28AM to recuse herself from the Marion Office location discussion)

Board of Directors absent for the meeting:

Jeremy Dunn

Meeting Participants

Adam Clark – Executive Director of TRECA Digital Academy
Jessica Wake – Treasurer of TRECA Digital Academy
Steve Earnest – Sponsor Representative

Agenda & other items of concern

- A. **“RESOLVED, that the Board of Directors approves the minutes from the August 9, 2018 regular meeting as submitted.”**

Fran Voll moved to approve item 18.09.6A, Kate Fisher seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

- B. **“RESOLVED, that the Board of Directors make the following correction to previously adopted minutes for agenda item 8K of the December 14, 2016 regular meeting, regarding employer pickup for administrators;**

WHEREAS, the intention of the board was to address the contributions for those in the administrative group in both STRS and SERS;

WHEREAS, the correct minutes shall read;

RESOLVED, effective January 1, 2017, the TRECA Digital Academy agrees to pick up the total amount of employee contributions required by Section 3307.26 of the Ohio Revised Code to be contributed by the Directors & Executive Director class of the Administrative employee group to STRS or SERS Ohio. TRECA Digital Academy Board of Directors is permitted to pick up employee contributions

pursuants to Section 3307.27 of the Ohio Revised Code and Section 414(h)(2) of the Internal Revenue Code. These pick-up contributions, although designated as employee contributions, are being paid by the TRECA Digital Academy Board of Directors in lieu of employee contributions and shall be paid by the board as a fringe benefit in addition to the salary otherwise payable to the employee. These contributions shall not be treated as additional compensation for retirement purposes.

Employees in the identified Administrator group may not opt out of the picked-up contributions or elect to receive the contributed amounts directly instead of having them picked-up by the TRECA Digital Academy Board of Directors and paid to STRS or SERS Ohio.

Ray Funk moved to approve item 18.09.6B, Fran Voll seconded the motion

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

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."**

Fran Voll moved to approve item 18.09.7A, Ray Funk seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

- B. "RESOLVED, that the Board of Directors approve the revised Fiscal Internal Controls policy as submitted."**

Jim Craycraft moved to approve item 18.09.7B, Kate Fisher seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

- C. "WHEREAS, the Board of Directors of TRECA Digital Academy desires to offer its employees a 403(b) Account Plan as allowed under IRC regulations;**

WHEREAS, the Board desires to adopt Plan Documents, trust accounts, annuity contracts, and/or custodial accounts as are necessary to establish funding vehicles with Investment Providers for the Plan and to receive and invest contributions in such investment options as are selected by employees participating in the Plan;

And

NOW THEREFORE, BE IT RESOLVED, that effective January 1, 2017 the Board of Directors adopts and approves for the benefit of TRECA Digital Academy employees the IRC section 403(b) Plan Document;

BE IT FURTHER RESOLVED, that pursuant to the Plan, the Board establishes and/or ratifies the establishment of funding accounts for receipt and investment of contributions made under the Plan, as directed by participating employees; and

BE IT FURTHER RESOLVED, that TRECA Digital Academy's designated Fiscal officer and executive director are hereby authorized and directed to execute the plan documents for the Plan in substantially the form presented to the Board, to communicate the terms of the Plan to employees, to designate employees as eligible for participation in the Plan in accordance with plan terms, to enter into agreements with Plan participants for participation in the Plan, including Salary Reduction Agreements, and to take such further actions as may be necessary and appropriate to implement the Plan and effectuate the terms and intent of the resolutions."

Ray Funk moved to approve item 18.09.7C, Kate Fisher seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

- D. "WHEREAS, the Board of Directors of TRECA Digital Academy, ("School") designated as a governmental employer as defined in Section 457(e)(1)(A) of the Internal Revenue Code as amended (the "Code"), desires to adopt a non-qualified deferred compensations plan under IRC Section 457(b) in which employees are permitted to make voluntary salary reductions;**

WHEREAS, the Board, School employee or officials, make no representations or recommendations and bear no responsibility for any employee's selection of specific investment options made available under the Plan and further make no representations to employees about the advisability, appropriateness or income tax consequences of any 457(b) account to which contributions are made;

NOW THEREFORE, BE IT RESOLVED, that effective January 1, 2017 the Board adopts and approves the 457(b) plan which, at all times, conforms with the requirements of Section 457(b) of the Internal Revenue Service Code is adopted, and that the following investment options shall be held in trust, or in annuity contracts, or in custodial accounts who voluntarily choose to participate in the Plan: Fixed Annuities, Variable Annuities, Custodial Accounts, and Trust Accounts;

As approved in the Plan, employees of the school are given the opportunity to enter into an agreement of employment contract for the purpose of effecting a reduction in the salary paid to such employee. Persons who are not employees prohibited from Participation;

It is the intention of the members of the Governing Board that the District's

(457(b) Plan will conform with the applicable federal and state statutory requirements, and that the employee salary reduction contributions to the 457(b) Plan be within eligible limits set out in IRS regulations as currently stated, or as amended in the future. Each employee, and not the School or Board shall be individually responsible for the determination of those eligible limits.

BE IT FURTHER RESOLVED, that the Board of Directors authorizes the School's executive director and designated fiscal officer to develop and implement appropriate ongoing compliance initiatives and necessary controls to ensure that the 457(b) Plan is operated in conformance with the Code and related regulations.

Fran Voll moved to approve item 18.09.7D, Kate Fisher seconded the motion

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

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."**

Kate Fisher moved to approve item 18.09.8A. Ray Funk seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

- B. "RESOLVED, that at the recommendation of the Executive Director, the Board of Directors approve the following personnel action items.**

- **Promotion of Tina Dracon to full-time status as Induction Specialist, effective September 4, 2018.**
- **Promotion of Marion Luby to full-time status as Induction Specialist, effective September 4, 2018.**
- **Transfer of Amanda Klaiber-Lindsay to the position of Regional Coordinator, effective September 10, 2018.**
- **Transfer of Amanda Johnson to the position of Teacher, effective August 8, 2018.**
- **Hire of Holly McKenzie-Gabram to the position of Teacher, effective August 8, 2018.**
- **Hire of Lauren Lavy to the position of Speech Therapist, effective August 8, 2018.**
- **Hire of Lauren Miletto to the position of Speech Therapist, effective August 8, 2018.**
- **Hire of Ashley Rush to the position of Advisor, effective August 8, 2018.**
- **Hire of Jennifer Ballenger to the position of School Counselor, effective August 28, 2018.**

- Hire of Kemba Hubbard to the position of Office Clerk, effective August 16, 2018.
- Addition of Sheila Ely-Sekerak, Robert Flannery, and Michelle Schaurer to the approved Substitute list, effective September 4, 2018.
- Hire of Kristen Brandeberry to the position of Intervention Specialist, effective September 4, 2018.
- Hire of Christian Jamal to the position of School Counselor, effective September 4, 2018.
- Resignation of Amy Converse as Intervention Specialist, effective August 20, 2018.
- Resignation of Erin Wilgoths as advisor, effective August 12, 2018.
- Resignation of Anthony Rivello as School Counselor, effective August 9, 2018.
- Resignation of Tina Sindelar as Intervention Specialist, effective September 17, 2018.

Fran Voll moved to approve item 18.09.8B, Kate Fisher seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

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

General Fund

- Measurement Incorporated (PEG Writing) - \$6,600
- CDW-G (Printers & Scanners) - \$19,840

Federal Fund

- iNACOL (Conference Registration) - \$7,745
- iStation (Licensing) - \$13,680
- Focus Care (FEV Tutoring) - \$20,000

Fran Voll moved to approve item 18.09.8C. Ray Funk seconded the motion

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

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 2018-2019 school year;**

AND BE IT FURTHER RESOLVED, that the Board will submit this resolution to the Ohio Department of Education by September 30, 2018, to be compliant with the requirements to waive the requirement for the district;

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

Ray Funk moved to approve item 18.09.8D. Fran Voll seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

- E. **“RESOLVED, that at the recommendation of the Executive Director, the Board of Directors approves the attached instructional service agreements for the 2018-2019 school year between TRECA Digital Academy and the following:**

- **Federal Hocking Local Schools**
- **River Valley Local Schools**
- **Midview Local Schools**
- **Everest High School**
- **Dayton Early College High School (DECA)”**

Fran Voll moved to approve item 18.09.8E. Jim Craycraft seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

- F. **“RESOLVED, that at the recommendation of the Executive Director, the Board of Directors approves the attached related service agreements for the 2018-2019 school year.**

- **Amanda Markward**
- **Therapy Source (Addendum)”**

Fran Voll moved to approve item 18.09.8F. Ray Funk seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

- G. **“RESOLVED, that the Board of Directors approve the revised Admission, Enrollment and Residency Policy as submitted.”**

Fran Voll moved to approve item 18.09.8G. Jim Craycraft seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

- H. **“RESOLVED, that the Board of Directors approve the service agreement with Modern Office Methods as submitted.”**

Kate Fisher moved to approve item 18.09.8G. Ray Funk seconded the motion.

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

Nays: None

Jim Craycraft declared the motion approved.

- I. **“RESOLVED, that the Board of Directors approve the Amended Statement of Joint Purpose and Legal Representation Agreement for the GRADS Coalition.”**

Fran Voll moved to approve item 18.09.8I. Jim Craycraft seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

- J. **“WHEREAS, the vehicle (VIN 1B3HB48A89D131945) is in significant disrepair and the cost of repairs is exceeding the value of the vehicle, the Board of Directors finds it in the School’s best interest to replace the vehicle;**

NOW THEREFORE BE IT RESOLVED, that the Board of Directors authorize the Executive Director to trade-in the existing vehicle (VIN 1B3HB48A89D131945) and purchase a replacement for up to \$30,000, as had been previously approved within the 2018-2019 budget.”

Ray Funk moved to approve item 18.09.8J. Kate Fisher seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

K. Discussion Items

- *2017-2018 Report Card* – Executive Director, Adam Clark, shared the 2017-2018 report card results for TRECA Digital Academy. Overall the school received a designation of Does Not Meet Standards as a Dropout Prevention and Recovery School. This rating included four components, each with a sub-rating. Meets Standards in Graduation Rates, Does not Meet Standards in High School Test Passage, Does Not Meet Standards in Progress, and Meets Standards in Gap Closing. Mr. Clark shared that the drop, in designation in 2017-2018, resulted from an approximate 50% drop in the Test Passage component. In 2016-2017, TRECA had exceeded standards in this component. However, the transition from Ohio Graduation Tests to End of Course exams for the graduating class of 2018, resulted in far fewer students reaching the mark. With the release of reports just this week, Mr. Clark, shared that he would be comparing TRECA’s results with other Dropout Prevention programs and reporting back to the board next month.
- *Marion Office Location (Board of Director Kate Fisher recused herself from this discussion due to potential conflict of interest, and left the meeting at 10:28am)*– Mr. Clark shared the latest information, in regards to the office headquarters in Marion. META Solutions has reached an agreement with

Marion County government to purchase the 100 Executive Drive Marion, Ohio facility. Mr. Clark has had conversations with representatives from the county, to discuss the impact of the sale on space, currently leased to TRECA through June 30, 2019. It remains unclear what may be offered in terms of renewing a lease for the existing space in the building. Mr. Clark also shared with the board that he has continued exploring an alternative location available for lease in Marion, at 107 North Main St. The location would require renovation to fit the needs of the organization. He will continue to review additional locations as well.

Adjourn

Ray Funk moved to adjourn the regular meeting.
Jim Craycraft seconded the motion.

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

The next Regular meeting of the TRECA Digital Academy Board of Directors will be October 10th at 9:00 a.m. at the META Solutions building TRECA board room.