

# TRECA Digital Academy

## REGULAR MEETING MINUTES

November 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  
Jeremy Dunn  
Kate Fisher

### 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

### Agenda & other items of concern

- A. **“RESOLVED, that the Board of Directors approves the minutes from the October 10, 2018 regular meeting as submitted.”**

Fran Voll moved to approve item 18.11.6A, Kate Fisher seconded the motion

Ayes: Fran Voll, Kate Fisher, Jim Craycraft, Ray Funk, Jeremy Dunn  
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.”**

Ray Funk moved to approve item 18.11.7A, Jeremy Dunn seconded the motion

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

Jim Craycraft declared the motion approved.

- B. **“RESOLVED, that the Board of Directors approve the Liability Insurance plan with SORSA from January 1, 2019 through June 30, 2019, as presented.”**

Jeremy Dunn moved to approve item 18.11.7B, Jim Craycraft seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

**C. "RESOLVED, that the Board of Directors authorize the fiscal officer to complete the following fund to fund transfers:**

- **\$218,917.35 from 516 9017 to 516 9018**
- **\$215,105.86 from 516 9018 to 516 9019**
  
- **\$190,986.28 from 572 9017 to 572 9018**
- **\$183,459.12 from 572 9018 to 572 9018**
  
- **\$70,665.18 from 590 9017 to 590 9018**
- **\$39,566.98 from 590 9018 to 590 9019"**

Fran Voll moved to approve item 18.11.7C, Ray Funk seconded the motion

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

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."**

Fran Voll moved to approve item 18.11.8A. Jeremy Dunn seconded the motion

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

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.**

- **Hire of Tarah Hoy to the position of Induction Specialist, effective November 13, 2018.**
- **Hire of Ashley Nicholson to the position of Intervention Specialist, effective October 18, 2018.**
- **Hire of Michael Pond to the position of Teacher, effective October 30, 2018.**
- **Hire of Angela Robillard to the position of Intervention Specialist, effective October 30, 2018.**
- **Addition of Kim Kohlas to the substitute list, effective November 1,**

**2018.**

- **Addition of Laurie Palmer to the substitute list, effective November 1, 2018.**
- **Resignation of Emily Bradfield from the position of Induction Specialist, effective November 30, 2018.**
- **Transfer of Ashley Donaugh to the position of Teacher, effective November 15, 2018.**
- **Transfer of Heather Vose to the position of Advisor, effective November 27, 2018.”**

Jeremy Dunn moved to approve item 18.11.8B, Kate Fisher seconded the motion

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

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**

- **GovConnection - \$7,755.50**
- **NoRedInk - \$7,500.00**
- **Lynda.com - \$7,500.00**
- **Read Right Systems Inc. - \$50,000.00**
- **Tableau Software - \$10,236.00”**

Kate Fisher moved to approve item 18.11.8C. Jeremy Dunn seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

**D. “RESOLVED, that the Board of Directors adopt the policy revisions as presented;**

- **Attendance Policy**
- **Employee Wellness Policy**
- **Job-Related Expense Policy**
- **CTE Admissions & Enrollment Policy”**

Fran Voll moved to approve item 18.11.8D. Ray Funk seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

**E. “RESOLVED, that the Board of Directors approve the lease agreement with 107 LLC, for office space at 107 North Main Street Marion, Ohio, subject to additional revisions and recommendations advised by legal counsel.”**

Jim Craycraft moved to approve item 18.11.8E. Ray Funk seconded the motion

Ayes: Fran Voll, Jim Craycraft, Ray Funk, Jeremy Dunn

Nays: None

Abstained: Kate Fisher

Jim Craycraft declared the motion approved.

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

- **Midview Local Schools”**

Jeremy Dunn moved to approve item 18.11.8F. Kate Fisher seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

**G. Discussion Items**

- Treasurer, Jessica Wake, addressed the board about her progress in creating new accounts receivable procedures. Mrs. Wake expressed the need for the new procedures to guide how outstanding invoices are to be addressed, and for how long. She shared that she will have the new procedures drafted in the near future and will bring them to the board for approval.
- Board President, Jim Craycraft, shared that the Executive Director and Treasurer evaluation process has begun. He has received evaluation forms from all of the other board members. His next task will be to compile these results and share them with executive director, Adam Clark and treasurer, Jessica Wake. At this point, it was expressed that the board would like to meet in Executive Session with both, Mr. Clark and Mrs. Wake, at the next regular board meeting to discuss the evaluation further.

**Sponsor Report & Feedback**

Chuck Speelman addressed the board as Sponsor Representative. He highlighted the technical assistance that Tri-Rivers has provided during the drafting of lease language for the Marion office headquarters. He also noted areas that Tri-Rivers may be of assistance, as TRECA moves its headquarters to a new location. This included networking and possibly construction work, that could provide Tri-Rivers students an excellent hands-on experience. Mr. Speelman shared that the annual sponsor evaluation rating were released this week. Tri-Rivers received an Ineffective rating. This was due to TRECA receiving an overall “Does Not Meet” standards on its report card. Tri-Rivers could receive no higher than an Ineffective rating. Tri-Rivers will be providing a corrective action plan to TRECA, with recommendations for improvement on the next report card. Finally, Mr. Speelman noted that their first site review would be taking place on November 19<sup>th</sup>. Larry Hickman would be coming onsite to review records and policies, as well as, to conduct interviews with teachers, students and parents. Mr. Speelman concluded by requesting that TRECA review all policies, annually, during its January

organizational meeting. Doing so, will provide best practice compliance and sponsor oversight.

### **Executive Session**

Fran Voll moved to enter executive session for the purpose of:

- \_X\_1. In accordance with ORC 121.22G1 – The appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual.
- \_\_2. In accordance with ORC 121.22G2 – The purchase of property for public purposes, or for the sale of property at competitive bidding.
- \_\_3. In accordance with ORC 121.22G3 - Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action;
- \_\_4. In accordance with ORC121.22G4– Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation.
- \_\_5. In accordance with ORC 121.22G5 – Matters required to be kept confidential by federal law or regulations or state statutes.
- \_\_6. In accordance with ORC 121.22G6 – Details relative to the security arrangements and emergency response protocols for a public body or a public office.

Ray Funk seconded the motion

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

Nays: None

The Board entered into executive session at 10:19am.

Jim Craycraft declared the meeting back in regular session at 10:36am.

### **Adjourn**

Ray Funk moved to adjourn the regular meeting.

Jeremy Dunn seconded the motion.

Motion declared and meeting adjourned 10:37am.

**The next Regular meeting of the TRECA Digital Academy Board of Directors will be December 12th at 9:00 a.m. at the META Solutions building TRECA board room.**