

TRECA Digital Academy

REGULAR MEETING MINUTES

December 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 (Left meeting at 10:45am)
Kate Fisher (Left meeting at 9:42am)

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 Spelman – Sponsor Representative

Agenda & other items of concern

- A. “RESOLVED, that the Board of Directors approves the minutes from the November 14, 2018 regular meeting as submitted.”**

Fran Voll moved to approve item 18.12.6A, Kate Fisher seconded the motion

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

Jim Craycraft declared the motion approved.

- B. “Call for nominations for President Pro-Tem, to serve at the Organizational Meeting, to be held January 15, 2019 at 9am in the TRECA Board Room until the Board of Directors elects its President.**

Ray Funk placed the name of Jim Craycraft in nomination.”

Fran Voll moved the nominations be closed. Jeremy Dunn 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.”**

Fran Voll moved to approve item 18.12.7A, 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.”**

Kate Fisher moved to approve item 18.12.8A. 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 Danielle Detillion to the position of Teacher, effective November 27, 2018.**
- **Hire of Denise Orth to the position of Teacher, effective November 27, 2018.**
- **Hire of Hannah Herring to the position of Intervention Specialist, effective December 11, 2018.**
- **Hire of Olivia Lehner as an office intern, effective December 12, 2018.**
- **Hire of Caitlyn Young as an office intern, effective December 11, 2018.**
- **Hire of Kaitlyn Albert as an office intern, effective December 13, 2018.**
- **Hire of Adam Miller as an office intern, effective December 17, 2018.**
- **Hire of Chelsea Lasater to the position of Teacher, effective August 8, 2017.**
- **Hire of Casey Fuchs to the position of Teacher, effective August 8, 2017.**
- **Addition of Robert Carlson to the substitute list, effective November 29, 2018.**
- **Addition of Madison Hayberg to the substitute list, effective December 11, 2018.**
- **Addition of Lawana Partlow to the substitute list, effective November 29, 2018.**
- **Transfer of Peggy Loomis to the position of Induction Specialist, effective December 3, 2018.**
- **Stipend for Taali Monnin for ESL Support, effective November 19, 2018.**
- **Resignation of Ashley Nicholson from the position of Intervention Specialist, effective October 22, 2018.**

Jim Craycraft moved to approve item 18.12.8B, Jeremy Dunn 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

- **CDW-G - \$144,745**
- **JigSaw Meeting - \$7,655**
- **Crisis Prevention Institute - \$6,498”**

Ray Funk moved to approve item 18.12.8C. 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;

- **Career Advising Policy**
- **Credit Flexibility Policy”**

Kate Fisher moved to approve item 18.12.8D. Jeremy Dunn 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 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;

- **Medina City Schools”**

Fran Voll moved to approve item 18.12.8E. Jim Craycraft seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

F. “RESOLVED, that the Board of Directors of TRECA Digital Academy, in acknowledgement of the school’s obligation to properly serve students, hereby sets February 1, 2019 as the date by which students must submit the enrollment application in order to be enrolled in the school for the 2018-2019 school year.”

Jeremy Dunn moved to approve item 18.12.8E. Fran Voll seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

G. Discussion Items

- Executive Director, Adam Clark, presented information to the board, regarding the School Improvement Plan. TRECA has received a Priority designation from the Ohio Department of Education due to its 4-year graduation rate not meeting the minimum 67%. As a result, TRECA is required to implement a three-year School Improvement Plan in coordination with local stakeholders, including the Board of Directors. Mr. Clark shared the work done by the Community School Leadership Team (CSLT) over the last month to analyze data and identify strengths and weaknesses within the school. As a result of this analysis, the team drafted goals to positively impact student mobility, achievement and graduation rates. In addition to establishing the goals, the team has reviewed several evidence-based strategies, aligned to the needs of the school, that will be implemented within the plan.
- Mr. Clark led the Board of Directors through a review of the last month's residency changes. TRECA is required to verify a student's district of residence, through an approved list of documentation. This includes, proof of residency collected upon enrollment, and any time a family changes residence throughout the school year. Mr. Clark explained the procedures that TRECA utilizes to collect proper documentation from families upon enrollment, as well as, throughout the school year. This includes families submitting address changes via the online Parent Portal. Over the last month, 40 such changes had been submitted.
- Treasurer, Jessica Wake, updated the board on progress in drafting changes to TRECA's Accounts Receivable procedures. These changes include determining the process for collection of payments after extended periods of time.

Sponsor Report & Feedback

Chuck Speelman addressed the board as Sponsor Representative. He shared that TRECA's organizational meeting will need to establish the meeting times for the coming year and address the appointment of all officers for the Board. He reminded the Board that an approved budget must be submitted to the Ohio Department of Education by December 31st. In addition, he shared that Tri-Rivers would like to work with TRECA leadership to develop online CTE programming that could be offered to all Marion County schools. He would like to coordinate a meeting between leadership at each school in the next month to discuss the partnership further.

Executive Session

Ray Funk 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 statues.
- ___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.

Fran Voll seconded the motion

Ayes: Fran Voll, Jim Craycraft, Ray Funk

Nays: None

The Board entered into executive session at 10:45am.

Jim Craycraft declared the meeting back in regular session at 11:30am.

- H. ***“WHEREAS, the Board of Directors appreciates the hard work and dedication of its employees and wishes to demonstrate that appreciation;***

NOW THEREFORE BE IT RESOLVED, that the Board of Directors hereby approves of payment of up to \$500 as a calendar year-end longevity bonus for employees as submitted.”

Fran Voll moved to approve item 18.12.8H. Ray Funk seconded the motion

Ayes: Fran Voll, Jim Craycraft, Ray Funk

Nays: None

Jim Craycraft declared the motion approved.

- I. **“RESOLVED, that the Board of Directors of TRECA Digital Academy approve the employment contracts for Jessica Wake as Treasurer and Adam Clark as Executive Director as submitted.”**

Ray Funk moved to approve item 18.12.8I. Jim Craycraft seconded the motion

Ayes: Fran Voll, Jim Craycraft, Ray Funk

Nays: None

Jim Craycraft declared the motion approved.

Adjourn

Fran Voll moved to adjourn the regular meeting.
Ray Funk seconded the motion.

Motion declared and meeting adjourned 10:34am.

**The next Regular meeting of the TRECA Digital Academy Board of Directors will be
January 15th at 9:00 a.m. at the META Solutions building TRECA board room.**