

TRECA Digital Academy

REGULAR MEETING MINUTES

June 12, 2019 @ 9:00 a.m.

Board Room, META Solutions Building

Board of Directors present for the meeting:

Fran Voll (Vice President)
Ray Funk
Jeremy Dunn

Board of Directors absent for the meeting:

Jim Craycraft (President)
Kate Fisher

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 May 8, 2019 regular meeting as submitted.”**

Jeremy Dunn moved to approve item 2019.06.6A, Ray Funk seconded the motion

Ayes: Ray Funk, Jeremy Dunn, Fran Voll
Nays: None

Fran Voll 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 2019.06.7A, Jeremy Dunn seconded the motion

Ayes: Ray Funk, Jeremy Dunn, Fran Voll
Nays: None

Fran Voll declared the motion approved.

- B. “RESOLVED, that the Board of Directors approve the implementation of self-insurance program with administration from UMR as presented.**

THEREFORE BE IT FURTHER RESOLVED, that the Board of Directors authorizes the establishment of fund 024 for Self-Insured Medical Plan, for TRECA Digital Academy, effective June 12, 2019. The Board grants the authority to the treasurer to make self-insurance premium transfers into this fund on a monthly basis.

THEREFORE BE IT FURTHER RESOLVED, that the Board of Directors authorizes the establishment of a new bank account for purposes of medical self-insurance administration.”

Ray Funk moved to approve item 2019.06.7B, Fran Voll seconded the motion

Ayes: Ray Funk, Jeremy Dunn, Fran Voll

Nays: None

Fran Voll declared the motion approved.

C. “RESOLVED, that the Board of Directors renew a Section 125 Flexible Fringe Benefits Plan for the employees of TRECA Digital Academy, to be effective July 1, 2019.

Fran Voll moved to approve item 2019.06.7C, Jeremy Dunn seconded the motion

Ayes: Ray Funk, Jeremy Dunn, Fran Voll

Nays: None

Fran Voll declared the motion approved.

D. “RESOLVED, that the Board of Directors authorizes the fiscal officer to complete the following fund to fund transfers pursuant to guidance received from the Ohio Department of Education External Monitoring.

- **\$144,344.62 516 9017 to GRF 001 “**

Fran Voll moved to approve item 2019.06.7D, Jeremy Dunn seconded the motion

Ayes: Ray Funk, Jeremy Dunn, Fran Voll

Nays: None

Fran Voll declared the motion approved.

E. “RESOLVED, that the Board of Directors authorizes the fiscal officer to repay to the Ohio Department of Education the requested FY17 advance pursuant to guidance received from the Ohio Department of Education External Monitoring in the amount of \$57,041.39. This includes the initial advance request of \$55,872.05 plus \$1,169.34 interest.”

Fran Voll moved to approve item 2019.06.7E, Ray Funk seconded the motion

Ayes: Ray Funk, Jeremy Dunn, Fran Voll

Nays: None

Fran Voll 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."

Jeremy Dunn moved to approve item 2019.06.8A. Ray Funk seconded the motion

Ayes: Ray Funk, Jeremy Dunn, Fran Voll

Nays: None

Fran Voll declared the motion approved.

B. "RESOLVED, that at the recommendation of the Executive Director, the Board of Directors approve the following personnel action item(s).

- **Stipend for Anthony Iacobucci as Instructional Solutions Advisor, effective June 12, 2019.**
- **Stipend for Jennifer Vaughn, Beulah Hartge, Emma Allton, and Hannah Herring for Summer IEP Writing.**
- **Transfer of Kimberly Baker to the position of School Wellness Specialist, effective May 20, 2019.**
- **Transfer of Kelcee Daniels to Human Resource Assistant, effective June 12, 2019.**
- **Transfer of Zachary Lehner to the position of Custodian/Warehouse Specialist, effective June 10, 2019.**
- **Hire of Angela Miller to the position of Accounts Payable, effective June 10, 2019.**
- **Hire of Tamara Parson to the position of SAFE Specialist, effective May 14, 2019.**
- **Hire of Andrea Smesko to the position of Advisor, effective June 6, 2019.**
- **Resignation of Heidi Acuna from the position of High School Teacher, effective June 11, 2019.**
- **Resignation of Preston Mounts-Nagel from the position of Records Clerk, effective June 14, 2019.**
- **Addition of Heidi Acuna to the substitute list, effective June 12, 2019.**

Ray Funk moved to approve item 2019.06.8B. Fran Voll seconded the motion

Ayes: Ray Funk, Jeremy Dunn, Fran Voll

Nays: None

Fran Voll declared the motion approved.

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

- **Ohio Department of Medicaid - \$51,961.09**
- **Glynlyon (Oddyseyware) - \$40,250.00**
- **NEWSELA - \$34,390.00**

- Edmentum - \$415,301.00
- Lynda.com - \$7,500.00
- Lamar - \$13,275.00
- Gatehouse Media - \$23,000.00
- Spectrum (Time Warner) - \$11,500.00
- PartPoint - \$10,000.00
- Verizon Wireless - \$1,600,000.00
- VectraTek - \$56,000.00
- Amy Goodson Co. LLC - \$20,000.00
- UPS - \$70,000.00
- USPS - \$24,000.00
- Auditor of State - \$35,000.00
- ODJFS Unemployment - \$15,000.00
- E-Therapy - \$15,000.00
- Frontline Technologies - \$14,343.74
- SORSA - \$23,219.00
- K-12 Therapy - \$20,000.00
- Madhouse - \$10,000.00
- Therapy Source - \$45,000.00
- Therapy Connection - \$10,000.00
- Humanus - \$7,000.00
- Pitney Bowes - \$10,000.00
- Mitel - \$54,000.00

Fran Voll moved to approve item 2019.06.8C. Jeremy Dunn seconded the motion

Ayes: Ray Funk, Jeremy Dunn, Fran Voll

Nays: None

Fran Voll declared the motion approved.

D. “RESOLVED, that the Board of Directors approves a 2% cost of living salary increase effective July 1, 2019 for all full-time employees who started their current positions prior to April 1, 2019.

THEREFORE BE IT FURTHER RESOLVED, that the Board of Directors approve a 2% increase to the ceiling of each organization salary band, effective July 1, 2019.

WHEREAS, the Board of Directors recognizes the value of retaining employees and the positive impact retention has on TRECA’s service to students;

THEREFORE BE IT RESOLVED, that the Board of Directors authorizes the establishment of a longevity incentive program for employees that provides the following salary increases to staff reaching the associated period of service at TRECA. Employees reaching each term of service shall have the associated increase applied to their salary, effective July 1, 2019.

- \$500 – 5 years of service**
- \$1,000 – 10 years of service**
- \$1,500 – 15 years of service**
- \$2,000 – 20 years of service**

AND WHEREAS, the Board of Directors recognizes that employees may have surpassed one or more of the service periods prior to the implementation of this longevity program;

THEREFORE BE IT FURTHER RESOLVED, that the Board of Directors approves these employees to receive the most recent increase associated with their period of service to TRECA, without retroactive effect, but including recognition of years of service of employees through META Solutions on behalf of TRECA.”

Fran Voll moved to approve item 2019.06.8D. Ray Funk seconded the motion

Ayes: Ray Funk, Jeremy Dunn, Fran Voll

Nays: None

Fran Voll 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 2019-2020 school year between TRECA Digital Academy and the following;

- **Canal Winchester Local Schools**
- **Everest High School**
- **Firelands Local Schools**
- **Wellington Exempted Village School District**
- **Jonathan Alder Local Schools**
- **Findlay Digital Academy”**

Jeremy Dunn moved to approve item 2019.06.8E. Ray Funk seconded the motion

Ayes: Ray Funk, Jeremy Dunn, Fran Voll

Nays: None

Fran Voll declared the motion approved.

F. “RESOLVED, that the Board of Directors approve the agreement with Modern Office Methods, as presented.”

Fran Voll moved to approve item 2019.06.8F. Ray Funk seconded the motion

Ayes: Ray Funk, Jeremy Dunn, Fran Voll

Nays: None

Fran Voll declared the motion approved.

G. “RESOLVED, that the Board of Directors approve the 3-year agreement with Vector Security for service to the 107 N. Main St. office.”

Fran Voll moved to approve item 2019.06.8G. Jeremy Dunn seconded the motion

Ayes: Ray Funk, Jeremy Dunn, Fran Voll

Nays: None

Fran Voll declared the motion approved.

H. “RESOLVED, that the Board of Directors approve the service agreement with Ron Stewart & Associates LLC for the 2020 fiscal year as submitted.”

Ray Funk moved to approve item 2019.06.8H. Fran Voll seconded the motion

Ayes: Ray Funk, Jeremy Dunn, Fran Voll

Nays: None

Fran Voll declared the motion approved.

I. “RESOLVED, that the Board of Directors approve the agreement with Weswurd LLC for Medicaid Program Provider services.”

Jeremy Dunn moved to approve item 2019.06.8I. Fran Voll seconded the motion

Ayes: Ray Funk, Jeremy Dunn, Fran Voll

Nays: None

Fran Voll declared the motion approved.

J. Discussion Items

- Executive Director, Adam Clark, shared information regarding TRECA's coming move from 100 Executive Drive Marion, Ohio to 107 N. Main St. Marion, Ohio. Mr. Clark shared that Commercial Works will begin moving the office on the following Monday, June 17th. The intent is that the move will be completed by Wednesday, June 19th. Staff will return to work on June 20th to begin unpacking their offices.
- Mr. Clark shared the intent for the annual residency verification of students, to begin with returning student events at the regional offices, beginning in late July. All returning students will be asked to provide a recent proof of residency as part of the annual verification.

Sponsor Report & Feedback

Chuck Speelman addressed the board as Sponsor Representative. He updated the board on several provisions included in the Ohio House and Senate versions of the biennial budget bill, that will directly impact TRECA. The first of which alters the Test Passage rate calculations on the Dropout Prevention & Recovery Report Card that TRECA receives. In addition, the bill passed in each chamber, changes the automatic closure of charter schools, from two of three school years (of not meeting report card standards), to three of three. At this stage, the chambers take the bill to conference committee, to produce the final budget measure, to be approved in June.

9. Executive Session

Ray Funk moved to enter executive session for the purpose of:

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: Ray Funk, Jeremy Dunn, Fran Voll

Nays: None

The Board entered into executive session at 10:25am.

Fran Voll declared the meeting back in regular session at 10:37am.

Adjourn

Jeremy Dunn moved to adjourn the regular meeting.

Ray Funk seconded the motion.

Motion declared and meeting adjourned 11:05am.

The next Regular meeting of the TRECA Digital Academy Board of Directors will be July 10th at 9:00 a.m. at the TRECA building (107 N. Main St.), in the TRECA board room.