

**Agenda Item 2020.01.6A – January 2020**

**TRECA Digital Academy**

**REGULAR MEETING MINUTES**

December 11, 2019 @ 9:00 a.m.  
107 N Main Board Room, TRECA Headquarters

**Board of Directors present for the meeting:**

**Jim Craycraft (President)**  
**Fran Voll (Vice President)**  
**Ray Funk**  
**Kate Fisher**  
**Jeremy Dunn**

**Board of Directors absent for the meeting:**

N/A

**Meeting Participants**

**Adam Clark – Executive Director of TRECA Digital Academy**  
**Jessica Wake – Treasurer of TRECA Digital Academy**  
**Chuck Speelman – Sponsor Representative**  
**Tad Douce – Sponsor Representative**

**Agenda & Other Items of concern**

- A. “RESOLVED, that the Board of Directors approves the minutes from the November 13, 2019 regular meeting as submitted.”**

Jeremy Dunn moved to approve item 2019.12.6A, Kate Fisher seconded the motion

Ayes: Ray Funk, Fran Voll, Kate Fisher, Jim Craycraft, 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, 2020 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 and moved nominations to be closed. Seconded by Fran Voll.**

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

Nays: None

Motion declared that Jim Craycraft will serve as President Pro-Tem at the January 15, 2020 Organizational Meeting.

**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 2019.12.7A, Ray Funk seconded the motion

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

Jim Craycraft declared the motion approved.

**B. “RESOLVED, that the Board of Directors authorizes the establishment of the following fund for TRECA Digital Academy, effective July 1, 2019.**

- **536 School Improvement”**

Jeremy Dunn moved to approve item 2019.12.7B, Kate Fisher seconded the motion

Ayes: Ray Funk, Fran Voll, Kate Fisher, Jim Craycraft, 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 2019.12.8A. Jim Craycraft seconded the motion

Ayes: Ray Funk, Fran Voll, Kate Fisher, Jim Craycraft, 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 item(s).**

- **Addition of Samantha Noble to the substitute list, effective November 21, 2019.”**

Jeremy Dunn moved to approve item 2019.12.8B. Kate Fisher seconded the motion

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

- **NGC US Inc (Gas Cards) - \$60,750.00**
- **VectraTek Solutions - \$5,740.00**
- **Pear Solutions - \$16,500.00**
- **CDW-G (Student Laptops) - \$144,475.00**
- **JigSaw Meeting - \$8,450.20”**

Ray Funk moved to approve item 2019.12.8C. Fran Voll seconded the motion

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

Jim Craycraft declared the motion approved.

- D. “RESOLVED, that the Board of Directors of TRECA Digital Academy, in acknowledgment of the school’s obligation to serve students, hereby sets February 1, 2020 as the date by which students must submit the enrollment application in order to be enrolled in the school for the 2019-2020 school year.”**

Fran Voll moved to approve item 2019.12.8D. Jeremy Dunn seconded the motion

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

Jim Craycraft declared the motion approved.

- E. “RESOLVED, that the Board of Directors adopt the policy revisions as presented.**

- **Resignation or Involuntary Termination**
- **Conflict of Interest & Work Outside of TRECA”**

Kate Fisher moved to approve item 2019.12.8D. Ray Funk seconded the motion

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

Jim Craycraft declared the motion approved.

**F. Discussion Items**

- Executive Director, Adam Clark, addressed the board to share that 37 address changes have been reported and processed over the last month among enrolled students. The residency verification process continues on a regular basis to support the collection of up-to-date and accurate enrollment information from students and families.

**Sponsor Report & Feedback**

Chuck Speelman addressed the board on behalf of Tri-Rivers. He shared that this Fall, Tri-Rivers has received numerous inquiries from community schools seeking sponsorship. At this time Tri-Rivers has communicated that is not interested in pursuing additional sponsorship opportunities. In addition, the recent release of the 2019 sponsorship ratings has qualified Tri-Rivers for reduced documentation requirements for the 2020 sponsor review. They are currently reviewing internal policies to better understand the impact of this change, to its requirements on TRECA for documentation. It is important to note that the reduced requirements for documentation submitted to the Ohio Department of Education is not an exemption from compliance, merely on the submission of documentation to the department. Therefore, Tri-Rivers is reviewing its practices in documentation requirements applied to TRECA. Mr. Speelman also shared that Tri-Rivers recently completed a needs assessment with TRECA staff for technical assistance. Once analysis is done of the survey, the results will be shared with the board.

**Adjourn**

Jeremy Dunn moved to adjourn the regular meeting.

Kate Fisher seconded the motion.

Motion declared and meeting adjourned 9:56 am.

**The next Regular meeting of the TRECA Digital Academy Board of Directors will be January 15th at 9:00 a.m. at the TRECA building (107 N. Main St.).**