

TRECA Digital Academy

SPECIAL MEETING MINUTES
February 7, 2018 @ 9:00 a.m.
Board Room, META Solutions Building

Board of Directors present for the meeting:

Jim Craycraft
Fran Voll
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, Tri-Rivers Career Center

Agenda & other items of concern

- A. “RESOLVED, that the Board of Directors approves the minutes from the January 24, 2017 special meeting as submitted.”**

Fran Voll moved to approve item 6A, Ray Funk seconded the motion

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

Jim Craycraft declared the motion approved.

Executive Director’s Report and Recommendations

- A. “RESOLVED, that the Board of Directors of TRECA Digital Academy in acknowledgement of the school’s obligation to properly serve students hereby sets February 16, 2018 as the date by which students must submit the enrollment application in order to be enrolled in the school for the 2017-2018 school year.”**

Fran Voll moved to approve item 7A, Kate Fisher seconded the motion

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

- **Resignation of Bill Baskin as Help Desk Specialist, effective January 19, 2018**
- **Resignation of Challen Brown as Creative Specialist, effective January 26, 2018.**
- **Hire of Jessica Treadway as Records Specialist, effective February 12, 2018.**
- **Transfer of Sarah Vincenzo to full-time Intervention Specialist, effective January 29, 2018.**
- **Transfer of Taali Monnin to position of Advisor, effective February 13, 2018.**
- **Hire of Syndi Hempstead to position of Office Clerk, effective February 15, 2018.**
- **Hire of Allison Hall to position of Help Desk Specialist, effective February 13, 2018.**

Ray Funk moved to approve item 7B. Jeremy Dunn seconded the motion

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

- **CDI - \$10,860**

Jim Craycraft moved to approve item 7C. Fran Voll seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

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

Kate Fisher moved to approve item 7D. Ray Funk seconded the motion

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

Nays: None

Jim Craycraft declared the motion approved.

Sponsor Report & Feedback

Chuck Speelman addressed the board on behalf of the Sponsor, Tri-Rivers Career Center. He noted the support and guidance the sponsor is providing TRECA in regards to its treasurer and financial planning. In particular, the use of state software and Excel efficiently and effectively. In addition, he noted that the Sponsor will likely conduct a Spring site visit with the school to review a number of practices and procedures.

Executive Session (if needed)

N/A

Adjourn

Ray Funk moved to adjourn the regular meeting.
Kate Fisher seconded the motion.

Motion declared and meeting adjourned 9:41 a.m.

The next meeting of the TRECA Digital Academy Board of Directors will be February 14th at 9:00 a.m. at the META Solutions building TRECA board room.