

**AGENDA for Akron Digital Academy
Special Board of Directors Meeting**

133 Merriman Rd. Akron, OH 44303

December 7, 2017 commencing at 5 p.m.

1) CALL TO ORDER: Time: _____

ROLL CALL: Gregg Manes _____ Linda Lanier _____ Lynn Clark _____ Curtis Howard _____
Pledge Allegiance

2) VISITOR(S) TO BOARD:

3) APPROVAL OF NOVEMBER 6, 2017 SPECIAL MINUTES:

1st Manes _____ Lanier _____ Clark _____ Howard _____

2nd Manes _____ Lanier _____ Clark _____ Howard _____

VOTE: Manes _____ Lanier _____ Clark _____ Howard _____

4) REPORTS:

A. Treasurer's Financial Report for October 2017

- 1) Cash Reconciliation**
- 2) Financial Report (FINSUM)**
- 3) Check Register (CHKREG)**
- 4) Permanent Appropriations**
- 5) Cash Flow Statement**
- 6) General Fund Appropriations (APPSUM)**
- 7) Building Budget Summary (BUDSUM)**
- 8) Revenue Summary (REVSUM)**

1st Manes _____ Lanier _____ Clark _____ Howard _____

2nd Manes _____ Lanier _____ Clark _____ Howard _____

VOTE: Manes _____ Lanier _____ Clark _____ Howard _____

B. Treasurer's Financial Report for November 2017

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1st Manes _____ Lanier _____ Clark _____ Howard _____

2nd Manes _____ Lanier _____ Clark _____ Howard _____

VOTE: Manes _____ Lanier _____ Clark _____ Howard _____

C. WCESC Director of Human Resources – Mr. Pare

D. ADA Executive Director – Mrs. Daugherty

5) BUSINESS – VOTING ITEMS: (see attached).

A. Board to approve a \$0.02 transfer from General Fund (001-0000) to Title I Fund (572-9017).

1st Manes _____ Lanier _____ Clark _____ Howard _____

2nd Manes _____ Lanier _____ Clark _____ Howard _____

VOTE: Manes _____ Lanier _____ Clark _____ Howard _____

B. Board to approve the Public Funds Agreement from Fifth Third Bank.

1st Manes _____ Lanier _____ Clark _____ Howard _____

2nd Manes _____ Lanier _____ Clark _____ Howard _____

VOTE: Manes _____ Lanier _____ Clark _____ Howard _____

C. Board to approve the Bureau of Worker’s Compensation Policy Invoice

1st Manes _____ Lanier _____ Clark _____ Howard _____

2nd Manes _____ Lanier _____ Clark _____ Howard _____

VOTE: Manes _____ Lanier _____ Clark _____ Howard _____

D. Board notification of the termination of employee contracts for the individuals listed below for the ADA 2017-18 SY.

Effective date: November 9, 2017

B. McCullough – Assistant Enrichment Coach

Effective date: November 10, 2017

R. Monnin – Art Adjunct

B. Henderson – Family Community Engagement Coordinator

V. Grant – Enrollment Specialist

1st Manes _____ Lanier _____ Clark _____ Howard _____

2nd Manes _____ Lanier _____ Clark _____ Howard _____

VOTE: Manes _____ Lanier _____ Clark _____ Howard _____

E. ADA Administration recommendation: To approve pay-out of vacation and personal time for the following eliminated positions:

V. Grant – Enrollment Specialist

160 hours vacation = \$2,467.20

2 hours personal = \$30.84

B. Henderson – Family Community Engagement Coordinator

16 hours personal = \$401.60

B. McCullough – Assistant Enrichment Coach

8 hours personal = \$128.72

1st Manes _____ Lanier _____ Clark _____ Howard _____

2nd Manes _____ Lanier _____ Clark _____ Howard _____

VOTE: Manes _____ Lanier _____ Clark _____ Howard _____

F. ADA Administration recommendation: To revise employee contracts for the individual(s) listed below for ADA 2017-18 SY. Effective November 13, 2017:

E. Tyrrell – Contract days reduced from 195 to 173.
J. Baker – Hours per week reduced from 28 to 21.

1st Manes _____ Lanier _____ Clark _____ Howard _____

2nd Manes _____ Lanier _____ Clark _____ Howard _____

VOTE: Manes _____ Lanier _____ Clark _____ Howard _____

G. ADA Administration recommendation: Reduction in contract days by 5 days for the following ADA employees for the 2017-18 SY. Effective November 13, 2017:

K. Bennett	C. Lohse
C. Blackwell	N. Pappas
S. Britt	C. Ponder
D. Christian	M. Roberts
W. Clayton	Z. Rozler
M. D’Amico	T. Sayles
L. Daugherty	J. Thomas
M. Drake	J. Tiller
A. Duff	K. West
D. Green	A. Wydeman
B. Hughes	

1st Manes _____ Lanier _____ Clark _____ Howard _____

2nd Manes _____ Lanier _____ Clark _____ Howard _____

VOTE: Manes _____ Lanier _____ Clark _____ Howard _____

H. ADA staff resignation:

Erin Tyrrell – SPED Administrative Secretary
Effective end date: December 8, 2017

1st Manes _____ Lanier _____ Clark _____ Howard _____

2nd Manes _____ Lanier _____ Clark _____ Howard _____

VOTE: Manes _____ Lanier _____ Clark _____ Howard _____

- I. ADA Administration recommendation: To change the position title of SPED Administrative Secretary to Student Records and Administrative Secretary to more accurately reflect position responsibilities with the adjusted position details:

Part-time: 29 hrs/week
Hourly salary: \$15.00

1st Manes _____ Lanier _____ Clark _____ Howard _____

2nd Manes _____ Lanier _____ Clark _____ Howard _____

VOTE: Manes _____ Lanier _____ Clark _____ Howard _____

- J. ADA Administration recommends the appointment of the following individual(s) to the staff of Akron Digital Academy for SY 2017-18. Said individual(s) is subject to the rules, regulations and policies of the ADA Board of Directors and to the provisions of law pertaining to the employment of said persons(s); and that said appointee(s) be subject to assignment by ADA administration:

Tamara Mobley – Students Records and Administrative Secretary
Part-time/ Hourly salary: \$15.00
Effective date: December 4, 2017
Contract end date: June 1, 2018

1st Manes _____ Lanier _____ Clark _____ Howard _____

2nd Manes _____ Lanier _____ Clark _____ Howard _____

VOTE: Manes _____ Lanier _____ Clark _____ Howard _____

- K. Day Ketterer submission: Board to review and adopt Policy 1780: Recapture of Overpayments Based on FTE.

1st Manes _____ Lanier _____ Clark _____ Howard _____

2nd Manes _____ Lanier _____ Clark _____ Howard _____

VOTE: Manes _____ Lanier _____ Clark _____ Howard _____

L. Day Ketterer submission: Board to review and adopt Policy 2130: Wellness Policy.

1st Manes _____ Lanier _____ Clark _____ Howard _____

2nd Manes _____ Lanier _____ Clark _____ Howard _____

VOTE: Manes _____ Lanier _____ Clark _____ Howard _____

M. Day Ketterer submission: Board to review and adopt Policy 2240: Student Use of Inhalers and Epinephrine Auto-injectors.

1st Manes _____ Lanier _____ Clark _____ Howard _____

2nd Manes _____ Lanier _____ Clark _____ Howard _____

VOTE: Manes _____ Lanier _____ Clark _____ Howard _____

N. Day Ketterer submission: Board to review and adopt Policy 2240.1: Permission to Carry and Self-Administer Asthma Inhaler.

1st Manes _____ Lanier _____ Clark _____ Howard _____

2nd Manes _____ Lanier _____ Clark _____ Howard _____

VOTE: Manes _____ Lanier _____ Clark _____ Howard _____

O. Day Ketterer submission: Board to review and adopt Policy 2240.2: Permission to Carry and Self-Administer Epinephrine Auto-injector.

1st Manes _____ Lanier _____ Clark _____ Howard _____

2nd Manes _____ Lanier _____ Clark _____ Howard _____

VOTE: Manes _____ Lanier _____ Clark _____ Howard _____

P. Day Ketterer submission: Board to review and adopt Form 2240.3: Asthma Emergency Action Plan

1st Manes _____ Lanier _____ Clark _____ Howard _____

2nd Manes _____ Lanier _____ Clark _____ Howard _____

VOTE: Manes _____ Lanier _____ Clark _____ Howard _____

Q. Day Ketterer submission: Board to review and adopt Form 2240.4: Anaphylaxis Emergency Action Plan

1st Manes_____ Lanier_____ Clark_____ Howard_____

2nd Manes_____ Lanier_____ Clark_____ Howard_____

VOTE: Manes_____ Lanier_____ Clark_____ Howard_____

R. Day Ketterer submission: Board to review and adopt Policy 2241: Procurement of Epinephrine Auto-Injectors by Schools.

1st Manes_____ Lanier_____ Clark_____ Howard_____

2nd Manes_____ Lanier_____ Clark_____ Howard_____

VOTE: Manes_____ Lanier_____ Clark_____ Howard_____

S. Day Ketterer submission: Board to review and adopt Policy 2242: Procurement of Asthma Inhalers by School.

1st Manes_____ Lanier_____ Clark_____ Howard_____

2nd Manes_____ Lanier_____ Clark_____ Howard_____

VOTE: Manes_____ Lanier_____ Clark_____ Howard_____

T. Day Ketterer submission: Board to review and adopt Policy 5444: Human Trafficking

1st Manes_____ Lanier_____ Clark_____ Howard_____

2nd Manes_____ Lanier_____ Clark_____ Howard_____

VOTE: Manes_____ Lanier_____ Clark_____ Howard_____

6) PUBLIC COMMENT

7) ANNOUNCEMENTS

December 25, 2017 - January 2, 2018	Winter Recess – school closed
January 11, 2018	End of 1 st Semester
January 12, 2018	Professional Development Day
January 15, 2018	Martin Luther King Jr. Day – school closed
January 16, 2018	5 Pm Regular Board Meeting

8) ADJOURNMENT

Time _____

NOTES: