



"Akron Digital Academy meets all students at their point of academic, social, and emotional need. We intentionally build a diverse learner-centered environment, using every means necessary to improve academic outcomes and prepare students for success in their post-secondary choices. We approach this responsibility daily with passion and urgency."

**Board of Directors  
Regular Meeting Agenda**

Date: **Tuesday, May 17, 2016**

Time: **5:00 p.m.**

Location: **GPS Room, 133 Merriman Road, Akron, OH 44303**

---

Call to Order

Pledge of Allegiance

- I. Roll Call
- II. Vote: April 19, 2016 Regular Board Meeting Minutes
- III. Treasurer's Report
  - a. Vote: April 2016 Treasurer/Financial Report
  - b. Vote: Bi-Annual Five-Year Fiscal Forecast
  - c. Vote: Chase Bank Authorization for Treasurer/Fiscal Officer to Update Bank Signatures
  - d. Vote: FastSigns Invoice dated 06/29/2015 for

4 DIG-Dibond 3mm Signs at	\$340.00
2 DIG-Banners & Installation	<u>\$478.00</u>
<b>INVOICES TOTALING:</b>	<b>\$818.00</b>
- IV. Reports
  - a. Finance Committee
  - b. Personnel Committee
  - c. WC ESC Exec. Dir.-Charter School Compliance
- V. State of the School – Cabinet Report
  - a. Curriculum and Educational Technology  
Vote: Edgenuity as Online Curriculum Provider for SY 2016-2017 Academic Year at a quote of \$45,000.00
  - b. Special Education – Vocovision Contract \$3,786.24
  - c. Enrollment Report
  - d. Vote: Akron Digital Academy SY 2016-2017 Calendar
  - e. Vote: FY17 Teacher Salary Schedule 195 Day Contract
- VI. New Business
  - a. Vendor Contracts for SY 2016 to 2017
- VII. Executive Session (*if needed*)
- VIII. Public Comment



*"Akron Digital Academy meets all students at their point of academic, social, and emotional need. We intentionally build a diverse learner-centered environment, using every means necessary to improve academic outcomes and prepare students for success in their post-secondary choices. We approach this responsibility daily with passion and urgency."*

## REGULAR BOARD OF DIRECTORS MEETING

### MINUTES

The Regular Board of Directors Meeting for the Akron digital Academy was called to order by President Gregg Manes at **5:00pm on Tuesday, April 19, 2016** in the GPS Room of the school. The Pledge of Allegiance was led by President Manes.

- |              |  |   |
|--------------|--|---|
| I. Roll Call | Mr. Gregg Manes, President                           | Mr. Curtis Howard, Strategic Planning                             |
|              | Mr. Fred Tolbert, Finance Chair                      | Ms. Lynn Clark, Personnel Chair                                   |
|              | Mrs. Linda Lanier, Vice President<br>(5:02p arrival) | Mrs. Latasha Colbert-Tyson, Strategic Planning<br>(5:05p arrival) |

Also in attendance:

Ms. LaShawn Terrell, Head of School / Cabinet Chair  
 Ms. Katona West, Director of Operations  
 Dr. Melissa Shirley, Director of Curriculum and Educational Technology  
 Ms. Teresa Brown-Sayles, Director of Instruction/Principal  
 Mrs. Linda Daugherty, Director of Special Education  
 Ms. Bonita Henderson, Family and Community Engagement Coordinator (FaCE)  
 Mr. Alleyn Unversaw, Treasurer  
 Mr. Patrick Paré, H.R. Director & Exec. Dir. Of Charter School Compliance  
 Mr. Scott Wilson, Fiscal Agent

- II. Approval of February 24, 2016 (Rescheduled) Regular Board Meeting Minutes  
 Ms. Clark **moved** to accept the February 24, 2016 minutes as submitted. The motion was **seconded** by Mr. Howard. **Motion approved Yes 6 | No 0.**

March 15, 2016 Board Meeting did not have a quorum. The notes from discussions are included in the Board packet.

- III. Approval of February 2016 Treasurer/Financial Report  
 Ms. Clark **moved** to accept the February 2016 treasurer/financial report as submitted. The motion was **seconded** by Mr. Tolbert. **Motion approved Yes 6 | No 0.**

- IV. Approval of March 2016 Treasurer/Financial Report  
 Ms. Clark **moved** to accept the March 2016 treasurer/financial report as submitted. The motion was **seconded** by Mr. Tolbert. **Motion approved Yes 6 | No 0.**

- Financial Summary: there will be spend downs for the accounts.
- More specific descriptions will appear in future check register reports.
- The building expenses are looking maintained very well. The gas bill is less than budgeted.
- When encumbrances are released, overages may offset other expenses.

## V. Reports

- a. Finance Committee. No Report.
- b. Personnel Committee. Ms. Clark and Mrs. Lanier have met with ADA cabinet members of the Cabinet Members to discuss 1) policies, 2) salary ranges, 3) job descriptions, and 4) the employee handbook. Currently, the above items are works in progress.
- c. WC ESC Exec. Dir.-Charter School Compliance

FTE Review. This is referencing the report that was posted in the public media regarding attendance and funding. The Cabinet has three different responses to the auditor's report with evident of its inaccuracies. No response from ODE received at this time. The audit was performed using next year's measuring tool that is not officially approved. The newspapers will probably not recant their stories. There was some discussion on how what the new funding rules may be and requesting more clarify from ODE the FTE rules and regulations.

the terminology "learning opportunities" not defined; and the revised code is not specific. How to prove hours student's work. State continues to determine this measurement tool.

ADA Visit to WC ESC April 6, 2016. Cabinet members Terrell, West and Sayles toured WCESC to see the workings of GOVS. It was a beneficial visit.

## VI. State of the School – Cabinet Report

The Cabinet is taking a pro-active role in developing procedures and processes that will effectively measure what the State requires to avoid the misunderstanding that has just occurred with the auditors. The SPED audit missed the parental contact headings while reviewing, so SPED sent additional information of proof.

The ADA SY 2015-2016 calendar was corrected – 2 days were added to the school year.

Work on the FY 17 budget is underway.

Project: Community and school water collection the week of May 1<sup>st</sup>. There is a group scheduled to deliver the water on Friday, May 6<sup>th</sup>, 2016.

A scholarship worth \$250 will be presented to one of our 2016 graduates from Scholastic Books.

Presentation was given regarding how student test, and what has to occur when students do not test.

Grants: there is a grant in the works that, if received, will be to bar code all books in the ADA library.

### Executive Session

Mr. Manes **motioned** to adjourn into Executive Session at 5:54pm pursuant to ORC 121.22(G)(2) to consider personnel matters required to be kept confidential. Head of School Terrell was invited into the meeting. **Seconded** by Mr. Tolbert. Roll Call-Vote: Yes – 6 Manes, Lanier, Tolbert, Clark, Howard, and Tyson | No - 0. **Motion carried unanimously.**

The Board reconvened at 6:26pm. Let the record reflect that the Board completed Executive Session and returned to the meeting.

VII. New Business

- a. Ms. Clark made a **motion** to accept the resignation of Art Instructor Rachel Eastwood effective March 2016. Motion was **seconded** by Mrs. Lanier. **Motion approved Yes 6 | No 0.**
- b. The Cabinet recommended the appointment of Ms. Jessica Black to the staff of Akron Digital Academy for the remaining SY 2015-2016, effective March 2016 for the SPED Secretary open position vacated by Ms. Bates. With the understanding that said person is subject to the rules and regulations of the ADA board of Directors and to the provisions of law pertaining to the employment of said person; and that said appointee be subject to assignment by the ADA Head of School and SPED Director.

Mrs. Clark made a **motion** to approve the new ADA staff hire, as presented, for the remaining SY 2015-2016, effective as indicated through June 30, 2016 at \$15.38/hour. **Unanimous Motion approved Yes 6 | No 0.**

- c. Ms. Clark made a **motion** to pay the November 2015 AJAX Commercial Cleaning invoice for \$1,225.00. Motion was **seconded** by Mr. Tolbert. **Motion approved Yes 6 | No 0.**
- d. Mr. Tolbert made a **motion** to authorize the ADA Treasurer, Alleyn Unversaw, to seek a new school credit card company. Motion was **seconded** by Ms. Clark. **Motion approved Yes 6 | No 0.**

Mr. Unversaw will have the \$687.06 fraudulent charge expensed off the books by June 2016, before fiscal year ends. Treasurer will find a credit card company with fraud protection.

- e. Ms. Clark made a **motion** to accept the revised SY 2015-2016 calendar that increased the school year by 2 days to meet compliance (184 days). Motion was **seconded** by Mrs. Lanier. **Motion approved Yes 6 | No 0.**
- f. Ms. Clark made a **motion** to accept the SY2016-2017 budget submitted by the Cabinet. Motion was **seconded** by Mr. Tolbert. Discussion: Insure that the report is based on 390 FTEs. Motion approved Yes 6 | No 0.
- g. Ms. Clark made a **motion** to authorize Board President Manes to sign the ADA School Board Affidavit. Motion was **seconded** by Mrs. Lanier. Motion approved Yes 6 | No 0.

Personnel Chair Clark mentioned the Cabinet's Annual Evaluations are due. Detailed evaluations with goals met this year, goals for next year, and other measuring tools that have specific have been given to each cabinet member. Format: Goal – Did – Outcomes documents are to be submitted to Ms. Clark by My 29, 2016.

VIII. Public Comment

Announcements: ADA Senior Graduation will be in the auditorium on Tuesday, June 7<sup>th</sup>, 2016. Time: TBD

Next Board Meeting is scheduled for Tuesday, May 17, 2016 at 5:00pm

The meeting was adjourned at 6:41pm.

  
\_\_\_\_\_  
Board President Gregg A. Manes, Esq.

5-17-16  
\_\_\_\_\_  
Date

# CASH RECONCILIATION REPORT AKRON DIGITAL ACADEMY APRIL 2016

<b>Total Fund Balance from FINSUMM.TXT</b>	<b>\$1,146,146.39</b>
--	-----------------------

CASH BALANCES	
<b>Gross Depository (Bank) Balances: (see bank statements on website)</b>	
1) LCNB - checking	\$704,960.88
2) FIFTH THIRD - payroll	\$595.14
3) CHASE - checking	\$47,592.12
<b>Sub-total: Depository Balance</b>	<b>\$753,148.14</b>
<b>Investments: (see Excel Investment Report)</b>	
Certificates of Deposit	\$0.00
Treasury Bonds, Notes, Bills	\$0.00
Other Investments	\$433,716.92
<b>Sub-total: Investments</b>	<b>\$433,716.92</b>
<b>Cash in Transit to Depository</b>	
1)	\$0.00
<b>Sub-total: Change Funds</b>	<b>\$0.00</b>
<b>Petty Cash Balances:</b>	
1)	\$0.00
<b>Sub-total: Petty Cash</b>	<b>\$0.00</b>
<b>Change Funds:</b>	
1)	\$0.00
<b>Sub-total: Change Funds</b>	<b>\$0.00</b>
<b>Total Cash Balances</b>	<b>\$1,186,865.06</b>

ADJUSTMENTS	
<b>Outstanding Balances</b>	
Payroll accumulator total (deducted not yet paid)	\$0.00 <small>see payroll specialist</small>
Outstanding checks--warrants	\$13,368.73 <small>chekpy</small>
Outstanding checks--payroll	\$0.00 <small>chksts</small>
<b>Sub-total: Adjustments</b>	<b>(\$13,368.73)</b>
<b>Adjustments (&amp; explanations) *Run DEDSUM for p/r totals</b>	
1) Anthem Monthly Debit	(27,349.94)
2)	
3)	
4)	
5)	
6)	
7)	
8)	
<b>Sub-total: Adjustments</b>	<b>(\$27,349.94)</b>
<b>Total Adjustments</b>	<b>(\$40,718.67)</b>

<b>Adjusted Cash Balance (Total Cash Balances + Total Adjustments)</b>	<b>\$1,146,146.39</b>
--	-----------------------

Cash on Hand (unrecorded and undeposited) \$0.00

<b>Difference of FINSUMM Balance to Adjusted Cash Balance</b>	<b>\$0.00</b>
---	---------------

  
 Treasurer