



**AKRON DIGITAL Board Minutes – January 19, 2016**

**Warren County ESC Financial Reports (for November and December, 2015)**

1. The November 2015 financial report was reviewed and discussed by the Board and Mr. Unversaw.
2. The December 2015 financial report was reviewed and discussed by the Board and Mr. Unversaw.

**Comments: Focus on Cash Flow and Future Budget**

- i. A new Credit Card process and security measures have been set in place due to fraudulent activity amounting to \$687.00 from one of the ADA credit cards being stolen during a time other items (i.e. laptops from conference room, etc.) were taken. Anticipate purchasing a safe.
- ii. Overspending is at \$229,000 more than budgeted (includes moving costs, utilities, building painting, building refurbishing for school use, etc.) that were not detailed or addressed in the moving plan from Evans Building to current location on Merriman Road.  
  
Cash projections for end of SY 15 year estimated to be \$300,000-\$400,000 deficit. This can be offset by the substantial enrollment numbers of this past week and the pattern that is being tracked over the past few weeks.
- iii. In February 2016, Mrs. West and Mr. Wilson will go line by line on the SY 16 school budget. Input from Cabinet will be considered on what infrastructure needs and the cost of improving educational service for the SY 16. Define where monies should be spent. This report will be presented to the Board of Directors after April 2016.
- iv. Given the options of what type of budget the Board would like for the next school year, it was confirmed they would like a Growth-Based Budget or a Zero-Based Budget. Budget should connect with the school's outcome.
- v. Mr. Unversaw finished the 990 tax exempt information for the IRS in order for ADA to retain exempt status. Mrs. West will look it over and if the Board would like for the ADA Attorney to review it, that can be so requested. Deadline is February 15, 2016.

**Mr. Manes motioned to accept the November 2015 Financial Reports as presented/stated. The motion was seconded and unanimously approved: Yes – 5 | No – 0.**

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**H.R. Dir. & Executive Dir. Of WC ESC**

Mr. Paré met with Compliance Manager, Ms. Markita Roberts, regarding the deadlines for the (1) Mid-Year Bi-Annual Review and the (2) Annual Report that is due to WC ESC by the end of January. This will give WC ESC time to complete the sponsor portion and submit it to ODE by March 2016 deadline.

Mrs. Lanier spoke on the negative press charter schools are getting and how this may reflect on ADA. Mr. Paré stated most of the schools involved are "for profit" and affiliated with management/business companies that are; this is not the case with Akron Digital as Akron Digital is under a sponsorship with an education service center.

**Cabinet Report – State of the School**

**Ms. Terrell, Head of School**

The month of January is designated "Board Member Appreciation Month" by the State of Ohio and Ms. Terrell to a moment to thank the ADA Board Members for the time they donate to ADA. ADA gifted each board member with a "Thoughtful Gesture Fruit and Cheese Basket" from ADA Cabinet and Staff. Refreshments were provided in honor of our Board Members. Mr. Tolbert also received his basket.

Mr. Manes stated that he and Mrs. West an event hosted by Day Ketterer (ADA's legal counsel) about house bill #2 and its meaning for community schools and governing authorities.

1) The **ADA State of the School November 2015-January 2016** report was distributed and reviewed. Ms. Terrell highlighted several events and activities in which ADA Staff and students were involved. Copies of the report will be included in the minutes, and can be requested via email.

The Board was given copies of the **ODE School Report Card** and ADA, along with several similar and local institutions. ADA successfully met "Meet Standards" in the categories that have been completed at this time. As the other categories are filled the Board will be notified. ODE is stressing the category "prepared for success".

ODE is focusing on students being prepared after graduation to succeed in their field of choice. Along with the program Mrs. Henretty oversees, E-rate funds for distance learning, ADA would like to offer "College Credit Plus" seminars. Mrs. Lanier will assist Ms. Terrell in bringing this seminar to ADA as she does carry out this responsibility at Tri-C.

2) The **Enrollment/Withdrawal Report** as of 1/15/2016 shows current enrollment at 399, and school-wide FTE total of 374. Ms. Terrell an estimated 18 new enrollees are not included in the above totals at this time. The Board will be notified prior to next meeting when the new enrollees have been fully oriented and included in the total.

DATE: 12/02/15

## CASH RECONCILIATION REPORT AKRON DIGITAL ACADEMY NOVEMBER 2015

<b>Total Fund Balance from FINSUMM.TXT</b>	<b>\$1,124,495.14</b>
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CASH BALANCES		
<b>Gross Depository (Bank) Balances: (see bank statements on website)</b>		
1) LCNB - checking	\$679,995.11	
2) FIFTH THIRD - payroll	\$896.86	
3) CHASE - checking	\$49,419.48	
<b>Sub-total: Depository Balance</b>		<b>\$730,311.45</b>
<b>Investments: (see Excel Investment Report)</b>		
Certificates of Deposit	\$0.00	
Treasury Bonds, Notes, Bills	\$0.00	
Other Investments	\$430,274.95	
<b>Sub-total: Investments</b>		<b>\$430,274.95</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>\$1,160,586.40</b>

ADJUSTMENTS		
<b>Outstanding Balances</b>		
Payroll accumulator total (deducted not yet paid)		see payroll specialist
Outstanding checks--warrants	\$255.52	chckpy
Outstanding checks--payroll	\$7,334.24	chksts
<b>Sub-total: Adjustments</b>		<b>(\$7,589.76)</b>
<b>Adjustments (&amp; explanations) *Run DEDSUM for p/r totals</b>		
1) PNC Credit Card Fraud	\$687.06	
2) Anthem monthly Debit	(\$25,833.31)	
3) Akron City Tax ACII not cleared	(\$3,355.25)	
4)		
5)		
6)		
7)		
8)		
<b>Sub-total: Adjustments</b>		<b>(\$28,501.50)</b>
<b>Total Adjustments</b>		<b>(\$36,091.26)</b>

<b>Adjusted Cash Balance (Total Cash Balances + Total Adjustments)</b>	<b>\$1,124,495.14</b>
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Cash on Hand (unrecorded and undeposited) \$0.00

<b>Difference of FINSUMM Balance to Adjusted Cash Balance</b>	<b>\$0.00</b>
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 Allyson Urveson Treasurer
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**3) Promotions / New Hires / Resignations**

**Mr. Manes motioned to approve Item #1 and Item #2 after being amended not to show the Annual Salary for future school years (example; SY 2016-17). The motion was seconded and unanimously approved: Yes – 5 | No – 0.**

**Item #1:**

The Cabinet is submitting to the Board the appointment promotions of the individuals listed to the staff of the Akron Digital Academy for School Year 2015-2016, effective as indicated through June 30, 2016, at the annual salary rate noted with the understanding that said individuals be subject to the policies, rules and regulations of the Board of Directors and to the provisions of law pertaining to the employment of said persons and that said recommended appointees be subject to assignment by the school Superintendent.

Name/Position	1st Day SY 15-16	Pro-rated SY 2015-2016	
		Work Days	Salary
BENTLY, Marcus Promoted to Case Manager Coordinator (previously Ed. Asst.)	12/14/15	115	\$18,594.58
SZUCS, Jamael Promoted to Science Teachers (previously Ed. Asst.)	1/14/16	110	\$22,350.02

**Item #2:**

The Cabinet is submitting to the Board the new hire appointment of the individual listed to the staff of the Akron Digital Academy for School Year 2015-2016, effective as indicated through June 30, 2016, at the annual salary rate noted with the understanding that said individuals be subject to the policies, rules and regulations of the Board of Directors and to the provisions of law pertaining to the employment of said persons and that said recommended appointees be subject to assignment by the school Superintendent.

Name/Position	1st Day SY 15-16	Pro-rated SY 2015-2016	
		Work Days	Salary
SCHOENBAECHLER, Chelcee Math Teacher (replaces Mrs. Lecroix)	1/19/16	100	\$20,318.20

**4) An ADA Teacher Evaluation Policy was submitted to the Board at this meeting. Mrs. Brown-Sayles was not at the meeting to lead any discussions and requested the report be pulled as a host of reasons were provided via Email. ADA Teacher Evaluation Policy will be resubmitted at a date TBD by Mrs. Brown-Sayles. Board agreed to Table Cabinet Recommendation #4. Per President Manes on 1/21/16 report can be pulled per request.**

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Mrs. Lanier and Ms. Clark will review and be involved in discussion on some of the details of the new report, i.e. who performs evaluations on what teacher category, goals teachers need to meet, standards defined, etc.

5) WC ESC Special Education Compliance Site Visit was carried out slightly different than previously as this was Ms. Stock's first time performing this task at ADA and she was more detailed in her report. No sanctions.

**Executive Session.** Not required.

**Open Business**

Mrs. Lanier **motioned** No action taken on motion to approve the salary increase for ADA Secretary to the Board. New determination was discovered: the board secretary does not get paid for Board Meetings. The motion was **seconded** and **unanimously approved: Yes - 5 | No - 0.**

Update/Addendum. Per Director of Operations, the secretary will record her board-defined extra hours over the 40 per week and turn them into Ms. West. In turn, those hours will be submitted to Warren County (Dunlap, Payroll).

**Announcements**

The next ADA Board Meeting is scheduled for **Tuesday, February 16, 2016 at 5:00pm.**

**Adjourn**

The meeting was adjourned at 6:15pm by unanimous consensus of all Board Members.



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Gregg Manes, President  
ADA Board of Directors

10-25-16

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Date