



"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 Meeting
Minutes of June 21, 2016**

The Regular Board Meeting of Akron Digital Academy was called to order by President Gregg Manes at 5:09pm on Tuesday, June 21, 2016 in the GPS Room of the school at 133 Merriman Road, Akron OH 44303. The meeting was led in the Pledge of Allegiance by Board President Manes.

- I. Roll Call Gregg Manes, Board President
Linda Lanier, Board Vice President (arrived at 5:16p)
Fred Tolbert, Finance Chair and Board Secretary
Curtis Howard, Strategic Planning
Lynn Clark, Personnel Chair
Latasha Colbert-Tyson, Strategic Planning (arrived at 5:16p)

Present: LaShawn Terrell, Head of School
Katona West, Director of Operations
Linda Daugherty, Director of SPED
Teresa Brown-Sayles, Director of Instruction/Principal
Melissa Shirley, Director of Curriculum and Educational Technology
Janice Clayton, Secretary
Scott Wilson, WC ESC Fiscal Specialist Agent
Patrick Pare, WC ESC Human Resources Director and Executive Director
of Charter School Compliance

II. Approval of the May 17, 2016 Regular Board Meeting Minutes

Mrs. Colbert-Tyson **moved** to accept the May 17, 2016 meeting minutes as submitted. The motion was **seconded** by Mr. Howard. **Motion approved Yes 6 | No 0.**

III. Financial Reports given by Mr. Scott Wilson

Funding for this year is \$234,000 lower than the start of last year.

E-rate monies received for school wiring.

Cleaning up old grant accounts; will be neater next year.

Unexpected \$155,000 less in FY17 for ADA Title I funds. Not concerned as the lessening of positions will provide the budget with a break-even point.

ODE reported EMIS FTE errors in the October 2015 reporting data. It cannot be changed. EMIS must be accurate at all reporting periods per ODE.

Mrs. Lanier **moved** to **TABLE** the invoices submitted by Educational Funding Group, Inc. (Zayo Enterprise) for a total of \$15,627.31. The motion was **seconded** by Ms. Clark. **Motion approved Yes 6 | No 0.** (Board requested a more detailed explanation on why there is the 2014 gap; why these items were not paid previously; can percentage be adjusted in ADA favor; wasn't a company called Smart Solutions doing e-rate for ADA at one time.)

Mr. Howard **moved** to accept the June 21, 2016 Financial Reports as submitted. The motion was **seconded** by Mr. Tolbert. **Motion approved Yes 6 | No 0.**

IV. Reports

- a. Finance Committee. No report from Chair Tolbert.
- b. Personnel Committee. No report from Chair Clark.
- c. WC ESC Human Resources Director and Executive Director of Charter School Compliance. Mr. Pare stated work is being done on assurances. Occupancy Certificate has been received. There is a fire inspection scheduled for next week.

V. State of the School – Cabinet Report

- a. (West) Explained why additional funds were added to the marketing budget.
- b. (Howard) What is being done with enrollment and recruitment? (Sayles) As ADA is not a “normal” school, data points are hard to obtain. The improvement of next year’s curriculum will hopefully draw a certain population and encourage are existing students. Still on track with the current strategic plan. No available retention numbers at this time. Currently, experiencing more truancy which will hopefully be addressed. No increase in OGT participation.

(Lanier) has a rebrand occurred in marketing? Revisit retreat items. Emphasis on effectively recruiting home-school students and student athletes. (Sayles) Pushing social media avenues for easier share out. (Colbert-Tyson) Have you considered advertising on FISH radio station for home schooled children?
- c. The Curriculum job duties have been divided among:
Terrell – education technology
Sayles – testing
West – orientation
Daugherty – resident education
(Changes to the above list may occur in August 2016 with the restructuring of Mrs. Barone-Waterhouse job description)
- d. Title I funding update needed. (Howard) Please keep board informed and updated. Cabinet would like to high a grant writer for large grant submissions. Board suggests the Cabinet team up to obtain smaller grants in hopes to accommodate doing larger grants. Hiring a grant writer at this time is another expense.
- e. (Sayles) Discussions and explanations on the online Odysseyware Program being used school-wide this school year. Vote needed as Engenuity for \$45,000 was approved previously.

Ms. Clark **moved** to approve the purchase of the Odysseyware Program for SY 2016-2017. The motion was **seconded** by Mrs. Lanier. **Motion approved Yes 6 | No 0.**

VI. New Business

- a. Ms. Clark **moved** to approve the SY 2016-2017 Staffing Report, noting this is in line with the new ADA Teacher pay scale guidelines. The motion was **seconded** by Mrs. Lanier. **Motion approved Yes 6 | No 0.**

- b. **AMENDMENT:** Previously, Green Ohio Cleaning Service was voted in for the next school year. However, the AJAX contract automatically renewed. The total cost was reduced to a lesser rate as evening services are no longer needed. Original amount for A.M. and P.M. service \$3200; new amount with A.M. service is \$1900.

Ms. Clark **moved** to approve the amendment to the May 2016 Vendor contracts for SY 2016-2017 as it pertains to the AJAX Company contract. The motion was **seconded** by Mrs. Colbert-Tyson. **Motion approved Yes 6 | No 0.**

- c. The Cabinet recommended updating the job description of Mrs. Heather Barone-Waterhouse by adding additional duties and changing the title to “Guidance and Student Data Specialist at Akron Digital Academy effective SY 2015-2016, effective August 2016. 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 Director of Instruction/Principal. This position does include a slight increase in salary.

Ms. Clark made a **motion** to approve the updating and additional job duties of the Guidance Counselor job description and changing the title to Guidance and Student Data Specialist at Akron Digital Academy effective SY 2015-2016 (as noted on the chart). The motion was **seconded** by Mr. Howard. **Motion approved Yes 6 | No 0.**

- d. The Cabinet recommended the adoption of a newly created ADA position to the staff of Akron Digital Academy titled School Psychologist August 2016. 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. The Cabinet confirmed that funds are available in the budget for SY 2016-2017 to support this position.

Mrs. Clark made a **motion** to approve the creation of a new ADA staff position, as submitted by the ADA Cabinet, beginning SY 2015-2016. The motion was **seconded** by Mr. Howard. **Motion approved Yes 6 | No 0.**

- e. The Cabinet recommends the appointment of the individuals listed below to the staff of Akron Digital Academy for School Year 2016-2017, effective as indicated at the stated annual salary. Be it understood, that said individuals are 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.

Name/Position	Position	Effective	Contract Days	Annual Salary
Heather Waterhouse	Guidance and Student Data Specialist	7/5/2016	236	\$52,678.74
Marissa Drake	School Psychologist	8/8/2016	195	\$40,839.54

Ms. Clark made a **motion** to approve the appointments of Ms. Waterhouse and Ms. Drake as

ADA Board of Directors Meeting
Minutes of June 21, 2016

stated in the above chart to the ADA staff for SY 2016-2017, effective as noted. The motion was **seconded** by Mr. Howard. **Motion approved Yes 6 | No 0.**

- f. Director of Operations recommended the April 2017 Board of Directors meeting be moved as it is scheduled during the ADA Spring Break and school is closed. After discussion, it was suggested the meeting be moved from the 3rd Tuesday to the 4th Tuesday.

Mrs. Colbert-Tyson made a **motion** to approve the Board Meeting scheduled for April 18, 2017 be change to April 25, 2017 due to Spring Break. The motion was **seconded** by Ms. Clark. **Motion approved Yes 6 | No 0.**

VIII. Public Comment. None

IX. Announcements

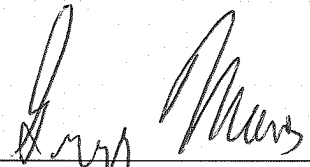
The Board President read the announcements:
First Day for Students SY 2016-2017 – August 16, 2016
Labor Day – September 5, 2016 (Schools and Offices closed)

Comments from the Board:

- Congratulations to ADA for putting on a wonderful graduation ceremony. It is suggested, however, that babysitting be included in future graduations or formal ceremonies. (Manes)
- Please notify the Board members in ample time via invitations email or US postal mail. (Howard)
- Director of SpEd working on streamlining the school events/activity calendar that will be sent to the Board and they will be given read only access.
- Head of School is working on the annual retreat.
- Once the audit report has been received, send a copy to each Board Member. (Clark)
- Continuing Education Conference August 10-12, 2016, was attended by several individuals and some highlights were discussed.

Meeting was adjourned at 7:00pm by President Manes.

Approved by:



Gregg Manes, President
Akron Digital Academy Board of Directors

9-20-16

Date