



133 Merriman Road, Akron, OH 44303

PH: 330.237.2200 Fax: 330.237.2207

Regular November 2015 Minutes

Call to Order

The Regular Meeting of the Board of Directors of Akron Digital Academy was held on **Tuesday, November 17, 2015**, in the GPS Room. President Manes called the meeting to order at 5:07 pm. Board Secretary Mrs. Janice Clayton called the roll. The following members were present and a quorum met:

Present: Mr. Gregg Manes, President Mr. Fred Tolbert, Finance Chair
 Ms. Lynn Clark, Personnel Chair Mr. Curtis Howard, Strategic Planning

Excused: Mrs. Linda Lanier, Vice President Ms. Latasha Colbert, Strategic Planning

The Pledge of Allegiance was lead by President Manes.

ADA Ms. LaShawn Terrell, Head of School (HoS)/Cabinet Chair
 Mrs. Linda Daugherty, Director of Special Education
 Dr. Melissa Shirley, Director of Curriculum and Electronic Learning
 Mrs. Teresa Brown-Sayles, Director of Instruction
 Mrs. Katona West , Director of Operations
 Ms. Bonita Henderson, Family and Community Coordinator
 Mr. Phil Aliberti, Social Studies Educator

WCESC Mr. Alleyn Unversaw, Treasurer
 Mr. Patrick Paré, Human Resources Director & Executive Director
 of Charter School Compliance
 Mr. Scott Wilson, Fiscal Agent

Approval of Minutes

Ms. Clark **moved** to accept the **Tuesday, October 28, 2015** Board of Director Minutes.

Messrs. Howard and Tolbert **seconded** the motion and a voice vote was taken.

Motion approved: Yes – 4 | No – 0.

ADA Financial Committee Report

There was no report.

ADA Personnel Committee Report

There was no report.

Warren County ESC Financial Reports

1. The October 2015 financial report was reviewed and discussed with the treasurer, Mr. Unversaw, and the fiscal agent, Mr. Scott Wilson.
 - i. On Cash Reconciliation Report, enough time has lapsed for the “Wire to STRS from Paycor Payroll” to appear on the report. It is considered safe to make the adjustment to this item.
 - ii. Moving towards less money transfers. The only money movement regularly appearing will be the transfer from PD (professional development) account/grant funds to Title I account each month.
 - iii. Cash flow statistics reflects the same trend as noted in the 5-year forecast. It appears the 390 FTE target in the forecast is possible. The break-even point would be 430-440 FTEs.
 - iv. With Akron Digital’s move into the Merriman Road location, the first year has experienced expenditures not experienced when located at the Evans Building. Close tracking of utilities; insuring landlord maintains building according to rental agreement. These expenditures have decreased the \$250,000 surplus AD was experiencing at the beginning of this school year. Treasurer’s office will keep a close eye on cash flow report and will notify Mrs. West and Mr. Tolbert negative trending.
 - v. Net income is lower this year as expenditures are much higher and enrollment is down. Mrs. West commended for securing services at lower prices with high quality standards.

Mr. Tolbert moved to accept the October 28, 2015 Financial Reports as presented/stated. Ms. Clark seconded the motion and a voice vote was taken. All were in favor, the October 2015 Financial Reports were accepted. **Motion approved: Yes – 4 | No – 0.**

Comments:

Mr. Unversaw strongly suggested not hire new external staff for open position or needs, unless special education department is in need to maintain compliance. Or enrollment increases to support the additional staff. Hiring for needed open positions should come from internal employees; when qualifications for the position are met.

Mr. Tolbert asked in the event of an emergency what restrictions are on the \$429,571.71 investments/annuities. Answer: There is a surrender fee of \$35,000 if we need to take all funds out. However, if it remains as is, Mr. Wilson stated it collect annual interest of \$8,000. This account has a maturing date of July 2017.

FINANCIAL REPORTS
(Furnished upon written request)

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

Mr. Paré stated Ms. Bonnie Stock, WC ESC Special Education Supervisor was on campus on November 9th, 2015 to monitor ADA Special Education procedures. Ms. Stock's met with ADA Director of SPED Linda Daugherty was positive and only a few minor fixes are necessary.

Encouraged with the progress Director of Operations Mrs. West has done on getting the fire extinguishers and fire exit plans to compliance standards.

Last month's FTEs were trending downward, now appears to be going up. He reiterated the importance of enrollment and retention and the impact on financial reports.

Comments:

School should update old, outdated information on the ADA websites (address, leadership, etc.). Also, changes to school voicemail answering to a current employee and remove ex-employees voice (DD); consider a reduction in the amount of selection prompts – too many.

Cabinet Report

1. State of the School – Ms. Terrell

The first issue of the *State of the School* Oct.-Nov. 2015 was presented at the board meeting and it was very well received. Ms. Terrell provided an overview of what would be incorporated into the information in each issue. This issue included the *HoS Editorial, Partnerships/Professional Development, Putting It All Together, Enrollment, Instructional Practice, and School Climate/Shout Outs!* It was very well received and informative.

POI: *Harvest Festival which students and staff interacted with food and games; fun had by all. *Individual \$50 gift certificates were given to our 3 in-house U.S. Service Veterans from ADA staff donations. *Thank You letter received from a student's Mother thanking ADA for all that we provided her son while attending here that help place him in a positive place and looking towards the future. *Dean of Students J. Campbell cooked a spaghetti meal for all the positive attendance students – we *heard* it was delicious.

Mr. Tolbert requested that the State of the School report include past documented enrollment trends from past years.

2. Curriculum and Educational Technology – Dr. Shirley

A PowerPoint presentation was given by Dr. Shirley, and handouts with information on the current curriculum, pros and cons of the current programs, programs that will benefit our student base education, and details of preferred vendors and

AKRON DIGITAL Board Minutes – November 17, 2015

implementation of the changes to the current curriculum. Major: Blended School Network program does not align with State of Ohio student educational requirements. Several current educational programs used at ADA have not been upgraded on timely basis.

Ms. Clark would like Mrs. West to work with Dr. Shirley in securing funds to change educational programs that will align` with State of Ohio testing.

There is concern regarding the FTE totals for the 11/16/15 Enrollment/Withdrawal Report. The Board was reassured by the Cabinet that this occurs across the board at this time of the year and all staff is involved in increasing enrollment; and the retention committees are actively creating a schematic to trend patterns and cause for student departures from ADA.

Executive Session

Mr. Tolbert **moved** that the board adjourn into Executive Session for the pursuant to ORC 121.22(G)(1) for the purpose discussing matters required to be kept confidential by Federal or State Law. **Seconded** by Ms. Clark.

Motion carried: Yes - 4 | No - 0

Roll Call: Mr. Gregg Manes, Mr. Curtis Howard, Mr. Fred Tolbert, Ms. Lynn Clark
The Board recessed at 6:11pm.

Let the record reflect the board reconvened at 6:22pm.

Roll Call: Mr. Gregg Manes, Mr. Curtis Howard, Mr. Fred Tolbert, Ms. Lynn Clark

Board Recommendations for Voting

Ms. Clark **moved** to approve the salary increases of ADA Cabinet Members as noted in the table below. **Seconded** by Mr. Howard. **Motion carried: Yes - 4 | No - 0**

Name/Position	Retro salary increase effective date	Contract days	New salaries
Mrs. Linda Daugherty, Director of Special Education	8/18/2015	236 (New)	\$79,048.54/Annually
Ms. Teresa Brown-Sayles, Director of Instruction	08/12/2015	236 (New)	\$79,048.54/Annually
Dr. Melissa L. Shirley, Director of Curriculum and Educational Technology	07/31/15	236	\$79,048.54/Annually
Mrs. Katona West, Director of Operations	10/5/2015	236	\$79,048.54/Annually

AKRON DIGITAL Board Minutes – November 17, 2015

Ms. Clark **moved** to approve the salary increase of ADA Head of School and Cabinet Chair as noted in the table below. **Seconded by Mr. Tolbert. Motion carried: Yes – 4 | No – 0**

Name/Position	Retro salary increase effective date	Contract days	New salaries
Ms. Lashawn Terrell, Head of School and Cabinet Chair	9/15/2015	236	\$101,425.00/Annually

Ms. Clark **moved** to approve the salary increase of ADA Board Secretary/Secretary to Head of School and Operations Director noted in the table below. **Seconded by Mr. Howard. Motion carried: Yes – 4 | No – 0**

Name/Position	Retro salary increase effective date	Contract days	New salaries
Mrs. Janice Clayton, Secretary to the ADA Board of Directors, Head of School and Director of Operations	11/17/2015	201	\$31,000.00/Annually

Mr. Paré, after some calculations were performed, suggested tabling this item as the hourly rate and annual salary needed further review. The Board unanimously agreed to table the salary increase until further investigation and details are obtained. **Motion carried: Yes – 4 | No – 0**

Pending Business

1. *Updating Akron Digital Academy Code of Regulations (last revised 9/2013) (Tabled 9/15/15).* Mr. Manes **moved** for Board Secretary to highlight areas to be address and present report to the Board for review and editing early in 2016. **Seconded Mr. Howard. Motion carried: Yes – 4 | No – 0**
2. Three lawn care estimates to trim hedges and remove debris at the parking lot across the street were received: [i] Clinton Lawncare, [ii] Hydro Lawn landscaping & Design, Inc., and [iii] Cut Right Lawn Care. According to the recommendation of Mrs. West, a **Motion** was made **seconded** to accept the **Hydro Lawn Landscaping & Design, Inc.** contract in the amount of **\$375.00. Motion carried: Yes – 4 | No – 0.**
3. *Cabinet Recommendation: Case Manager Position (Tabled 10/28/15)*

New Business

1. Three snow removal services estimates were received: [i] H&T Enterprises, [ii] Absolute Best Lawncare, and [iii] Mock Property Services. According to the recommendation of Mrs. West, a **Motion** was made **seconded** to accept the **H&T Enterprises** contract . **Motion carried: Yes – 4 | No – 0.**

AKRON DIGITAL Board Minutes – November 17, 2015

Cost per plowing and salting:

	North Lot	South Lot	West Lot
1-4 inches snow plow (most often)	\$30	\$20	\$35
5-8 inches snow plow (occasionally)	\$35	\$22	\$39
15% per inch above 8 inches (rate, once in 1974)			
Light salting (most often)	\$30	\$15	\$30
Heavy salting (occasionally)	\$45	\$30	\$45

2. The Board recommended the Head of School and Director of Operations bring expenses/invoices to the Board which total over their respective signing limit of \$5,000. A brief justification to the board if necessary is adequate. The expense should be taken into consideration with the current school year budget in mind or consult the WC ESC Treasurer/Fiscal Agent.
3. The last BCII and FBI criminal record check was received. Newly elected board President Manes signed the SY 2015-2016 ADA School Board Affidavit. *(Previously signed by Mr. Howard as one Board Member record check was pending.)*

No Public Comments

Announcements

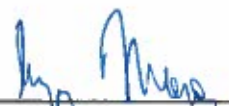
Nov. 19 Family Basketball Game Night: Staff V Students Fundraiser *(postponed)*

Nov. TBD Social Services Luncheon *(postponed)*

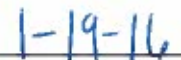
The next ADA Board Meeting is scheduled for **Tuesday, January 19, 2016 at 5:00pm.**

Adjourn

The meeting was adjourned at 7:00pm by unanimous consensus of all Board Members.



Gregg Manes, President
ADA Board of Directors



Date

Submitted by Board Secretary Mrs. Janice Clayton

:jmc