



133 Merriman Road, Akron, OH 44303

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## Regular October 2015 Minutes

### Call to Order

Vice President Linda Lanier called to order the regular meeting of the Akron Digital board of Directors at 5:00pm on **Wednesday, October 28, 2015** at ADA Merriman Conference Room. This meeting was originally scheduled for October 20, 2015 however, a quorum was not met.

Board Secretary Mrs. Janice Clayton conducted **roll call**. The following members were present:

Mrs. Linda Lanier  
Ms. Lynn Clark  
Mr. Curtis Howard

Mr. Fred Tolbert  
Ms. Latasha Colbert (arrived at 5:15 pm)

Excused: Mr. Gregg Manes

Also in attendance: (ADA) Ms. LaShawn Terrell, Mrs. Linda Daughery, Dr. Melissa Shirley, Mrs. Teresa Brown-Sayles, Mrs. Katona West (WCESC) via teleconference Mr. Alleyn Unversaw, Mr. Scott Wilson

### Approval of Minutes

Minutes of the September 15, 2015 Board Meeting were electronically distributed to the Board Members prior to the meeting. **MOTION** made by Ms. Clark, seconded by Mr. Howard. **Motion approved: Yes - 3 | No - 0 | Abstained - 1 (F. T.)**.

**Committee Reports: None.**

### Warren County ESC Financial Reports

1. The September 2015 financial report was reviewed with the treasurer, Mr. Unversaw, and the fiscal agent, Mr. Scott Wilson, via teleconferencing.
  - i. Adjustments: Wire to STRS from Paycor payrolls. Mr. Tolbert recalls this is on the books due to employees quitting prior to being vested. Has any correspondence of settlement been received from Paycor? Can this be off the books by the end of 2015?
  - ii. Was cash reconciliation performed last year? And has ADA received all refunds?
  - iii. How much are Charter Schools required to keep in "liquid cash"?

- iv. What is the status of the annuities? With a \$30,000 surrender charge, how can this account amount be increased?

**Motion** made by Ms. Clark, **seconded** by Mr. Howard, to approve the treasurer's September 2015 Financial Report as presented. **Motion carried: Yes - 5 | No - 0.**

2. The 5-year Forecast from the treasurer was reviewed with the treasurer and fiscal agent via teleconferencing.
  - i. Discussion occurred regarding 390 FTEs, and the directives to be used to increase enrollment.
  - ii. Discussion and explanations anticipated operating expenses pertaining to the building were discussed. This is considered a transition year with the move, fixed cost changes and unexpected expenses.

**Motion** made by Ms. Clark, **seconded** by Mr. Howard, to approve the 5-Year Forecast A - 390 FTE - FY16 dated October 20, 2015 submitted by the Mr. Unversaw and Mr. Wilson as presented. **Motion carried: Yes - 5 | No - 0.**

### Human Resources Director & Executive Director of Charter School Compliance

Mr. Paré met with several staff members on 10/20/2015. Mr. Pare submitted a report for Mrs. Daugherty, Special Education Director, for complete. Offer to assist ADA in any way, just give him a call. With their vast network of resources to

### **State of the School**

1. Enrollment/Withdrawal Report. Cabinet Chair, Ms. Terrell, explained the low enroll at this time, and the annual trending of students. Increase in enrollment usually begins mid December - early January. Deficit reflects students that did not re-enroll, withdrawn due to truancy.

Question: Who tracks truant students that are authorized to return to a school, are they returning to ADA? May ask Compliance Manager Markita Roberts to expand on her report, as board members had questions regarding percentages, explanations keys on the lower portion of the report, who tracks the 25% of the 75% truanancies?

2. State of the School report from the Cabinet was sent to Mr. Howard and Mrs. Lanier for quality, format and information review purposes. It is a combination of information from each cabinet member's area of responsibility. It is a snapshot of what is occurring and moving the school forward. Mrs. Lanier requested this report be included in the Board Packet (which is uploaded 1 week prior to the Board Meeting).
3. Mr. Tolbert requested that the State of the School report include past documented enrollment trends from past years.

## Executive Session

Mrs. Lanier asked for a motion that the board adjourn to Executive Session pursuant to Ohio Revised Code 121.22(G)(1), for the purpose of considering the employment of an employee or official of the School District. Mr. Howard **moved** that the board recess into Executive Session for the purpose stated above; **Seconded** by Ms. Clark.

**Motion carried: Yes - 5 | No - 0**

**Roll Call:** Mrs. Linda Lanier, Mr. Fred Tolbert, Ms. Lynn Clark, Ms. Latasha Colbert, and Mr. Curtis Howard

The Board recessed at 5:40pm.

During this time the following individuals were called into the meeting together and separately:

Ms. LaShawn Terrell	Head of School, Cabinet Chair
Mrs. Linda Daugherty	Special Education Director
Dr. Melissa Shirley	Curriculum and Educational Technology Director
Ms. Teresa Brown-Sayles	Instruction Director
Mrs. Katona West	Operations Director

Let the record reflect the Board of Directors for Akron Digital Academy has completed the Executive Session portion of the meeting. The board reconvened at 8:07pm.

## New Business

1. *Updating Akron Digital Academy Code of Regulations (last revised 9/2013) (Tabled 9/15/15)*
2. **Motion** made by Ms. Clark, **seconded** by Mr. Tolbert to approve Epiphany Management Group (EMG) invoice dated April 2015 #6357 in accordance with the EMG SY 2015-16 contract. **Motion carried: Yes - 5 | No - 0.**
3. *Three lawn care quotes/estimates/proposals (Tabled 9/15/15)*
4. **Motion** made by Ms. Clark, **seconded** by Mr. Tolbert to accept the resignation of Mrs. Kristin LeCroix effective October 1, 2015. **Motion carried: Yes - 5 | No - 0.**
5. This position was voted on in September 2015 and she was introduced to the Board. New hire Mrs. Katona West, Director of Operations, was introduced to the Board.
6. **Motion** made by Ms. Clark, **seconded** by Mr. Howard to approve the promotion of Mrs. Jamael Szucs from Instructional Aid to Physical Science Teacher (credentialed). **Motion carried: Yes - 5 | No - 0.**
7. *Cabinet Recommendation: Case Manager Position (Tabled 10/28/15)*
8. **Motion** made by Ms. Clark, **seconded** by Mr. Tolbert to approve Blick Clinic Therapy Services contract. **Motion carried: Yes - 5 | No - 0.**  
**Note:** Mrs. Daugherty will secure a temporary \$5000 contract for Blick Clinic services. If their services are deemed advantageous more funds may be secured from the bus ticket line item to increase the allocation for a contract extension.

**The New Business items 1, 3 and 7 were unanimously voted to be Tabled.**

**No Public Comments**

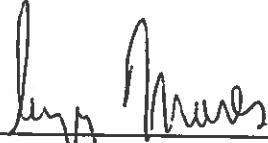
**Announcements**

- Oct. 28 6<sup>th</sup> Annual Community Open House @ ADA 6:00pm to 8:00pm  
Nov. 5 Harvest Fest (TBD) School-wide @ ADA  
Nov. 11 Mobile Dentist Smile (TBA)  
Nov. 11 Parent Appreciation Day (coffee & donuts passed out) @ ADA  
Nov. 19 Family Basketball Game Night: Staff V Students Fundraiser 6:00pm to 8:00pm  
(more information forthcoming)  
Nov. TBD Social Services Luncheon

The next ADA Board Meeting is scheduled for Tuesday, November 17, 2015 at 5:00pm.

**Adjourn**

The meeting was adjourned at 8:15pm by unanimous consensus of all Board Members.

  
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Gregg Mares, President  
ADA Board of Directors

11/17/15  
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Date