

# MINUTES of Akron Digital Academy

133 Merriman Rd. Akron, OH 44303

PH: 330.237.2200

## Board of Directors Meeting

---

### 1) CALL TO ORDER:

A regular meeting of the Akron Digital Academy (ADA) Board of Directors was called to order by Board President Gregg Manes at **4:58 pm on Tuesday, August 15, 2017**. The meeting was led in the Pledge of Allegiance by President Manes.

#### Board Members in attendance:

Mr. Gregg Manes – President  
Ms. Linda Lanier – Vice President  
Ms. Lynn Clark – Personnel Chair

Mr. Curtis Howard – Strategic Planning Committee  
Mr. Fred Tolbert – Finance Chair and Board Secretary (arrived @ 5:05)

#### Present:

Ms. Linda Daugherty, Executive Director  
Ms. Katona West, Director of Operations  
Mr. Scott Wilson, Fiscal Agent (via conf. call)  
Mr. Alleyn Unversaw, Treasurer (via conf. call)

Mr. Patrick Pare, Director of Charter School Compliance  
Ms. Jessica Tiller, State Reporting Specialist

---

### 2) VISITOR(S) TO BOARD: 0

---

### 3) APPROVAL OF MINUTES:

#/ Date	Voting Items (Approve / Reject / Table)	Voting
1 8/15	Minutes of the June 20, 2017 Regular Board Meeting.  <b>Motion</b> was made by Ms. Clark and <b>seconded</b> by Ms. Lanier to accept the June 20, 2017 Regular Board Minutes as submitted. <b>Motion Carried.</b>	Y: 4 N: 0
2 8/15	Minutes of the June 27, 2017 Special Board Meeting.  <b>Motion</b> was made by Mr. Howard and <b>seconded</b> by Ms. Clark to accept the June 27, 2017 Special Board Minutes as submitted. <b>Motion Carried.</b>	Y: 4 N: 0
3 8/15	Minutes of the July 11, 2017 Special Board Meeting.  <b>Motion</b> was made by Ms. Clark and <b>seconded</b> by Mr. Howard to accept the July 11, 2017 Special Board Minutes as submitted. <b>Motion Carried.</b>	Y: 4 N: 0

---

### 4) REPORTS:

- Finance committee Chair/Board Secretary – Mr. Tolbert. N/A

- **Personnel chair – Ms. Clark.**
  - There have been a couple of approved positions.
- **WCESC Director of Human resources – Mr. Pare.**
  - Had first meeting with Ms. Daugherty. Went through opening assurances.
  - The school is all set to open.
  - Everything has been submitted to Epicenter
  - ADA wants to switch to blended. WCESC thinks that's a good move and supports the change. WCESC will not continue to sponsor ADA under a blended model.
    - Discussion: It will be challenging to find another sponsor because there is a limited amount. A move to a blended model cannot occur without finding a sponsor.
- **Treasurer's Financial Report**

#/ Date	Voting Items (Approve / Reject / Table)	Voting																																																																																																																																																																																										
4 8/15	<p>June 2017 Financial Report.</p> <p>The following reports were approved as presented by the Treasurer: Cash Reconciliation, FINSUM, CHKREG, Permanent Appropriations, Cash Flow Statement, General Fund APPSUM, Building Budget BUDSUM, and REVSUM.</p> <p style="text-align: center;">AKRON DIGITAL ACADEMY FY 2017 PERMANENT APPROPRIATIONS</p> <table border="1"> <thead> <tr> <th>FUND</th> <th>ACC</th> <th>DESCRIPTION</th> <th>Initial</th> <th>January</th> <th>February</th> <th>March</th> <th>April</th> <th>May</th> <th>June</th> <th>TOTAL ACCOUNT</th> </tr> </thead> <tbody> <tr> <td>001</td> <td>0000</td> <td>GENERAL FUND</td> <td>\$ 3,068,500.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$ 3,068,500.00</td> </tr> <tr> <td>019</td> <td>9017</td> <td>SECURITY GRANT FY17</td> <td>\$ 5,000.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$ 5,000.00</td> </tr> <tr> <td>516</td> <td>9016</td> <td>IDEA FY16 FUND</td> <td>\$ 18,600.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$ 18,600.00</td> </tr> <tr> <td>516</td> <td>9017</td> <td>IDEA FY17 FUND</td> <td>\$ 138,000.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$ 138,000.00</td> </tr> <tr> <td>572</td> <td>9018</td> <td>TITLE I FY16 FUND</td> <td>\$ 34,900.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$ 34,900.00</td> </tr> <tr> <td>572</td> <td>9017</td> <td>TITLE I FY17 FUND</td> <td>\$ 315,000.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$ 315,000.00</td> </tr> <tr> <td>580</td> <td>9016</td> <td>TITLE II-A FY16 FUND</td> <td>\$ 10,300.00</td> <td></td> <td></td> <td></td> <td></td> <td>\$ (10,000.00)</td> <td></td> <td>\$ 300.00</td> </tr> <tr> <td>580</td> <td>9017</td> <td>TITLE II-A FY17 FUND</td> <td>\$ 97,000.00</td> <td></td> <td></td> <td></td> <td></td> <td>\$ (5,142.70)</td> <td></td> <td>\$ 91,857.30</td> </tr> <tr> <td></td> <td></td> <td>Monthly Appropriation Changes</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$ (21,842.00)</td> <td></td> <td>\$ (21,842.00)</td> </tr> <tr> <td></td> <td></td> <td><b>516 TOTAL FY17 APPROPRIATIONS - ALL FUNDS</b></td> <td><b>\$ 3,707,600.00</b></td> <td><b>\$ 3,676,685.94</b></td> <td><b>\$ 1,876,685.94</b></td> <td><b>\$ -</b></td> <td><b>\$ -</b></td> <td><b>\$ (21,842.00)</b></td> <td><b>\$ -</b></td> <td><b>\$ 3,531,529.88</b></td> </tr> </tbody> </table> <p>Notes:</p> <p>General Fund The General Fund will be used for all operations except for grant specific activities. This Fund includes State Foundation Funds. July - reduced budget by fringe amount that was received in June instead of FY17</p> <p>Security Grant. This grant is specifically for updating the security entrance points for the Akron Digital school building</p> <p>Title I Fund Separate grant FY17 for Instructional activities Possible carryover of FY16 money to FY17 - we will know by November 2016</p> <p>IDEA Fund Separate grant FY17 for Special Education activities</p> <p>Title II-A Fund All funds allocated to the Title I Grant through the CCIP</p> <p><b>Transfers:</b></p> <table border="1"> <thead> <tr> <th>From</th> <th>To</th> <th>Amount</th> <th>Date</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>580</td> <td>872</td> <td>\$ 9,638.33</td> <td>Jul-16</td> <td>Title II-A to Title I for Schooled Program</td> </tr> <tr> <td>580</td> <td>872</td> <td>\$ 7,472.41</td> <td>Aug-16</td> <td>Title II-A to Title I for Schooled Program</td> </tr> <tr> <td>580</td> <td>872</td> <td>\$ 3,623.82</td> <td>Sep-16</td> <td>Title II-A to Title I for Schooled Program FY16</td> </tr> <tr> <td>580</td> <td>872</td> <td>\$ 1,987.45</td> <td>Sep-16</td> <td>Title II-A to Title I for Schooled Program FY17</td> </tr> <tr> <td>580</td> <td>872</td> <td>\$ 6,058.88</td> <td>Oct-16</td> <td>Title II-A to Title I for Schooled Program FY17</td> </tr> <tr> <td>580</td> <td>872</td> <td>\$ 6,168.52</td> <td>Nov-16</td> <td>Title II-A to Title I for Schooled Program FY17</td> </tr> <tr> <td>580</td> <td>872</td> <td>\$ 8,435.84</td> <td>Dec-16</td> <td>Title II-A to Title I for Schooled Program FY17</td> </tr> <tr> <td>580</td> <td>872</td> <td>\$ 6,435.84</td> <td>Jan-17</td> <td>Title II-A to Title I for Schooled Program FY17</td> </tr> <tr> <td>580</td> <td>872</td> <td>\$ 4,117.82</td> <td>Mar-17</td> <td>Title II-A to Title I for Schooled Program FY17</td> </tr> <tr> <td>580</td> <td>872</td> <td>\$ 8,118.75</td> <td>Apr-17</td> <td>Title II-A to Title I for Schooled Program FY17</td> </tr> <tr> <td>580</td> <td>872</td> <td>\$ 7,335.87</td> <td>May-17</td> <td>Title II-A to Title I for Schooled Program FY17</td> </tr> <tr> <td>580</td> <td>872</td> <td>\$ 7,587.98</td> <td>Jun-17</td> <td>Title II-A to Title I for Schooled Program FY17</td> </tr> </tbody> </table> <p>Mr. Unversaw: We ended better than anticipated. Happy with the cut of expenses. This doesn't include claw back.</p> <p><b>Motion</b> was made by Ms. Clark and <b>seconded</b> by Mr. Tolbert to accept the June 2017 Financial report. <b>Motion Carried.</b></p>	FUND	ACC	DESCRIPTION	Initial	January	February	March	April	May	June	TOTAL ACCOUNT	001	0000	GENERAL FUND	\$ 3,068,500.00							\$ 3,068,500.00	019	9017	SECURITY GRANT FY17	\$ 5,000.00							\$ 5,000.00	516	9016	IDEA FY16 FUND	\$ 18,600.00							\$ 18,600.00	516	9017	IDEA FY17 FUND	\$ 138,000.00							\$ 138,000.00	572	9018	TITLE I FY16 FUND	\$ 34,900.00							\$ 34,900.00	572	9017	TITLE I FY17 FUND	\$ 315,000.00							\$ 315,000.00	580	9016	TITLE II-A FY16 FUND	\$ 10,300.00					\$ (10,000.00)		\$ 300.00	580	9017	TITLE II-A FY17 FUND	\$ 97,000.00					\$ (5,142.70)		\$ 91,857.30			Monthly Appropriation Changes						\$ (21,842.00)		\$ (21,842.00)			<b>516 TOTAL FY17 APPROPRIATIONS - ALL FUNDS</b>	<b>\$ 3,707,600.00</b>	<b>\$ 3,676,685.94</b>	<b>\$ 1,876,685.94</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (21,842.00)</b>	<b>\$ -</b>	<b>\$ 3,531,529.88</b>	From	To	Amount	Date	Description	580	872	\$ 9,638.33	Jul-16	Title II-A to Title I for Schooled Program	580	872	\$ 7,472.41	Aug-16	Title II-A to Title I for Schooled Program	580	872	\$ 3,623.82	Sep-16	Title II-A to Title I for Schooled Program FY16	580	872	\$ 1,987.45	Sep-16	Title II-A to Title I for Schooled Program FY17	580	872	\$ 6,058.88	Oct-16	Title II-A to Title I for Schooled Program FY17	580	872	\$ 6,168.52	Nov-16	Title II-A to Title I for Schooled Program FY17	580	872	\$ 8,435.84	Dec-16	Title II-A to Title I for Schooled Program FY17	580	872	\$ 6,435.84	Jan-17	Title II-A to Title I for Schooled Program FY17	580	872	\$ 4,117.82	Mar-17	Title II-A to Title I for Schooled Program FY17	580	872	\$ 8,118.75	Apr-17	Title II-A to Title I for Schooled Program FY17	580	872	\$ 7,335.87	May-17	Title II-A to Title I for Schooled Program FY17	580	872	\$ 7,587.98	Jun-17	Title II-A to Title I for Schooled Program FY17	Y: 5 N: 0
FUND	ACC	DESCRIPTION	Initial	January	February	March	April	May	June	TOTAL ACCOUNT																																																																																																																																																																																		
001	0000	GENERAL FUND	\$ 3,068,500.00							\$ 3,068,500.00																																																																																																																																																																																		
019	9017	SECURITY GRANT FY17	\$ 5,000.00							\$ 5,000.00																																																																																																																																																																																		
516	9016	IDEA FY16 FUND	\$ 18,600.00							\$ 18,600.00																																																																																																																																																																																		
516	9017	IDEA FY17 FUND	\$ 138,000.00							\$ 138,000.00																																																																																																																																																																																		
572	9018	TITLE I FY16 FUND	\$ 34,900.00							\$ 34,900.00																																																																																																																																																																																		
572	9017	TITLE I FY17 FUND	\$ 315,000.00							\$ 315,000.00																																																																																																																																																																																		
580	9016	TITLE II-A FY16 FUND	\$ 10,300.00					\$ (10,000.00)		\$ 300.00																																																																																																																																																																																		
580	9017	TITLE II-A FY17 FUND	\$ 97,000.00					\$ (5,142.70)		\$ 91,857.30																																																																																																																																																																																		
		Monthly Appropriation Changes						\$ (21,842.00)		\$ (21,842.00)																																																																																																																																																																																		
		<b>516 TOTAL FY17 APPROPRIATIONS - ALL FUNDS</b>	<b>\$ 3,707,600.00</b>	<b>\$ 3,676,685.94</b>	<b>\$ 1,876,685.94</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (21,842.00)</b>	<b>\$ -</b>	<b>\$ 3,531,529.88</b>																																																																																																																																																																																		
From	To	Amount	Date	Description																																																																																																																																																																																								
580	872	\$ 9,638.33	Jul-16	Title II-A to Title I for Schooled Program																																																																																																																																																																																								
580	872	\$ 7,472.41	Aug-16	Title II-A to Title I for Schooled Program																																																																																																																																																																																								
580	872	\$ 3,623.82	Sep-16	Title II-A to Title I for Schooled Program FY16																																																																																																																																																																																								
580	872	\$ 1,987.45	Sep-16	Title II-A to Title I for Schooled Program FY17																																																																																																																																																																																								
580	872	\$ 6,058.88	Oct-16	Title II-A to Title I for Schooled Program FY17																																																																																																																																																																																								
580	872	\$ 6,168.52	Nov-16	Title II-A to Title I for Schooled Program FY17																																																																																																																																																																																								
580	872	\$ 8,435.84	Dec-16	Title II-A to Title I for Schooled Program FY17																																																																																																																																																																																								
580	872	\$ 6,435.84	Jan-17	Title II-A to Title I for Schooled Program FY17																																																																																																																																																																																								
580	872	\$ 4,117.82	Mar-17	Title II-A to Title I for Schooled Program FY17																																																																																																																																																																																								
580	872	\$ 8,118.75	Apr-17	Title II-A to Title I for Schooled Program FY17																																																																																																																																																																																								
580	872	\$ 7,335.87	May-17	Title II-A to Title I for Schooled Program FY17																																																																																																																																																																																								
580	872	\$ 7,587.98	Jun-17	Title II-A to Title I for Schooled Program FY17																																																																																																																																																																																								

5 8/15

July 2017 Financial Report.

Y: 5  
N: 0

The following reports were approved as presented by the Treasurer: Cash Reconciliation, FINSUM, CHKREG, Permanent Appropriations, Cash Flow Statement, General Fund APPSUM, Building Budget BUDSUM, and REVSUM.

AKRON DIGITAL ACADEMY  
FY 2018 PERMANENT APPROPRIATIONS

8/2/2017

Fund	BCC	DESCRIPTION	Initial	July	August	May	June	TOTAL ACCOUNT
001	0000	GENERAL FUND	\$ 2,437,345.97	\$ (38,668.87)				\$ 2,410,700.90
518	9017	IDEA FY17 FUND		\$ 13,675.85				\$ 13,675.85
518	9018	IDEA FY18 FUND	\$ 98,223.97	\$ 249.35				\$ 98,472.92
572	9017	TITLE I FY17 FUND		\$ 51,858.02				\$ 51,858.02
572	9018	TITLE I FY18 FUND	\$ 269,195.30	\$ 5,414.70				\$ 269,612.46
590	9017	TITLE II-A FY17 FUND		\$ 23,188.24				\$ 23,188.24
590	9018	TITLE II-A FY18 FUND		\$ 68,325.66				\$ 68,325.55
Monthly Appropriation Changes				\$ 124,141.61	\$	\$		\$
<b>SUB TOTAL FY17 APPROPRIATIONS - ALL FUNDS</b>			<b>\$ 2,819,770.44</b>	<b>\$ 2,943,911.94</b>	<b>\$</b>	<b>\$</b>		<b>\$ 2,943,911.94</b>

Notes:

- General Fund: The General Fund will be used for all operations except for grant specific activities. This Fund includes State Foundation Funds.
- Title I Fund: Separate grant FY18 for instructional activities. Possible carryover of FY17 money to FY18 - we will know by November 2017.
- IDEA Fund: Separate grant FY18 for Special Education activities.
- Title II-A Fund: All funds allocated to the Title I Grant through the CCIP.

Transfers:

From	To	Amount	Date	Description
560	572	\$ 7,524.77	Jul-17	Title II-A to Title I for Schoolwide Program
590	572		Aug-17	
560	572		Sep-17	
590	572		Oct-17	
560	572		Nov-17	
590	572		Dec-17	
560	572		Jan-18	
590	572		Feb-18	
560	572		Mar-18	
590	572		Apr-18	
560	572		May-18	

Mr. Unversaw: We are \$58,000 betetr off than June 30<sup>th</sup> which is typical for this time of year. EMIS data will be catching up in October or November so we will have a better idea of where we are at that time of the year.

*Discussion:* converting FY17 finances. Got annuity cash and put it in an operational account. Would like to leave as cash until what ODE will do with the claw back is understood. Mr. Tolbert has an idea for a short term investment. Emails will be sent discussing that idea.

**Motion** was made by Ms. Clark and **seconded** by Mr. Tolbert to accept the July 2017 Financial report. **Motion Carried.**

5) EXECUTIVE SESSION:

At 5:35 pm Mr. Manes motioned to adjourn into executive session to confer with an attorney for the board of education concerning disputes involving the board of education that are the subject of pending or imminent court action.

Roll Call:  
Mr. Manes – Yes

Ms. Lanier – Yes  
 Ms. Clark – Yes  
 Mr. Howard – Yes  
 Mr. Tolbert – Yes

Ms. Daugherty and Ms. West were invited in the executive session as well.

The Board adjourned back to the general meeting at 5:55 pm.

**6) BUSINESS - VOTING ITEMS:**

**Board of Director Voting Log for August 15, 2017**

#/ Date	Voting Items (Approve / Reject / Table)	Voting
6 8/15	<p>The following Day Ketterer submissions were tabled the previous Board Meeting, and will be further reviewed throughout the summer by the Cabinet before a vote is made.</p> <p>Policy 4410: Student Code of Conduct.            Policy 4510: Tiered Student Discipline Program.</p>	Tabled.
7 8/15	<p>Board to approve position title for Linda Daugherty to be changed from Head of School to Executive Director.</p> <p><b>Motion</b> was made by Ms. Clark and <b>seconded</b> by Ms. Lanier to approve position title for Linda Daugherty to be changed from Head of School to Executive Director.  <b>Motion carried.</b></p>	Y: 5 N: 0
8 8/15	<p>Board to approve \$3,000 stipend to Walter Clayton for Education Technology support.</p> <p>\$1,500 paid January 25, 2018            \$1,500 paid June 10, 2018</p> <p><b>Motion</b> was made by Ms. Clark and <b>seconded</b> by Ms. Lanier to approve \$3,000 stipend to Walter Clayton for Education Technology support. <b>Motion carried.</b></p>	Y: 5 N: 0
9 8/15	<p>ADA administration recommends the appointment of the following individual(s) to the staff of Akron Digital Academy for SY 2017-2018. Said individual(s) is subject to the rules, regulations and policies of the ADA Board of Directors and to the provisions of law pertaining to the employment of said person(s); and that said appointee(s) be subject to assignment by ADA administration:</p> <p>Bernadette McCullough – Part-time Assistant Enrichment Coach            195 contract days / Hourly salary: \$16.09            Effective date: August 14, 2017            Contract end date: June 7, 2018</p> <p>Christine Lohse – Science Teacher            195 contract days / Annual salary: \$40,236            Effective date: August 14, 2017            Contract end date: June 7, 2018</p> <p>Darlene R. Hensley – Adjunct Mathematics</p>	Y: 5 N: 0

	<p>192 contract days / Annual salary: \$7,500  Effective date: August 17, 2017  Contract end date: June 7, 2018</p> <p><b>Motion</b> was made by Ms. Clark and <b>seconded</b> by Ms. Lanier to approve the appointments of Ms. McCullough, Ms. Lohse and Ms. Hensley stated above to the ADA staff for SY 2017-18; effective as noted. <b>Motion carried.</b></p>	
10 8/15	<p>Day Ketterer submission: Board to review and adopt Policy 4201: Attendance, Absence, &amp; Truancy. (previously tabled).</p> <p style="text-align: center;"><b>Tabled pending council's approval.</b></p>	Tabled
11 8/15	<p>Board to approve and sign McGraw Hill Education subscription cost.</p> <p>Discussion: It's a math curriculum. It's adaptive and widely used. The target for use will be SpEd students, but it's open to anyone struggling. It's not approved in the budget, but the money saved in personnel can support it. The company is not able to give time stamped logins so it won't be able to count towards the 120 hours, however, students will be using it mostly while at school.</p> <p><b>Motion</b> was made by Ms. Clark and <b>seconded</b> by Ms. Lanier to approve McGraw Hill Education subscription cost. <b>Motion carried.</b></p>	Y: 4 N: 1
12 8/15	<p>Board to direct the attorney to negotiate a settlement and dismissal of the 15/16 FTE appeal contingent upon getting a definitive statement as to the claw back.</p> <p><b>Motion</b> was made by Mr. Howard and <b>seconded</b> by Mr. Tolbert. <b>Motion carried.</b></p>	Y: 5 N: 0

**7) ANNOUNCEMENTS:**

August 21, 2017	1 <sup>st</sup> day for students
September 4, 2017	School Closed – Labor Day
<b>September 19, 2017</b>	<b>5 pm Annual Board Meeting</b>

**8) ADJOURNMENT:** The meeting was adjourned at 6:15 pm.

*Dinda Lanier / Vice President*

---

Gregg Manes, ADA Board President

*8/19/2017*

---

Date of approval