

MINUTES of Akron Digital Academy

133 Merriman Rd. Akron, OH 44303

PH: 330.237.2200

Special Board of Directors Meeting

1) CALL TO ORDER:

A special meeting of the Akron Digital Academy (ADA) Board of Directors was called to order by Board President Gregg Manes at **5:03 pm on Thursday, December 7, 2017.**

Board Members in attendance:

Mr. Gregg Manes – President

Mr. Curtis Howard – Strategic Planning Committee

Ms. Lynn Clark – Personnel Chair

Board Members absent:

Mrs. Linda Lanier – Vice President

Present:

Mrs. Linda Daugherty, Executive Director

Mrs. Jessica Tiller, State Reporting Specialist

Mr. Alleyn Unversaw, Treasurer (via phone)

2) APPROVAL OF NOVEMBER 6, 2017 SPECIAL MINUTES:

#/ Date	Voting Items (Approve / Reject / Table)	Voting
1 12/7	Minutes of the November 6, 2017 Special Board Meeting Motion was made by Ms. Clark and seconded by Mr. Howard to accept the November 6, 2017 Special Board Minutes as submitted. Motion Carried.	Y: 3 N: 0

3) REPORTS:

A. Treasurer's Financial Report

#/ Date	Voting Items (Approve / Reject / Table)	Voting
2 12/7 3 12/7	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. October 2017 Financial Report:	Y: 3 N: 0

**AKRON DIGITAL ACADEMY
FY 2018 PERMANENT APPROPRIATIONS**

11/22/2017

FUND	ACC	DESCRIPTION	Initial	July	August	September	October	TOTAL ACCOUNT
001	0000	GENERAL FUND	\$ 2,457,248.57	\$ (38,568.57)		\$ 31,570.37	\$ 284,133.33	\$ 2,724,483.70
518	9017	IDEA FY17 FUND		\$ 13,875.89				\$ 13,875.89
518	9018	IDEA FY18 FUND	\$ 98,223.57	\$ 249.35				\$ 98,472.92
572	9017	TITLE I FY17 FUND		\$ 31,856.92				\$ 31,856.92
572	9018	TITLE I FY18 FUND	\$ 264,198.30	\$ 5,414.16				\$ 269,612.46
590	9017	TITLE II-A FY17 FUND		\$ 23,188.24				\$ 23,188.24
590	9018	TITLE II-A FY18 FUND		\$ 68,325.56				\$ 68,325.56
		Monthly Appropriation Changes		\$ 134,141.61	\$ -	\$ 31,570.37	\$ 284,133.33	\$ -
SUB TOTAL FY17 APPROPRIATIONS - ALL FUNDS			\$ 2,819,770.44	\$ 2,843,811.95	\$ -	\$ 31,570.37	\$ 316,703.78	\$ 3,229,616.44

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
590	572	\$ 7,524.77	Jul-17	Title II-A to Title I for Schoolwide Program
590	572	\$ 7,893.01	Aug-17	Title II-A to Title I for Schoolwide Program
590	572	\$ -	Sep-17	
590	572	\$ 4,838.77	Oct-17	Title II-A to Title I for Schoolwide Program
590	572	\$ -	Nov-17	
590	572	\$ -	Dec-17	
590	572	\$ -	Jan-18	
590	572	\$ -	Feb-18	
590	572	\$ -	Mar-18	
590	572	\$ -	Apr-18	
590	572	\$ -	May-18	

November 2017 Financial Report:

**AKRON DIGITAL ACADEMY
FY 2018 PERMANENT APPROPRIATIONS**

12/1/2017

FUND	ACC	DESCRIPTION	Initial	July	September	October	November	June	TOTAL ACCOUNT
001	0000	GENERAL FUND	\$ 2,457,248.57	\$ (38,568.57)	\$ 31,570.37	\$ 284,133.33			\$ 2,724,483.70
518	9017	IDEA FY17 FUND		\$ 13,875.89			\$ (8,423.80)		\$ 4,299.89
518	9018	IDEA FY18 FUND	\$ 98,223.57	\$ 249.35			\$ 8,423.80		\$ 107,096.52
572	9017	TITLE I FY17 FUND		\$ 31,856.92			\$ (18,707.65)		\$ 13,149.27
572	9018	TITLE I FY18 FUND	\$ 264,198.30	\$ 5,414.16			\$ 18,933.43		\$ 288,545.89
590	9017	TITLE II-A FY17 FUND		\$ 23,188.24			\$ (3,234.08)		\$ 19,954.16
590	9018	TITLE II-A FY18 FUND		\$ 68,325.56			\$ 3,108.78		\$ 71,434.34
590	9018	TITLE IV-A FY18 FUND					\$ 18,000.00		\$ 18,000.00
		Monthly Appropriation Changes		\$ 134,141.61	\$ 31,570.37	\$ 284,133.33	\$ 18,899.88		\$ -
SUB TOTAL FY17 APPROPRIATIONS - ALL FUNDS			\$ 2,819,770.44	\$ 2,843,811.95	\$ 31,570.37	\$ 316,703.70	\$ 334,802.78	\$ -	\$ 3,279,714.74

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
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590	572	\$ -	Sep-17	
590	572	\$ 4,838.77	Oct-17	Title II-A to Title I for Schoolwide Program
590	572	\$ 13,081.73	Nov-17	Title II-A to Title I for Schoolwide Program
590	572	\$ 1,828.88	Nov-17	Title IV-A to Title I for Schoolwide Program

Discussion: We will continue to see a downward trend from the beginning of the year. The revenue does not reflect the adjusted EMIS numbers. We don't have the numbers for how many hours the students are going to end up earning. We would like to go through the 5 year forecast with the updated information later.

	Motion was made by Ms. Clark and seconded by Mr. Howard to accept the October 2017 and November 2017 Financial reports. Motion Carried.	
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B. WCESC Director of Human Resources – Mr. Pare Absent.

Discussion: Mr. Manes mentioned that WCESC will not be appealing the rating they received determined by ODE and that we are taking steps now towards other sponsorship. Mrs. Daugherty has contacted ODE to obtain a successor sponsor.

C. ADA Executive Director – Mrs. Daugherty

Mrs. Daugherty presented the Executive Director Report:

- Meeting with the Director of the Office of Budget and School Funding
- ODE release of the Charter School Sponsor Ratings for the 2016-17 SY
- Meeting with Temple Israel Officers
- Warren County ESC Representative reviewed ADA’s Sp Ed Dept
- Facilities and grounds
- Human Resources
- Professional Development
- Student Activities
- Community Service
- Academic Achievement
- ADA Student Spotlight
- ADA Staff spotlight

Mrs. Daugherty reviewed the ADA Strategic Plan first presented in November. Many items on the list have been completed and some are still in progress.

4) BUSINESS - VOTING ITEMS:

Board of Director Voting Log for **December 7, 2017**

#/ Date	Voting Items (Approve / Reject / Table)	Voting
4 12/7	Board to approve a \$0.02 transfer from General Fund (001-0000) to Title I Fund (572-9017). Motion was made by Ms. Clark and seconded by Mr. Howard to approve transfer. Motion Carried.	Y: 3 N: 0
5 12/7	Board to approve the Public Funds Agreement from Fifth Third Bank. Motion was made by Ms. Clark and seconded by Mr. Howard to approve the Public Funds Agreement from Fifth Third Bank. Motion Carried.	Y: 3 N: 0
6 12/7	Board to approve the Bureau of Worker’s Compensation Policy Invoice Motion was made by Ms. Clark and seconded by Mr. Howard to approve the Bureau of Worker’s Compensation Policy Invoice. Motion Carried.	Y: 3 N: 0

7 12/7	<p>Board notification of the termination of employee contracts for the individuals listed below for the ADA 2017-18 SY.</p> <p>Effective date: November 9, 2017 B. McCullough – Assistant Enrichment Coach</p> <p>Effective date: November 10, 2017 R. Monnin – Art Adjunct B. Henderson – Family Community Engagement Coordinator V. Grant – Enrollment Specialist</p> <p>Motion was made by Ms. Clark and seconded by Mr. Howard to approve termination of the above employee contracts for the ADA 2017-18 SY on the dates listed. Motion Carried.</p>	Y: 3 N: 0																						
8 12/7	<p>ADA Administration recommendation: To approve pay-out of vacation and personal time for the following eliminated positions:</p> <p>V. Grant – Enrollment Specialist 160 hours vacation = \$2,467.20 2 hours personal = \$30.84</p> <p>B. Henderson – Family Community Engagement Coordinator 16 hours personal = \$401.60</p> <p>B. McCullough – Assistant Enrichment Coach 8 hours personal = \$128.72</p> <p>Motion was made by Ms. Clark and seconded by Mr. Howard to approve payment of vacation and personal time for the eliminated positions listed above for the amount listed above. Motion Carried.</p>	Y: 3 N: 0																						
9 12/7	<p>ADA Administration recommendation: To revise employee contracts for the individual(s) listed below for ADA 2017-18 SY. Effective November 13, 2017:</p> <p>E. Tyrrell – Contract days reduced from 195 to 173 J. Baker – Hours per week reduced from 28 to 21</p> <p>Motion was made by Ms. Clark and seconded by Mr. Howard to approve revised employee contracts for the individuals listed above. Motion Carried.</p>	Y: 3 N: 0																						
10 12/7	<p>ADA Administration recommendation: Reduction in contract days by 5 days for the following ADA employees for the 2017-18 SY. Effective November 13, 2017:</p> <table border="0" data-bbox="472 1520 1003 1904"> <tr> <td>K. Bennett</td> <td>C. Lohse</td> </tr> <tr> <td>C. Blackwell</td> <td>N. Pappas</td> </tr> <tr> <td>S. Britt</td> <td>C. Ponder</td> </tr> <tr> <td>D. Christian</td> <td>M. Roberts</td> </tr> <tr> <td>W. Clayton</td> <td>Z. Rozler</td> </tr> <tr> <td>M. D’Amico</td> <td>T. Sayles</td> </tr> <tr> <td>L. Daugherty</td> <td>J. Thomas</td> </tr> <tr> <td>M. Drake</td> <td>J. Tiller</td> </tr> <tr> <td>A. Duff</td> <td>K. West</td> </tr> <tr> <td>D. Green</td> <td>A. Wydeman</td> </tr> <tr> <td>B. Hughes</td> <td></td> </tr> </table>	K. Bennett	C. Lohse	C. Blackwell	N. Pappas	S. Britt	C. Ponder	D. Christian	M. Roberts	W. Clayton	Z. Rozler	M. D’Amico	T. Sayles	L. Daugherty	J. Thomas	M. Drake	J. Tiller	A. Duff	K. West	D. Green	A. Wydeman	B. Hughes		Y: 3 N: 0
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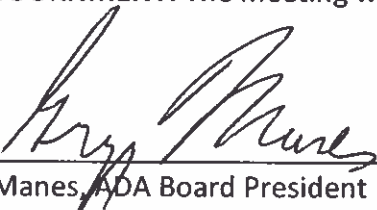
	<p>Motion was made by Ms. Clark and seconded by Mr. Howard to approve reduction in contracts days by 5 days for the above ADA employees for the 2017-18 SY. Motion Carried.</p>	
11 12/7	<p>ADA staff resignation:</p> <p>Erin Tyrrell – SPED Administrative Secretary Effective end date: December 8, 2017</p> <p>Motion was made by Ms. Clark and seconded by Mr. Howard to accept the staff resignation mentioned above. Motion Carried.</p>	Y: 3 N: 0
12 12/7	<p>ADA Administration recommendation: To change the position title of SPED Administrative Secretary to Student Records and Administrative Secretary to more accurately reflect position responsibilities with the adjusted position details:</p> <p>Part-time: 29 hrs/week Hourly salary: \$15.00</p> <p>Motion was made by Ms. Clark and seconded by Mr. Howard to approve the change of the position title. Motion Carried.</p>	Y: 3 N: 0
13 12/7	<p>ADA administration recommends the appointment of the following individual(s) to the staff of Akron Digital Academy for SY 2017-18. 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 persons(s); and that said appointee(s) be subject to assignment by ADA administration:</p> <p>Tamara Mobley – Students Records and Administrative Secretary Part-time/ Hourly salary: \$15.00 Effective date: December 4, 2017 Contract end date: June 1, 2018</p> <p>Motion was made by Ms. Clark and seconded by Mr. Howard to approve the appointment of Ms. Mobley stated above to the ADA staff for SY 2017-18; effective as noted. Motion Carried.</p>	Y: 3 N: 0
14 12/7	Day Ketterer submission: Board to review and adopt Policy 1780: Recapture of Overpayments Based on FTE.	See below
15 12/7	Day Ketterer submission: Board to review and adopt Policy 2130: Wellness Policy.	See below
16 12/7	Day Ketterer submission: Board to review and adopt Policy 2240: Student Use of Inhalers and Epinephrine Auto-injectors.	See below
17 12/7	Day Ketterer submission: Board to review and adopt Policy 2240.1: Permission to Carry and Self-Administer Asthma Inhaler.	See below
19 12/7	<p>Day Ketterer submission: Board to review and adopt Policy 2240.2: Permission to Carry and Self-Administer Epinephrine Auto-injector.</p> <p>Motion was made by Ms. Clark and seconded by Mr. Howard to approve the following policies; Policy 1780: Recapture of Overpayments Based on FTE, Policy 2130: Wellness Policy, Policy 2240: Student Use of Inhalers and Epinephrine Auto-injectors, Policy 2240.1: Permission to Carry and Self-Administer Asthma Inhaler, Policy 2240.2: Permission to Carry and Self-Administer Epinephrine Auto-injector. Motion Carried.</p>	Y: 3 N: 0

20 12/7	Day Ketterer submission: Board to review and adopt Policy 2241: Procurement of Epinephrine Auto-Injectors by Schools.	See below
21 12/7	Day Ketterer submission: Board to review and adopt Policy 2242: Procurement of Asthma Inhalers by School. Motion was made by Ms. Clark and seconded by Mr. Howard to reject the following policies; Policy 2241: Procurement of Epinephrine Auto-Injectors by Schools, Policy 2242: Procurement of Asthma Inhalers by School. Motion Carried.	Y: 0 N: 3
22 12/7 23 12/7 24 12/7	The following Day Ketterer submissions will be tabled until next month's Board Meeting: Form 2240.3: Asthma Emergency Action Plan Form 2240.4: Anaphylaxis Emergency Action Plan Policy 5444: Human Trafficking	tabled

5) ANNOUNCEMENTS:

December 25, 2017 – January 2, 2018	Winter Recess – school closed
January 11, 2018	End of 1 st semester
January 12, 2018	Professional Development Day
January 15, 2018	Martin Luther King Jr. Day – school closed
January 16, 2018	5 pm Regular Board Meeting

6) ADJOURNMENT: The meeting was adjourned at 6:05 pm.



 Gregg Manes, ADA Board President



 Date of approval