

AKRON DIGITAL ACADEMY
335 S. Main Street, Akron, OH 44308

Regular Meeting of the Board of Directors
Tuesday, June 16, 2015 at 5:00 pm

MINUTES

The meeting was called to order at 5:08pm by President Curtis Howard on **Tuesday, June 16, 2015** on the 2nd Floor of the Evans Building. Due to the absence of the American Flag, no Pledge of Allegiance recited.

Roll Call

Mr. Curtis Howard, President/Chair

Mr. Gregg Manes, Vice President

Mrs. Linda Lanier, Personnel Committee

Ms. Lynn Clark, Member

Mr. Fred Tolbert, Finance Committee (arrived at 5:10p)

The Chairman noted that a quorum of the Board of Directors was present and declared the meeting open for the transaction of business.

Also present:

ADA: David Bowlin, Linda Daugherty, Dominic Donatelli, Janice Clayton

WC: David Baker, Alleyn Unversaw, Pat Paré, Scott Wilson

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- I. Approval of May 19, 2015 Regular Board Minutes
Motion by G. Manes and seconded to approve and accept May 19, 2015 Minutes. **Motion passed: Unanimous.**

 - II. Approval of May 2015 Treasurer/Financial Report
Motion by G. Manes and seconded by L. Clark to approve and accept May 2015 treasurer/financial report given by A. Unversaw. **Motion passed: Unanimous.**

 - III. Warren County Education Service Center (WC ESC)
Dr. Baker and Mr. Paré met with staff to discuss the Assurance Check that must be completed the beginning of the 2015-2016 school year. ODE has created a new form to be completed for SPED explaining what actions to help the student with IEPs.

Karla Dunlap will be onsite once a week to relieve the Operations Manager of payroll duties.

Dr. Baker is retiring as of June 30, 2015 and ADA showed appreciation of his hard work and contributions with refreshments.

A. Unversaw introduced Scott Wilson (Fiscal Specialist), who will be replacing Kevin Hawley. The Board welcomed Mr. Wilson and look forward to working with him; they also noted that Mr. Hawley's work for ADA is greatly appreciated and wishes him the best.

(a) Sponsor Contract.

Motion by L. Clark and seconded by G. Manes to approve and accept the Warren County Educational Service Center contract with Akron Digital Academy for July 1, 2015 through June 30, 2020. Board authorized President Howard to sign the contract. **Motion passed: Unanimous.**

IV. Board Committees

(a) Financial – No report for this meeting.

(b) Personnel – No report for this meeting.

V. Superintendent State of the School

COMMUNITY

5/27/15 – State of the Schools meeting was held at ADA Merriman and was well attended by parents and the local community. There were no tours of the building however, the presentation incorporated changes and renovations currently underway as well as the vision for the future of ADA within the community.

6/10/15 – L. Terrell accompanied Dr. Bowlin to a Merriman Road Community Meeting (193 Merriman Rd.). Topics discussed: crosswalks, school zone, traffic patterns, metro bus stops, and internal/external security.

6/11/15 – Met with Army Recruiters who would like to work with ADA. They volunteered to help in the physical move, provide mentoring services, and provide physical education program. Of 6 interested students that demonstrated interest in joining the Army, 3 signed up; 1 student testing higher than average and qualified for military intelligence.

6/11/15 – Met with Greater Chamber Akron Director of Membership Development, Kurt Leibensperger on renewal of ADA membership and what benefits this membership will have for ADA. Plans to continue dialogue and renew membership.

6/15/15 – Highland Square will have their annual Porch Rocker Festival on 8/29/15 with art displays, food trucks and booths throughout their community. Music of various types will be performing on 50 porches through the neighborhood. They have requested we display art on the outside of the ADA building for their “Inside Out Art Museum”; this request has been submitted to Temple Israel.

SCHOOL

6/9/15 – Graduation ceremony was held at ADA Merriman with 47 graduates and well attended by family and friends.

6/20 – 8/1/15 – No phone service for ADA due to new wiring and phone lines at the new building. The Admissions Department will have voicemail. **The Board said to obtain 2-3 track type phones and the cost must be within the financial authorization limit of Dr. Bowlin. They will be school cell phones for Senior Staff or designated employee use, especially during loss of phone use.**

Building wiring will take place June 18 thru 25, 2015.

Safety Inspection Report is pending. **Requirements: 2 Defibrillator (est. \$1500, possible grants to help purchase) are required (one on each floor) and removing all carpet bumps.**

L. Daugherty and several SPED staff are attending a 3-day workshop at Summit County ESC.

L. Terrell and 5 other staff are attending Connect Success (classroom design).

New hire for Director of Teaching and Learning will have the responsibility of being the keeper of grants. The most current grant report was handed out and uploaded to Board Member's email accounts.

Enrollment handout shows a substantial reduction in enrollment, but this is not atypical at this time of the year (removing graduates and truancies). The recruitment program continues.

VI. Superintendent State of the School

The following recommendation(s) were for vote at the **June 16, 2015** Board of Director's Meeting.

Item 1: I wish to recommend acceptance of the following resignation from Akron Digital Academy Director Ms. Kelly Askew, effective July 10, 2015.

G. Manes motioned to accept the resignation of Ms. Askew. Seconded by L. Clark. Motion passed: Unanimously. Send note of thanks from the Board (Howard, Clark)

Item 2: I wish to recommend the appointment of Mrs. Linda Daugherty to Director of Special Education at Akron Digital Academy, effective July 31, 2015. Term: 216 days, at a salary rate of \$65,000.00.

G. Manes motioned to accept the resignation of Ms. Askew. Seconded by F. Toliver. Motion passed: Unanimously.

Item 3: I wish to recommend moving up our E-rate start date to June 15th. In order to do so, we must do the following:

- a. Create a PO for \$59,610.97 for the full amount.
- b. After work is complete, we will submit paperwork for reimbursement of our portion (85%).

G. Manes motioned to replace the verbal E-rate authorization with this formal motion. Seconded by L. Lanier. Motion passed: Unanimously.

L. Clark motioned to accept the statement from A. Unversaw that E-rate funds will be charged to the General Fund, allowing to appropriate \$60,000. Seconded by G. Manes. Motion passed: Unanimously.

Item 4: I wish to recommend the approval of the Community School Sponsor Contract with Warren County Educational Service Center. With this approval, Board President Curtis Howard is authorized to sign on behalf of Akron Digital Academy. (attachment)

(a) Sponsor Contract voted on during Treasurer/Financial Report earlier in the meeting.

Motion by L. Clark and seconded by G. Manes to approve and accept the Warren County Educational Service Center contract with Akron Digital Academy for July 1, 2015 through June 30, 2020. Motion passed: Unanimous.

Item 5: New building one-time expense: I wish to recommend Karamas Painting for 14 classrooms at a cost of \$9,980.00 (due to short notice, only 2 quotes received).

G.M. How much has been spent on occupancy? Per D. Donatelli, \$20,000 to \$23,000.

L.C. Why not evaluate all that is needed and put a total expense in the budget?

F.T. Ask Temple Israel to re-evaluate the \$20,000 reimbursement as expenses continue to escalate.

L.L. Would prefer colors that motivate and energize the students; avoid gray.

L. Clark motioned to approve the one-time expense for Karamas Painting Company at \$9,980.00. Seconded by L. Lanier. Motion passed: Unanimously

Item 6: New building one-time expense: I wish to recommend carpet cleaning company, AJAX, who will clean all carpeted areas of ADA Merriman for \$4,087.00. (per D. Donatelli, quote will be forwarded to the Board for reference)

L. Clark motioned to approve the one-time expense for AJAX Custodial Services to clean all carpeted areas at ADA Merriman for \$4,087.00. Seconded by L. Lanier. Motion passed: Unanimously

Item 7: New building one-time expense: I wish to recommend a blanket amount of \$6,000.00 to be used for separating the Middle School and High School students in the basement lab. This is not finalized as the size requirements not been determined. (Vendor link: <http://www.versare.com/shop/room-divider-360-wall-mountable-accordion-partition.html>)

C. Howard noted the preliminary work of measuring for the division of educational areas and no estimate provided.

L. Clark motioned to approve the one-time expense for the multi-purpose room dividers at a blanket amount of \$6,000.00. Seconded by L. Lanier. VOTE: Yes: Howard, Lanier, Clark, Tolbert. No: Manes. Motion passed with majority vote.

Item 8: I wish to recommend the approval of a contract between Akron Digital Academy and Summit County Educational Service Center for:

a) School Psychologist: \$37,851.71 for 143 days, at 7 hours per day.

b) Speech and Language Pathologist: \$26,395.86 for 108 days at 8 hours per day.

(a and b approved in the May FY 2016 budget)

L. Clark motioned to approve the creation of a contract Summit County ESC for School Psychologist and Speech/Language Pathologist services for a flat fee stated above. Seconded by L. Lanier. Motion passed: Unanimously

Item 9: I wish to recommend approval of a revision to the ADA Employee Leave Policy (Benefits). (attachment)

- a. Replace "Executive Director" to "Superintendent"
- b. Have ADA legal team review; especially not cashing out.
- c. Create a grid for days and conditions

L. Clark motioned to approve the Personal/Sick Time Leave policy with the provision of legal counsel review. Seconded by G. Manes. Motion passed: Unanimously.

Item 10: I wish to recommend approval of a revision to the ADA Dress Code Policy. (attachment)

Amended: Incorporate how it is enforced? What level of supervision issues discipline? Clarify results of non-conformity; sent home, noted in personnel file?

F. Tolbert motioned to approve the amended Employee Dress and Grooming policy beginning with School Year 2015-2016. Seconded by L. Clark.

VI. Executive Session

President Howard asked for a motion for the board to adjourn into executive session to *consider matters required to be kept confidential by Federal Law, Regulations or State Statutes*. A motion was made at 6:20pm by G. Manes. **Unanimous second.**


Roll call: C. Howard, G. Manes, F. Tolbert, L. Clark, L. Lanier.

Board reconvened at 6:45pm. Roll call confirmed a quorum was present to proceed with the meeting.


VIII. Business / Discussion – No business or discussion.

VII. Public Comments / Announcements – No public comments or announcements.

VIII. Adjourned meeting at 6:50pm.



Mr. Curtis Howard, President
Board of directors, Akron Digital Academy



Date