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## Annual September 2015 Minutes

### Call to Order

The annual meeting of The Akron Digital Academy Board of Directors was held on **Tuesday, September 15, 2015** in the GPS Room. It was called to order at **5:00pm** by presiding Chair Curtis Howard. The Pledge of Allegiance was recited.

**Roll Call:** Mr. Curtis Howard – Present                      Mr. Gregg Manes – Present  
Mrs. Linda Lanier – Present                                      Mr. Fred Tolbert – Present  
Ms. Lynn Clark – Present    Ms. Latasha Colbert - Present

### Attendees

ADA Staff: LaShawn Terrell, Linda Daugherty, Melissa Shirley, Teresa Sayles, Alecia Wydeman, Bonita Henderson, Ashley Duff, Markita Roberts, and Board Secretary Janice Clayton.

WC ESC Staff: Alleyn Unversaw, Patrick Paré, Scott Wilson, Karla Dunlap

### Approval of Minutes

**June 16, 2015 Regular Board Meeting Minutes.** (1) Edit motion/vote for VI. Supt. State of School: Item 2 - Restate approval of hiring Mrs. Daugherty. (2) Correct vote as Mr. Manes vote against the expenditure. **MOTION** made by Ms. Clark, seconded by Mr. Manes, to approve the June 16<sup>th</sup> Board minutes as corrected.

**Motion approved: Yes - 6 | No - 0.**

**August 18, 2015 Regular Board Meeting Minutes.** **Motion** made by Ms. Clark, seconded by Mr. Manes, to approve the August 18<sup>th</sup> Board minutes.

**Motion carried: Yes - 6 | No - 0.**

**August 28, 2015 Special Board Meeting Minutes.** **Motion** made by Mr. Manes, seconded by Ms. Clark, to approve the August 28<sup>th</sup> Special Board minutes.

**Motion carried: Yes - 6 | No - 0.**

### Committee Reports

Mr. Fred Tolbert – No report.

Mrs. Linda Lanier – The activities involved in the personnel report will be presented after Executive Session today in reference to new organizational structure.

## Warren County ESC Reports

Treasurer Report – Mr. Alleyn Unversaw. Introduced Mr. Scot Wilson, Fiscal Agent that will handle day-to-day questions for purchasing and expenses. Mrs. Karla Dunlap, Payroll, will be handling the ADA staff payroll and, during the absence of a director of operations, develop contracts for new employees.

The following reports were reviewed and copies included in the Board packet:

- a) Financial Report by Fund/SCC
- b) Check Register
- c) FY15 Permanent Appropriations
- d) Cash Flow-All Funds FY16
- e) Monthly Cash Balance Comparison Chart
- f) FYTD Net Income Comparison Chart
- g) WC ESC handouts

### Discussions:

1. "Akron transfers" does not mean funds going to Akron Public, but is a notation of grant revenue transferred to the School Wide Pool.
2. Reports now reflect the Board's request for explanations rather than items marked "Memo".
3. Board to consider creation of "building fund" or an "emergency fund" starting with \$50,000 deposited in it per year. It would require a Board approval prior to transferring surplus funds into the account.
4. Major expenditures reflect contracts that must be paid up front (laptop purchase, tech services, etc.). Some reimbursements, i.e. E-rate, are one year behind in payments.
5. Budget concerns: In the contract with Temple Israel ADA is responsible for utilities, equipment liability, insurances and property taxes which were not budgeted. Some other expenses are trending higher than budgeted, i.e. DayKetterer budgeted at \$40,000, estimated expense at \$51,000, higher than budgeted. Ohio Edison is at \$4,000/month and Cotter Moving at \$14,000 above budgeted amounts.  
Treasurer requested an increase in funds to cover building expenses incurred not in budget, however, the Board stated this is not the appropriate time to increase without having specific. Will wait until after the 5-year Forecast is presented at the October Board Meeting. Senior Staff may be consulted for budget recommendations. Practice due diligence with utilities throughout the building: energy consumptions, motion light sensors, etc.  
Legal matters should be directed to Mr. Unversaw and Mr. Paré, as they may have addressed the situation previously.
6. Mrs. Lanier has shared the salary restructuring format that was received from Atty. Markakis with Mr. Unversaw. Will be presented to Senior Staff for review prior to Board vote and implementation.

**Motion** made by Mr. Manes, seconded by Mr. Tolbert, to approve the Treasurer's Report as presented. **Motion carried: Yes - 6 | No - 0.**

Human Resources Director & Executive Director of Charter School Compliance - Mr. Patrick Paré. Met with several staff members today and obtained answers to list of questions.

1. The new organizational structure (packet submitted by Senior Staff, not included in the minutes) of a Cabinet to replace Senior Staff was reviewed by WC ESC legal counsel. He noted that Ms. Terrell will be his point of contact. Mr. Tom Isaac and Mr. Paré has offered their assistance to Ms. Terrell and the new cabinet during this transition phase. Mr. Paré was previously a director for the virtual school and has an abundance of resources in which to pull information to help ADA during this time.
2. There is a Special Education report FY16 that will be given to Mrs. Daugherty for completion.
3. Although the architect confirmed ADA's current location at Temple Israel meets State Codes; ADA must address Akron City deficit fire codes, i.e. strobes in classroom, etc. When Director of Operations is hired, this should be one of the first items addressed, obtaining a cost to be shared with Board and Mr. Paré.

### **Executive Session**

Mr. Howard 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. Manes moved that the board recess into Executive Session for the purpose stated above. Seconded by Ms. Clark.

**Roll Call: Yes: (6) Curtis, Manes, Lanier, Tolbert, Clark, Colbert | No: 0.** Motion carried. The Board recessed at 5:45pm.

Reconvene into Regular Session. Let the record reflect that the Board of Directors for Akron Digital Academy has completed the Executive Session portion of the meeting. The board reconvened at 6:53pm.

### **New Business**

1. Ms. Clark made a motion to authorize Board President Howard to sign the ADA School Board Affidavit for SY 2015-2015. Seconded by Mr. Manes.  
**Motion approved: Yes - 6 | No - 0.**
2. Ms. Clark made a motion to approve and authorize payment of the Cotter Moving Invoice 31017 for \$14,474.92 dated 8/25/2015. Seconded by Mr. Manes.  
**Motion approved: Yes - 6 | No - 0.**
3. Ms. Clark made a motion to approve and authorize payment of the Motter & Meadows Invoice 15133-A dated 8/26/2015 for services rendered to obtain

occupancy permit for compliance. Seconded by Mr. Manes.

**Motion approved: Yes – 6 | No – 0.**

4. Ms. Clark made a motion to **TABLE** the Clinton Lawncare proposal as it may contain items that are against city ordinances pointed out by Mr. Howard. Further investigation will be performed to confirm residential parking lots require hedges around it. The Board reiterated that they require three vendor quotes/estimates be submitted to the Board. (Two more must be obtained by next Board meeting.)

**Motion approved: Yes – 6 | No – 0.**

5. Enrollment/Withdrawal Report was reviewed and questions answered by Ms. Terrell. Ms. Clark would like to know who is taking our students. Ms. Terrell stated that is the case at times when students return to their home school, however, ADA did start out with a lower enrollment number. Currently, the school is working on the “No Show” program to gather information and statistics on reasons students are not attending. Address retention issues now that school has started and many items have been resolved.

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8. Restructuring of Senior Staff to Cabinet Administration

[a] Ms Clark made a motion to appoint Ms. LaShawn Terrell to newly created position of Head of School and Cabinet Chair which fills the vacancy of created by the resignation of Superintendent David Bowlin. This newly created position is employed and will report to the ADA Board of Directors; and the Board will possess full power and authority to negotiate the Head of School salary and contract.

[b] Ms. Clark made a motion to create a team administrative management structure for the School known as a “Cabinet” and consisting currently named positions: Director of Special Education, Director of Teaching and Learning, Director of Instruction/Principal and Director of Operations. Lanier seconded.

[c] Mrs. Lanier made a motion to appoint the following individuals to the above (8[b]) Cabinet positions and these employees will report to the ADA Board of Directors; and the Board will possess full power and authority to negotiate Cabinet salaries and contracts.

Director of Special Education – Mrs. Linda Daugherty

Director of Teaching and Learning – Ms. Melissa Shirley

Director of Instruction/Principal – Ms. Teresa Brown-Sayles

Director of Operations – Mrs. Katona West (Board Meeting 9/15/2015:

6. Employee Activities. Item 3)

[d] Mrs. Lanier made a motion to designate the five Cabinet members as employees of the Akron Digital Board of Directors who maintain the authority to negotiate salaries, contracts, and change job position titles if necessary.

**The above motions, 8[a], 8[b], 8[c] and 8[d] were unanimously seconded.**

**Motions approved: Yes – 6 | No – 0.**

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6. Employee Activities

ITEM 1 Recommendation: to accept the following ADA staff resignations:

Name	Position	Effective
CARTER, DeLone	Educational Assistant	7/31/2015
BOWLIN, David	Superintendent	8/25/2015

ITEM 2 Recommendation: to accept the appointment of the individuals listed to the staff of Akron Digital Academy for School Year 2015-2016, effective as indicated through June 30, 2016, at the annual salary rate noted with the understanding that said individuals be subject to the policies, rules and regulations of the Board of Directors and to the provisions of law pertaining to the employment of said persons and that said recommended appointees be subject to assignment by the school Superintendent.

Name/Position	1st Day SY 15-16	SY 2015-2016		SY 2016-2017	
		Wdays	Salary	Wdays	Salary
LeCROIX, Kristen Math Teacher	8/20/15	193	\$39,214.13	201	\$40,839.54
BROWN, Carrie Title I Tutor	8/21/15	192	\$39,010.94	201	\$40,839.54

ITEM 3 Recommendation: to authorize a pro-rated SY 2015-2016 employment contract be extended to the final candidate for the position of Director of Operations, Mrs. Katona West.

7. **Election** of Governing Authority Offices and Committee Chairs SY 2015-2016

President and Chair

Motion made by Ms. Clark to nominate Mr. Manes as President of Akron Digital Academy Governing Authority for a one year term.

Motion made by Mr. Tolbert to nominate Mr. Howard as President of Akron Digital Academy Governing Authority for a one year term. Mr. Howard declined.

**Motion seconded and approved: Yes – 6 | No – 0**

Vice President

Motion made by Mr. Manes to nominate Ms. Clark as Vice President of Akron Digital Academy Governing Authority for a one year term. Ms. Clark declined

Mrs. Lanier nominated herself for the position of Vice President of Akron Digital Academy Governing Authority for a one year term.

**Motion seconded and approved: Yes - 6 | No - 0**

**Personnel Committee Chair**

Ms. Clark nominated herself for the position of Personnel Chair of Akron Digital Academy Governing Authority for a one year term.

**Motion seconded and approved: Yes - 6 | No - 0**

**Finance Committee Chair**

Motion made by Mr. Manes to nominate Mr. Tolbert as Finance Chair of Akron Digital Academy Governing Authority for a one year term.

**Motion seconded and approved: Yes - 6 | No - 0**

**1) Strategic Planning Committee Member**

Motion made to nominate Mr. Howard, Ms. Clark and Ms. Colbert to the Strategic Planning Committee of Akron Digital Academy Governing Authority for a one year term.

**Motion seconded and approved: Yes - 6 | No - 0**

**2) Strategic Planning Committee Member**

Mrs. Lanier withdrew her name as a member of the Strategic Planning Committee, however, she will be involved as Vice President of the Board.

**No Public Comments.**

**Adjourn**

The meeting was adjourned at 7:30pm by unanimous consensus of all Board members.



Curtis Howard, Presiding Chair  
ADA Board of Directors



Date