

Findlay Digital Academy  
April 3, 2017

The Board of Directors of the Findlay Digital Academy met in regular session at 12:15 p.m. at Findlay Digital Academy, 1219 W. Main Cross, Findlay, Ohio 45840

Vice President, Dr. Wannemacher called the meeting to order. Board members present were: Mr. Martin, Reverend Miller, Mr. Miller and Dr. Wannemacher. Also attending were Executive Director - Ms. Rosemary Rooker, Treasurer - Mr. Greg Spiess and Visitors Ed Kurt - Sponsor, Sandy White - Consultant, and Jessica Simon - guest. Absent were board members Pastor DeLaCruz and Kimberly Bash.

**2017-4-001 Approval of Minutes**

It was moved by Mr. Miller, seconded by Mr. Martin, to approve the minutes of the regular meeting on February 2, 2017.

Roll call: Mr. Martin, aye; Reverend Miller, aye; Mr. Miller, aye; and Dr. Wannemacher, aye.

Dr. Wannemacher declared the motion carried.

**PUBLIC PARTICIPATION**

There was no public participation.

**CORRESPONDENCE**

Board Members: no correspondence

Executive Director, Rosemary Rooker: no correspondence

Treasurer, Mr. Spiess: Yost Certificate

**Ms. LaRocco entered the meeting at 12:21 pm.**

**CONSENT ITEMS**

**2017-4-002 Consent Items A-H**

It was moved by Mr. Martin, seconded by Reverend Miller, to approve Consent Items A-H as follows:

- A. Monthly Financial Report  
The Treasurer recommends that the Monthly Financial Report for February be accepted as presented in Exhibit A.
- B. Updated Five -Year Forecast and Updated Appropriations  
The Treasurer recommends that the Updated Five Year Forecast and Updated Appropriations be accepted as presented in Exhibit B.
- C. Employment of EMIS Coordinator  
The Executive Director recommends the hiring of Beth Rowley as EMIS Coordinator for April 1, 2017 through July 1, 2017, for \$666.66 per month (prorated on an \$8,000.00 annual salary) as a purchased service through Hancock County Educational Service Center as presented in Exhibit C.
- D. Equipment Disposal  
The Executive Director recommends approval to remove equipment as shown in Exhibit D.

E. Emergency Operations Plan

The Executive Director recommends that the current Emergency Operations Plan be approved with name revisions as presented in Exhibit E.

F. Policy

The Executive Director recommends that the following Policies be approved as presented in Exhibit F:

- Policy DQ: Fundraising Activities and Projects
- Policy GM: Staff Hiring
- Policy GN: Part-Time and Substitute Staff & Aide Employment
- Policy GS: Family & Medical Leaves of Absence (FMLA)
- Policy GT: Bodily Fluid Exposure Control, and Form
- Policy GU: Lead Poisoning Prevention, and form
- Policy GV: Hand Washing Requirements
- Policy GW: Immigration Law Compliance- 8 U.S. Code 1324a
- Policy GX: Scheduling and Work Hours & Overtime
- Policy GY: Local Professional Development Committee
- Policy GZ: Professional Development & Other Leaves
- Policy GAA: OSHA/PERRP Compliance/Risk Reduction
- Policy GBB: Salary Deduction Policy
- Policy GCC: Hazard Review and Inspection
- Policy GDD: Use of Private Vehicles on School Business, and form
- Policy GEE: Salary
- Policy HG: Title I Compliance
- Policy HK: Wellness Policy
- Policy Exhibit: Basic Curricular Program, File: IE
- Policy IR: Testing Programs
- Policy IU: Graduation Requirements
- Policy IEE: Program to Prevent Dropouts and Promote Reentry
- Policy IFF: Migrant Students Program
- Policy IGG: Assisting English Language Learners and Immigrant Students, and Form
- Policy IHH: Alternate State Assessments for Students with Disabilities, and Form
- Policy III: Sexual Education, Sexual Activity & Contraceptives
- Policy IJJ: Obscene Materials
- Policy IKK: Boy Scouts and patriotic Youth Groups
- Policy ILL: Parent Notification of Required Testing, and form
- Policy IMM: Credit Flexibility, Procedure, and Form
- Policy JS: Alcohol/Drug Use & Prevention
- Policy JUU: Periculosis (Head Lice), and Form
- Policy JVV; Physical Examinations
- Policy JWW; Communicable Diseases
- Policy JXX; Direct-Contact Communicable Diseases
- Policy JYY; Religion and Prayer
- Policy JZZ; Policy on Gang Activity & Other Prohibited Groups
- Policy JAAA: Tuition Enrollment of Children of Non Resident Parents, and form
- Policy JBBB: Bed Bugs, and Form
- Policy JCCC; Student Discipline Code of Conduct
- Policy JDDD; Positive Behavior Intervention Supports, Restraint, Seclusion and Prohibited Practices
- Policy JEEE; 504 Grievance
- Policy JFFF; Medication Administration

- Policy JGGG: Diabetic Care

G. Sponsor Contract Revisions.

The Executive Director recommends that the Sponsor Contract be approved as presented in Exhibit G.

H. Graduation List

The Executive Director recommends that the 2017 Graduation List be accepted as presented in Exhibit J provided students meet the graduation requirements.

Roll call: Ms. LaRocco, aye; Mr. Martin, aye; Reverend Miller, aye; Mr. Miller, aye; and Dr. Wannemacher, aye.

Dr. Wannemacher declared the motion carried.

### **DISCUSSION ITEMS**

The Board was updated on the following topics:

- a. Enrollment Data & Graduates
- b. Climate Data (Exhibit H)
- c. CCIP
- d. OIP
- e. Community School Governing Authority Member Disclosure Form
- f. Confidentiality and Conflict of Interest policy and Disclosure Form (Exhibit I)
- g. Update on Sponsor Evaluation Process
- h. Update on FTE Audit
- i. Consultant Position

### **SPONSOR UPDATE**

The Board was updated on the following topics:

- a. Sponsor Oversight/Leadership Team & Roles
- b. Sponsor Leadership Chart
- c. Governance Chart
- d. Sponsor Mission and Goals & Sponsor Strategic Plan
- e. Annual Report

### **2017-4-003 Executive Session**

It was moved by Mr. Miller, seconded by Mr. Martin, to go into Executive Session to discuss personnel matters in regards to Employment of the Executive Director.

Roll call: Ms. LaRocco, aye; Mr. Martin, aye; Reverend Miller, aye; Mr. Miller, aye; and Dr. Wannemacher, aye.

Dr. Wannemacher declared the motion carried.

Went into Executive Session at 1:33 p.m.

It was announced by Dr. Wannemacher at 1:44 p.m. to come out of Executive Session.

**2017-4-004 Executive Director Contract for the 2017-2018 School Year**

It was moved by Mr. Miller and seconded by Reverend Miller to contract with Hancock County ESC for Rosemary Rooker to perform the Findlay Digital Academy Executive Director duties from August 1, 2017 to July 31, 2018 at a salary of \$85,500 with STRS retirement paid by the board.

Roll call: Ms. LaRocco, aye; Mr. Martin, aye; Reverend Miller, aye; Mr. Miller, aye; and Dr. Wannemacher, aye.

Dr. Wannemacher declared the motion carried.

**EXECUTIVE DIRECTOR COMMENTS**

There were none

**BOARD COMMENTS**

There were none

**2017-4-005 Adjournment**

It was moved by Mr. Martin and seconded by Reverend Miller to adjourn at 1:47 p.m.

Roll call: Ms. LaRocco, aye; Mr. Martin, aye; Reverend Miller, aye; Mr. Miller, aye; and Dr. Wannemacher, aye.

Dr. Wannemacher declared the motion carried.