

April 26, 2018

The Board of Directors of the Findlay Digital Academy met in regular session at 8:30 a.m. at Findlay Digital Academy, 1219 W. Main Cross, Findlay, Ohio 45840.

President, Ms. Bash, called the meeting to order. Board members present were: Ms. Bash, Pastor Delacruz, Mr. Martin, Rev. Miller, Mr. Miller and Dr. Wannemacher. Also attending were Ms. Rosemary Rooker - Executive Director, Mr. Greg Spiess - FDA Treasurer, Ed Kurt - FCS Superintendent, Sandra White - Program Coordinator, and Brian DeSantis - Attorney. Absent board member was Ms. LaRocco.

2018-4-001 Approval of Minutes

It was moved by Dr. Wannemacher, seconded by Mr. Miller, to approve the minutes of the **regular** meeting on **February 1, 2018**.

Roll call: Ms. Bash, aye; Pastor Delacruz, aye; Mr. Martin, aye; Rev. Miller, aye; Mr. Miller, aye; and Dr. Wannemacher, aye.

Ms. Bash declared the motion carried.

It was moved by Mr. Martin, seconded by Rev. Miller, to approve the minutes of the **special** meeting on **March 5, 2018**.

Roll call: Ms. Bash, aye; Pastor Delacruz, aye; Mr. Martin, aye; Rev. Miller, aye; Mr. Miller, aye; and Dr. Wannemacher, aye.

Ms. Bash declared the motion carried.

Ms. LaRocco entered the meeting at 8:35 a.m.

It was moved by Dr. Wannemacher, seconded by Pastor Delacruz, to approve the minutes of the **special** meeting on **March 28, 2018**.

Roll call: Ms. Bash, aye; Pastor Delacruz, aye; Ms. LaRocco, aye; Mr. Martin, aye; Rev. Miller, aye; Mr. Miller, aye; and Dr. Wannemacher, aye.

Ms. Bash declared the motion carried.

PUBLIC PARTICIPATION

There was no public participation.

CORRESPONDENCE

Board Members:

- None

Executive Director, Rosemary Rooker:

- Rosemary discussed the use of ActivTrak that the FDA is using.

Treasurer, Mr. Spiess:

- None

CONSENT ITEMS

2018-4-002 Consent Items A-R

It was moved by Mr. Miller, seconded by Pastor Delacruz, to approve Consent Items A-Q with the addition of Item R, and the amendments to Items C, D, and P, as follows:

A. Monthly Financial Report

The Treasurer recommends that the Monthly Financial Report be accepted as presented in Exhibit A.

B. Updated Five-Year Forecast (Will be distributed at meeting)

The treasurer recommends that the Updated Five-Year Forecast and Updated Appropriations be accepted as presented in Exhibit B.

C. Approval of Renewal Community School Sponsorship Contract

The Executive Director recommends that the Renewal Community School Sponsorship Contract be approved as presented in Exhibit C with the following amendment:
Amend contract to include Fostoria City Schools.

D. Employment of Treasurer

The Executive Director recommends the employment of Stephen Ernest as FDA Treasurer at a salary of \$1,667.00 for the period of July 1, 2018 through July 31, 2018 and \$20,000.00 effective August 1, 2018-July 31, 2019, contingent upon a renewal agreement being executed by Findlay City Schools in Exhibit D, along with the following amendment:

Amend recommendation to include a contingency that an agreement with Goal Digital or Mid-Ohio ESC is signed by either Goal Digital or Mid-Ohio ESC and Findlay Digital Academy.

E. Graduation List

The Executive Director recommends that the 2018 Graduation List be accepted as presented in Exhibit E provided students meet the graduation requirements.

F. 2018-2019 School Calendar

The Executive Director recommends that the 2018-2019 School Calendar be approved as presented in Exhibit F.

G. Resolution RE: Career Advising Policy IX

The Executive Director recommends a resolution which reviews, renews and adopts the Career Advising Policy, IX pursuant to O.R.C. 3313.6020. See Exhibit G.

EXHIBIT G

RESOLUTION TO UPDATE POLICY [IX] – CAREER ADVISING PURSUANT TO O.R.C. §3313.6020 (#111)

The Governing Authority of Findlay Digital Academy, Findlay, Ohio, met in regular session on the 26th day of April, 2018, at Findlay Digital Academy, 1219 West Main Cross, Suite 101, Findlay, Ohio 45840 with the following members present:

Ms. Bash _____ Dr. Wannemacher _____

Pastor DeLaCruz, Ms. LaRocco _____ Mr. Martin, Rev. Miller _____

_____ Mr. Miller _____

The Fiscal Officer advised the Governing Authority that the notice requirements of O.R.C. §121.22 and the implementing rules adopted by the Governing Authority pursuant thereto were complied with for the meeting.

_____ Mr. Miller _____ moved the adoption of the following resolution:

WHEREAS, pursuant to O.R.C. §3313.6020, the Board of each school district shall adopt a policy on career advising that is updated once every two (2) years; and

WHEREAS, pursuant to O.R.C. §3314.03, a community school is required to comply with O.R.C. §3313.6020 as if it was a school district; and

WHEREAS, the Governing Authority desires to complete its biennial update periodic review and demonstrate compliance through a formal resolution regarding the same.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Authority of Findlay Digital Academy of Findlay, Ohio, that:

Section 1. The Governing Authority has hereby reviewed and updated and hereby approves and adopts the attached Board policy, Policy [] – Career Advising - which shall be made a part of the minutes of this meeting and which shall take effect immediately.

Section 2. It is found and determined that all formal actions of this Governing Authority concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Governing Authority, and that all deliberations of this Governing Authority and any of its committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements, including O.R.C. §121.22.

Pastor DeLaCruz seconded the Motion and upon roll call, the vote resulted as follows:

Mr. Miller, Aye Pastor DeLaCruz, aye

Ms. LaRocco, Aye, Mr. Martin, Aye Rev. Miller, Aye Ms. Bash, Aye

Dr. Wannemacher, Aye

Motion passed and adopted this 26 day of April, 2018.

Governing Authority President

ATTEST:

Fiscal Officer

CAREER ADVISING

The Findlay Digital Academy's plan for career advising includes, providing:

- Grade-level examples that link students' schoolwork to one or more career fields by implementing the Career Connections Learning Strategies offered by the Ohio Department of Education.
- Career advising in grades 6-12, which includes meeting with each student at least once annually to discuss academic and career pathway opportunities.
- Additional interventions and career advising for students who are identified as at risk of dropping out of school. These include:
 1. Identifying students who are at risk of dropping out of school using a local, research-based method with input from teachers, school counselors and other appropriate school staff.
 2. Developing a Student Success Plan for each at-risk student that addresses both the student's academic and career pathway to successful graduation and the role of career-technical education, competency-based education and experiential learning, when appropriate.
 3. Before a district develops a pupil's Student Success Plan, district staff will invite the student's parent/guardian/custodian to assist. If that adult does not participate in the plan development, the district will provide the adult a copy of the plan, a statement of the importance of a high school diploma and listing of the pathways of graduation available to the student.
- Training for employees on how to advise students on career pathways, including use of the tools available in OhioMeansJobs k-12 and other online sources provided by the district.
- Multiple academic and career pathways through high school that students may choose to earn a high school diploma, including opportunities to earn industry-recognized credentials and postsecondary course credit.
- Information on courses that can award students both traditional academic and career-technical credit.
- Documentation on career advising for each student and student's parent/guardian/custodian to review, as well as schools that the student may attend in the future.
- The supports necessary for students to transition successfully from high school to their postsecondary destinations, including interventions and services necessary for students who need remediation in mathematics and English language arts.

[Adoption date: February 5, 2015]

[Review date: September 6, 2017]

ORC 3365.02

Governing Authority Board Policy

H. Resolution Re: Review of Safety Policies and Procedures Policy JPP

The Executive Director recommends a resolution that reviews and re-adopts the Safety Policy and Procedures in Policy JPP. See Exhibit H.

EXHIBIT H

**RESOLUTION TO REVIEW SAFETY POLICIES AND PROCEDURES AND TO
ADOPT POLICY REQUIRING REGULAR REVIEW OF
SAFETY POLICIES AND PROCEDURES (#755) Policy JPP**

The Governing Authority of Findlay Digital Academy, Findlay, Ohio, met in regular session on the 26th day of April, 2018, at Findlay Digital Academy, 1219 West Main Cross, Suite 101, Findlay, Ohio 45840 with the following members present:

Ms. Bash

Dr. Wannemacher

Pastor DeLaCruz Ms. LaRocco

Mr. Martin Rev. Miller

Mr. Miller

The Fiscal Officer advised the Governing Authority that the notice requirements of O.R.C. §121.22 and the implementing rules adopted by the Governing Authority pursuant thereto were complied with for the meeting.

Mr. Miller moved the adoption of the following resolution:

WHEREAS, pursuant to O.R.C. §3313.86, each school district shall periodically review its policies and procedures to ensure the safety of students, employees, and other persons using a school building from any known hazards in the building or on building grounds that, in the judgment of the board or governing authority, pose an immediate risk to health or safety. The board or governing authority shall further ensure that its policies and procedures comply with all federal laws and regulations regarding health and safety applicable to school buildings; and

WHEREAS, pursuant to O.R.C. §3314.03, a community school is required to comply with O.R.C. §3313.86 as if it was a school district; and

WHEREAS, the Ohio Department of Education has recently issued a new compliance worksheet for sponsors that requires, among other things, "minutes detailing the policy review including the specific health and safety policies that were reviewed;" and

WHEREAS, the Governing Authority desires to complete its periodic review and demonstrate compliance through a formal resolution regarding the same.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Authority of Findlay Digital Academy of Findlay, Ohio, that:

Section 1. The Governing Authority has hereby reviewed and re-adopts the policies listed below and attached to this Resolution regarding the safety of students, employees, and others using a school building:

[INSERT POLICIES]

Section 2. The Governing Authority has also reviewed the procedures of Findlay Digital Academy to ensure that students, employees, and other persons using School buildings are safe from any known hazards in the buildings or on the building grounds that, in the judgment of the Superintendent, pose an immediate risk to health or safety.

Section 3. The Governing Authority has determined that the policies and procedures comply with federal laws and regulations regarding health and safety applicable to school buildings.

Section 4. It is found and determined that all formal actions of this Governing Authority concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Governing Authority, and that all deliberations of this Governing Authority and any of its committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements, including O.R.C. §121.22.

Pastor DeLaCruz seconded the Motion and upon roll call, the vote resulted as follows:

Mr. Miller, Aye

Pastor DeLaCruz, Aye

Ms. LaRocco, Aye

Mr. Martin, Aye

Rev. Miller, Aye

Ms. Bash, Aye

Dr. Wannemacher, Aye

Motion passed and adopted this 26 day of April, 2018.

Governing Authority President

ATTEST:

Fiscal Officer

EMERGENCY MANAGEMENT PLAN

The School recognizes that it can best protect its students by planning for unlikely contingencies. The Executive Director/Superintendent is hereby directed to develop, adopt, and implement a comprehensive Emergency Management Plan (Plan) in accordance with rules adopted by the State Board of Education.

In developing the Plan, the Executive Director/Superintendent shall examine the environmental conditions and operations of the School building to determine potential hazards to the safety of students and Staff members and shall propose operating changes necessary to prevent these identified hazards. The Executive Director/Superintendent shall involve local law enforcement and safety officials, students' parents, staff members, and other employees in developing the Plan. Remediation strategies shall be incorporated into the Plan where documented safety problems have occurred.

The following information shall be incorporated into the Plan:

- A protocol for addressing serious threats to the safety of the School property, students, staff members, administrators, or other employees; and
- A protocol for responding to any emergency events that do occur and that compromise the safety of School property, students, Staff members, administrators, or other employees. The protocol shall include, but not be limited to: (1) a floor plan that is unique to each floor of the building, (2) a site plan that includes all building property and surrounding property; and (3) an emergency contact information sheet.

The protocols described above shall include procedures deemed appropriate by the Governing Authority for responding to threats and emergency events, respectively, including such things as notification of appropriate law enforcement personnel, procedures to be followed by staff and students, calling upon specified emergency response personnel for assistance, and informing the parents of affected students.

Prior to the opening day of each school year, the Governing Authority shall inform each enrolled student and the student's parents of the parental notification procedures included in the protocol.

Distributing the Plan

A copy of the plan shall be kept in a secure place.

The Executive Director/Superintendent shall also submit to the Ohio Department of Education an electronic copy of the Plan (1) not less than once every three years, (2) whenever a major modification to the building requires change in the Plan's procedures, and (3) whenever the emergency contact information sheet changes.

The Executive Director/Superintendent shall also file a copy of the Plan to each law enforcement agency that has jurisdiction over the School.

Findlay Digital Academy

Executive Director/Superintendent – upon request - shall file a copy of the Plan to any of the following:

- the local fire department,
- the local emergency medical service organization, and
- the county emergency management agency.

Review of Plan

The Executive Director/Superintendent shall review the Plan no later than July 1st of each year and certify to the Department of Education that the plan is complete and accurate.

Within 10 days of revising or changing the plan, the Executive Director/Superintendent shall file copies, with the Department of Education, each law enforcement agency, and other local agencies that have requested copies of the Plan.

Training and Preparedness

The School shall grant access to each school building under its control to law enforcement personnel to enable the personnel to hold training sessions for responding to threats and emergency events affecting the building, provided that the access occurs outside of the student instructional hours and an employee of the Governing Authority is present in the building during the training sessions.

The School shall prepare and conduct at least one annual emergency management test. This test means a regularly scheduled drill, exercise or activity designed to assess and evaluate the Plan.

After the occurrence of an emergency triggering the School Safety Plan, a written report shall be submitted to the Governing Authority: including the date and time of the emergency and any actions taken to secure the safety of the students and Staff members.

Public Record Status

The Plan and information required under this policy are security records and are not public records pursuant to Ohio Revised Code.

[Adoption date: June 4, 2015]

ORC: 3313.536, 3314.01 (A)(11)(d)

- I. Policy JHHH Administration of Naloxone and Form 1 JHHH
The Executive Director recommends the Policy JHHH- Administration of Naloxone and Form 1 JHHH be accepted as presented in Exhibit I.
- J. Policy AM- Racial and Ethnic Balance Policy
The Executive Director recommends Policy AM- Racial and Ethnic Balance Policy be accepted as presented in Exhibit J.
- K. Revision to Policy IAA- College Credit Plus
The Executive Director recommends the revisions presented to Policy IAA- College Credit Plus be accepted as presented in Exhibit K.
- L. Revision to Policy JDD- Known Food Allergies
The Executive Director recommends the revisions presented to JDD- Know Food Allergies be accepted as presented in Exhibit L.
- M. Replace Policy JCC- Asthma Medications and Epinephrine Auto Injectors
The Executive Director recommends the replacement of Policy JCC- Asthma Medications and Epinephrine Injectors with policy presented Student Use of Inhalers and Epinephrine Auto-Injectors as presented in Exhibit M.
- N. Policy JIII- Procurement of Epinephrine Auto-Injectors by Schools
The Executive Director recommends Policy JIII- Procurement of Epinephrine Auto-Injectors by Schools be accepted as presented in Exhibit N.
- O. Revision to Policy JHH- Reporting Child Abuse & Neglect
The Executive Director recommends the revisions presented to Policy JHH Reporting Child Abuse & Neglect as presented in Exhibit O.
- P. Replace Policy JD - School Admission
The Executive Director recommends the replacement of Policy JD - School Admission with Enrollment Policy as presented in Exhibit P, with the following amendments:
Amended to have an effective date of July 1, 2018 and include Fostoria City Schools.
- Q. Acceptance of Gift
The Executive Director recommends the acceptance of a gift of \$1,121.60 from Mr. and Mrs. Larry Grove to be used for the purchasing of caps and gowns for the 2018 graduates, which will be given to the graduates.
- R. Annual Report (added as an adjustment)
The Executive Director recommends that the Annual Report be accepted.

Roll call: Ms. Bash, aye; Pastor Delacruz, aye; Ms. LaRocco, aye; Mr. Martin, aye; Rev. Miller, aye; Mr. Miller, aye; and Dr. Wannemacher, aye.

Ms. Bash declared the motion carried.

DISCUSSION ITEMS

The Board was updated on the following topics:

- Climate Date - 3rd Quarter. See Exhibit Q.
- CCIP
- OIP
- Update on 2015-2016 FTE Appeal
- Board Training: Sunshine Law - Public Records and Open Meetings: Presented by Brian J. DeSantis, Esq. (Moved to last item)

SPONSOR UPDATE

- Sponsor Agreement with the Ohio Department of Education

Ed Kurt left the meeting at 9:50 a.m.

EXECUTIVE DIRECTOR COMMENTS

There were none

BOARD COMMENTS

There were none

Mr. Spiess left at 10:03 a.m. because the Records Training was moved to the last item and Mr. Spiess had already attended a Records Training through the Auditor of State. The President, Ms. Bash, took over for Mr. Spiess for the remaining part of the meeting.

Board Training: Sunshine Law - Public Records and Open Meetings: Presented by Brian J. DeSantis, Esq.

2018-4-003 Adjournment

It was moved by Mr. Martin and seconded by Mr. Miller to adjourn at 11:01 a.m.

Roll call: Ms. Bash, aye; Pastor Delacruz, aye; Ms. LaRocco, aye; Mr. Martin, aye; Rev. Miller, aye; Mr. Miller, aye; and Dr. Wannemacher, aye.

Ms. Bash declared the motion carried.

President

Treasurer

Read and approved June 7, 2018