

December 7, 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.

President, Ms. Bash, called the meeting to order. Board members present were: Ms. Bash, Pastor Delacruz, Mr. Martin, Mr. Miller and Dr. Wannemacher. Also attending were Executive Director - Ms. Rosemary Rooker, Ed Kurt and Troy Roth - Findlay City Schools and FDA Treasurer - Mr. Greg Spiess. Absent board member was Ms. LaRocco.

2017-12-001 Approval of Minutes

It was moved by Dr. Wannemacher, seconded by Mr. Miller, to approve the minutes of the **regular** meeting on October 5, 2017.

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

Ms. Bash declared the motion carried.

It was moved by Mr. Miller, seconded by Mr. Martin, to approve the minutes of the **special** meeting on October 26, 2017.

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

Ms. Bash declared the motion carried.

PUBLIC PARTICIPATION

There was no public participation.

CORRESPONDENCE

Board Members:

- Dr. Wannemacher received compliments from community members about sponsor and school ratings.

Executive Director, Rosemary Rooker:

- Memorandum, Process and Timeline for Sponsor Contract, Exhibit L.

Treasurer, Mr. Spiess:

- No correspondence

CONSENT ITEMS

2017-12-002 Consent Items A-O

It was moved by Mr. Miller, seconded by Pastor Delacruz, to approve Consent Items A-O as follows:

- A. Monthly Financial Report
The Treasurer recommends that the Monthly Financial Report be accepted as presented in Exhibit A.
- B. FY 18 Permanent Appropriation Resolution
The Treasurer recommends that the FY 18 Permanent Appropriation Resolution be accepted as presented in Exhibit B.
- C. FTE True Up Policy
The Executive Director recommends the approval of Policy DS: Full Time Equivalency True Up Policy as presented in Exhibit C.
- D. 2018 Board Meeting Dates
The Executive Director recommends that the 2018 Board Meeting Dates be accepted as presented in Exhibit D.
- E. Equipment Disposal
The Executive Director recommends approval to remove equipment as shown in Exhibit E.
- F. Lead Instructional Coach Job Description
The Executive Director recommends the job description for Lead Instructional Coach be accepted as presented in Exhibit F.
- G. Testing Coordinator Job Description
The Executive Director recommends the job description for Testing Coordinator be accepted as presented in Exhibit G.
- H. Program Coordinator Job Description
The Executive Director recommends the job description for Program Coordinator be accepted as presented in Exhibit H.
- I. Coach/Career Mentoring Job Description
The Executive Director recommends the job description for Coach/Career Mentor be accepted as presented in Exhibit I.
- J. Employment of Lead Instructional Coach
The Executive Director recommends the employment of Gregg Lang as Lead Instructional Coach to be purchased through Findlay City Schools for \$16,900.00

effective November 7, 2017 to include 26 weeks of service, contingent upon approval of the Findlay City Board of Education.

K. Salary Adjustment of Testing Coordinator

The Executive Director recommends an adjusted salary of Wendy Farrow as Testing Coordinator to be purchased through Findlay City Schools for \$20,800.00 effective November 7, 2017 to include 26 weeks of service, contingent upon approval of the Findlay City Board of Education.

L. Additional Hours for Program Coordinator

The Executive Director recommends up to 25 hours per week be approved for Sandy White's work as Program Coordinator, to be used through July 31, 2018. Other terms of the agreement remain the same.

M. Employment of Instructional Coach

The Executive Director recommends the employment of Mark Johnson and Jennifer Guerrero as Instructional Coaches to be purchased through Findlay City Schools, at a rate of 21.78 per hour on an as needed basis, contingent upon approval of the Findlay City Board of Education.

N. Employment of Coach/Career Mentor

The Executive Director recommends the employment of an Instructional Coach/Career Mentor to be purchased through Findlay City Schools, at a rate of \$21.78 per hour for a maximum of 15 hours per week from January 8, 2018 through May 31, 2018, contingent upon approval of the Findlay City Board of Education.

O. Academic Achievement/Prevention/Intervention Policy

The Executive Director recommends the approval of revisions to Policy IN: Academic/Achievement/Prevention/Intervention Policy as presented in Exhibit J.

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

Ms. Bash declared the motion carried

Reverend Miller entered the meeting at 12:40 p.m.

DISCUSSION ITEMS

The Board was updated on the following topics:

- Enrollment
- Climate Data- Exhibit K
- Title IV-A Monies
- End Of Course Assessments
- Senior Meeting Held

- Graduation Photo's
- Vocational Education for 2016-2017
- CCIP/OIP
- Strategic Planning
- FDA Governing Authority Survey/Interview Questions
- Sponsor Contract

SPONSOR UPDATE

- Sponsor & School Roles & Responsibilities Professional Development, Ed Kurt, Sponsor Superintendent
- Legal Update Professional Development, Troy Roth, Sponsor Assistant Superintendent
- Sponsor Evaluation Ratings
- Sponsor Improvement Plan
- 2017-2018 Sponsor Evaluation Rubric

EXECUTIVE SESSION

2017-12-003 Executive Session

It was moved by Mr. Miller and seconded by Dr. Wannemacher to go into Executive Session at 1:30 p.m. to discuss personnel employment contracts.

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

It was announced at 1:52 to come out of Executive Session.

EXECUTIVE DIRECTOR COMMENTS

There were none

BOARD COMMENTS

There were none

2017-12-004 Adjournment

It was moved by Mr. Miller and seconded by Pastor Delacruz to adjourn at 1:52 p.m.

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

Ms. Bash declared the motion carried.

President

Treasurer

Read and approved February 1, 2018