

Findlay Digital Academy

Regular Board Meeting Minutes

Thursday, April 4, 2024

12:00 PM

The Board of Directors of the Findlay Digital Academy met in a regular session at 12:00 PM at Findlay Digital Academy, 1219 West Main Cross, Findlay, Ohio. 45840.

President, Ms. Bash called the meeting to order at 12:04 PM.

Board members present were as follows: President Ms. Bash, Dr. Wannemacher, Ms. LaRocco, Mr. Miller, Mr. Thomas. Also, Mrs. Rooker (FDA Executive Director) and Stephen Earnest (Treasurer) via phone and Michael Brand (Secretary/FDA Principal) – (Arrived at 12:55 PM)

Absent Board members were as follows: Mr. Randy Galbraith

Visitors: There were no visitors to the meeting.

2024-04-001 Approval of Minutes

It was moved by Mr. Miller and seconded by Dr. Wannemacher to approve the minutes of the Special March Board Meeting on Monday, March 4, 2024.

Roll call: Mr. Miller, Aye; Dr. Wannemacher, Aye; Mr. Thomas, Aye; Mrs. LaRocco, Aye; Ms. Bash, Aye.

Motion passed.

Public Participation:

There was no public participation during this meeting.

Correspondence:

Board Members – Nothing shared.

Superintendent, Rosemary Rooker – Nothing was shared at this time.

Treasurer, Stephen Earnest – Nothing was shared at this time.

2024-04-002 Executive Session

It was moved by Mr. Miller and seconded by Dr. Wannemacher to go into Executive Session to discuss employment at 12:06 PM.

Roll call: Mr. Miller, Aye; Dr. Wannemacher, Aye; Mr. Thomas, Aye; Ms. LaRocco, Aye; Ms. Bash, Aye.

Motion Passed.

2024-04-003 Returning from Executive Session

It was moved by Dr. Wannemacher and seconded by Mr. Miller to return from Executive Session at 12:53 PM.

Roll Call: Dr. Wannemacher, Aye; Mr. Miller, Aye; Ms. LaRocco, Aye; Ms. Bash, Aye; Mr. Thomas

No action was taken upon the Board's return.

2024-04-004 Consent Items A-Q

A. Acceptance of February Financial Report

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

B. Acceptance of Spring 5 Year Forecast

The Treasurer recommends that the 5 Year Forecast be accepted as presented in Exhibit B

C. Acceptance of List of Prospective Graduates for the class of 2024

The Executive Director recommends that the 2024 Graduation List be accepted as presented in Exhibit C provided students meet the graduation requirements.

D. Employment of Treasurer

The Superintendent recommends the approval of employment of Stephen J. Earnest as Treasurer for the 2024-2025 school year as stated in the Treasurer contract where all salary and benefits will be purchased through either Mid Ohio ESC, or GOAL Digital Academy as presented in Exhibit D.

E. Employment of Principal

The Superintendent recommends the approval of employment of Michael Brand as Principal for the 2024-2025 school year where all salary and benefits will be purchased through the Hancock County ESC effective August 1, 2024 through June 30, 2025, contingent upon the approval of the Hancock County Educational Service Center as presented in Exhibit E.

- F. Employment of Administrative Assistant**
The Superintendent recommends the approval of employment of Michele Cassidy as Administrative Assistant from August 1, 2024 to June 5, 2025 where all salary and benefits will be purchased through the Hancock County ESC, contingent upon the approval of the Hancock County Education Service Center as presented in Exhibit F.
- G. Employment of 22+ Adult High School Diploma Program Coordinator** The Superintendent recommends the approval of employment of Mark Willeke as 22+ Adult High School Diploma Program Coordinator from August 5, 2024 to June 6, 2025 where all salary and benefits will be purchased through the Hancock County ESC, contingent upon the approval of the Hancock County Education Service Center as presented in Exhibit G.
- H. Employment of EMIS Coordinator**
The Superintendent recommends the approval of employment of John Sipusic as EMIS Coordinator from August 1, 2024 to July 31, 2025 where all salary and benefits will be purchased through the Hancock County ESC, contingent upon the approval of the Hancock County Education Service Center as presented in Exhibit H.
- I. Guidance Counselor**
The Superintendent recommends the engagement of Ray Elbin as Guidance Counselor for a total of 160 days effective August 1, 2024 through June 5, 2025 as a purchased service through the Hancock County ESC as presented in Exhibit I.
- J. Student Resource Aide**
The Superintendent recommends the engagement of David Lantosh as Student Resource Aide effective for a total of 160 days effective August 5, 2024 through June 3, 2025 as a purchased service through the Hancock County ESC as presented in Exhibit J.
- K. Administrative Assistant**
The Superintendent recommends the engagement of Barbara Lockard for clerical assistance for up to 20 hours per week for approximately 41 weeks during the 2024-2025 school year as presented in Exhibit K.
- L. Enhancement Services and Special Education Obligations Agreement with TRECA**
The Superintendent recommends the approval of the Enhancement Services and Special Education Obligations Agreement entered into for FY 2025 with TRECA as presented in Exhibit L

M. Contract for Technical Support Services Technician with NWO Area Computer and Services Cooperative

The Superintendent recommends the approval of the contract for technical support services technician with NOACSC from August 1, 2024 through June 5, 2025 as presented in Exhibit M

N. Stipend for Extended Learning Coordinator

The Superintendent recommends a stipend for Wendy Farrow of \$2,800.00 for 14 additional days of service to coordinate the Findlay Digital Academy Extended Learning Opportunities Program during the 2024-2025 school year.

O. School Resource Officer & Head of the Law Enforcement Unit The President of the Board of Director recommends the approval of appointing Michael Brand as the School Resource Officer and the Head of the Law Enforcement Unit.

It was moved by Mr. Thomas and seconded by Mr. Miller to approve Consent Items (A-O)

Roll call: Mr. Thomas, Aye; Mr. Miller, Aye; Ms. LaRocco, Aye; Dr. Wannemacher, Aye; Ms. Bash, Aye

Motion Passed

Sponsor Update – None at this time.

Discussion Items:

- **Audit Summary** – Audit was completed...there were no significant findings on the FDA audit.
- **TLB Lease Renewal** – At the June board meeting, FDA will be presented with a 3 year lease renewal agreement for our space at the same rate we are currently paying.
- **Purchase Service Agreements for 24/25** o Findlay City Schools would be willing to process payroll, but not able to hire individuals to work only for FDA.
 - o Hancock County Educational Service Center is able to not only process payroll for FDA, but will also hire individuals to work for FDA. FDA will move forward with working the HCESC for the 24/25 school year so that a majority of the workers will be employees of HCESC. The HCESC will be holding a meeting on May 14, 2024 at the HCESC to review employment paperwork and complete FBI/BCI checks for those employees that will be assigned to FDA.

2 024-04-005 Board to Cover Cost of FDI/BCI at Hancock ESC

It was moved by Mr. Miller and seconded by Mr. Thomas for FDA to be responsible for the cost of FBI/BCI checks for those being hired through the HCESC and for FDA board members during the 24/25 school year.

Roll call: Mr. Miller, Aye; Mr. Thomas, Aye; Ms. LaRocco, Aye; Dr. Wannemacher, Aye; Ms. Bash, Aye

Motion Passed

- **Special Board Meeting** – A special board meeting will be held on Wednesday, May 1, 2024 at 12:00 noon. The purpose of this meeting is to approve the remaining purchase service hires.
- **Open Meeting Training** o Board annual Open Meeting Training will be held at the June 6, 2024 board meeting. Training will be provided by Brian DeSantis, Esq. People & Waggoner, Ltd.
- **Copier/Printers Discussion** –Discussion held regarding the pros and cons of purchasing versus leasing copier/printers with Perry Pro Tech for the 24/25 school year. Quotes were reviewed and it was determined that we would enter into a 3-year agreement with Perry Pro Tech. We will be on a monthly service agreement for those three years.
- **Update on Insurance for 24/25** - Rosemary has submitted the application to Drew Kissling of FLR Insurance center for Schools of Ohio Risk Sharing Authority (SORSA). We are expecting to review quotes at the June board meeting.
- **Enrollment (FDA/MS/CCP)** – Rosemary shared that we currently have 218 students enrolled. We have already had 33 graduates and are expecting an additional 6 students to complete requirements this week. We currently have 27 students enrolled in Millstream and currently there is 1 student enrolled in CCP classes.
- **Climate Data 3rd Quarter** – Rosemary shared the quarterly handout of data with the Board. We are very pleased with the record number of course completions and the large number of students who are on track with credits earned.
- **Graduation May 27, 2023 @ 1:30 pm. Marathon Center for the Performing Arts**
- **CCIP Update** –Rosemary and Steve continue to update these grants as needed.

Board Comments: None were made at this time.

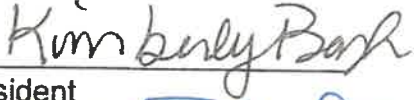
2024-04-006 Adjournment


It was moved by Mr. Miller and seconded by Dr. Wannemacher to adjourn the meeting at 1:20 PM.

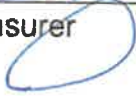
Roll Call: Mr. Miller, Aye; Dr. Wannemacher, Aye; Mr. Thomas, Aye; Ms. LaRocco, Aye; Ms. Bash, Aye.

Meeting Adjourned at 1:44 PM

The next Findlay Digital Academy Board meeting will be a Special Board Meeting and is scheduled for Wednesday, May 1, 2024 at 12:00 PM at the FDA Board Room.



President


Treasurer


Read and Approved