

Findlay Digital Academy

Regular Board Meeting Minutes

Thursday, June 6, 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.

Due to some scheduling issues, today's meeting started with the Open Meeting and Public Records Training by Mr. Brian DeSantis, Esq.

President, Ms. Bash called the meeting to order at 1:08 PM.

Board members present were as follows: President Ms. Bash, Dr. Wannemacher, Ms. LaRocco, Mr. Galbraith, Also, Mrs. Rooker (FDA Executive Director) and Michael Brand (Secretary/FDA Principal)

Absent Board members were as follows: Zach Thomas, Bill Miller

Visitors: There were no visitors to the meeting.

2024-06-001 Approval of Minutes

It was moved by Dr. Wannemacher and seconded by Mr. Galbraith to approve the minutes of the Board Meeting on Wednesday, May 1, 2024.

Roll call: Dr. Wannemacher, Aye; Mr. Galbraith, Aye; Ms. LaRoco, 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 shared.

Treasurer, Stephen Earnest – Nothing shared.

2024-06-002 Adjustment to Consent Items – Remove Item D

It was moved by Dr. Wannemacher and seconded by Ms. LaRocco to approve remove Item D from the above listed Consent Items and place on the August Agenda.

Roll call: Dr. Wannemacher, Aye; Ms. LaRocco, Aye; Mr. Galbraith, Abstain; Ms. Bash, Aye.

Motion Passed

2024-06-003 Consent Items A-G (Item D Removed)

A. Acceptance of April Financial Report

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

B. Acceptance of Lease Agreement between TLB Corporate Center, LLC and Findlay Digital Academy

The Superintendent recommends acceptance of the lease agreement with TLB Corporate Center, LLC and Findlay Digital Academy for three years, effective July 1, 2024 thru June 30, 2027 as presented in Exhibit B.

C. Acceptance of Participation Agreement between School Risk Sharing Authority and Findlay Digital Academy

The Superintendent recommends acceptance of the participation agreement between the School Risk Sharing Authority (SORSA) and Findlay Digital Academy effective July 1, 2024 for the 2024 through 2025 school year as presented in exhibit C.

~~D. Acceptance of Memorandum of Understanding for Career Exploration with Hancock County Raise the Bar~~

~~The Superintendent recommends acceptance of the Memorandum of Understanding for career exploration activities with Hancock County Raise the Bar as presented in Exhibit D.~~

E. 22+ Adult Diploma Program Handbook for 2024-2025

The Superintendent recommends the approval of the 22+ Adult Diploma Program Handbook for the 2024-2025 school year as presented in Exhibit E.

F. 22+ Adult Diploma Program Application for 2024-2025

The Superintendent recommends the approval of the 22+ Adult Diploma Program Application for the 2024-2025 school year as presented in Exhibit F

G. Staffing Agreement with Jefferson County Educational Service Center for 2024-2025

The superintendent recommends the approval of the Staffing Agreement for the 2024-2025 school year as presented in Exhibit G.

It was moved by Mr. Galbraith and seconded by Ms. LaRocco to approve the "adjusted" Consent Items listed. (Items A-G. Without Item D.)

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

Motion Passed

2024-06-004 Adoption of Board Policies Chapters I-IX as Exhibit H

It was moved by Dr. Wannemacher and seconded by Mr. Galbraith to approve the Resolution to Adopt Board Policies, Chapters I-IX.

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

Motion Passed.

2024-06-005 Approve Delayed Invoicing from Findlay City Schools

It was moved by Mr. Galbraith and seconded by Dr. Wannemacher to approve the Delayed Invoicing from Findlay City Schools.

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

Motion Passed.

Discussion Items:

- Final Climate Data for 2023/2024 school year – Rosemary share a handout sharing various pieces of comparison data spanning from 2012 to present. She is projecting the 24/25 school year will begin with 155 students. Students earned over 1000 credits this year.
- Graduation 2024 Comments - It was a great success. Everything went well. Students were very attentive throughout the ceremony.
- FY'24 FTE Review - No formal review this school year. Rosemary and Betsy Faeth are preparing final documents to submit to the Department of Education and Workforce.

- BCI/FBI checks available for FDA Governing Board Members at Hancock County Educational Service Center before June 7, 2024
 - Call Dawn or Shawn for appointment. (419)422-7525
- CCIP Update – Rosemary and Steve continue to work together to draw down all federal grant money.


2024-06-006 Adjournment

It was moved by Dr. Wannemacher and seconded by Mr. Galbraith to adjourn the meeting at 1:53 PM.


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

Meeting Adjourned at 1:10 PM

The next Findlay Digital Academy Board meeting will be Thursday, August 1, 2024 at 12:00 PM at the FDA Board Room.



President



Treasurer

Read and Approved

RESOLUTION TO ADOPT BOARD POLICIES CHAPTERS I - IX

The Governing Authority of Findlay Digital Academy, Findlay, Ohio, met on the 6th day of June, 2024, with the following members present:

Kimberly Bash

Edie Wannamacher

Randy Galbraith

Misay LaRocco

The Fiscal Officer advised the Governing Authority that the notice requirement of R.C. 121.22 and any amendments and implementing rules were complied with for the meeting.

Dr. Wannamacher moved the adoption of the following resolution:

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

Section 1. The Governing Authority adopts the policies listed in attached Exhibit A.

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 of any of its committees that resulted in these formal actions were in meetings open to the public and in compliance with all legal requirements, including R.C. 121.22 and any amendments thereto.

Mr. Galbraith seconded the Motion and upon roll call, the vote resulted as follows:

Kimberly Bash

Melina LaRocco

Randy Galbraith

Edie Wannamacher

Motion passed and adopted this 6th day of June, 2024.

Kimberly Bash
Governing Authority President

EXHIBIT A

FINDLAY DIGITAL ACADEMY

BOARD POLICIES

CHAPTER I – GOVERNING AUTHORITY

- 1.00 Mission Statement
- 1.02 School and Board of Directors Legal Status
- 1.03 Formulation, Amendment, Dissemination and Update of Policies
- 1.04 Membership and Election of Board of Directors
- 1.05 Major Functions of Governing Board
- 1.06 Authority and Functions of Board Members
- 1.07 Board Member Conflict of Interest
- 1.08 Compensation of Board Members
- 1.09 Officers of the Board of Directors
- 1.10 Appointment of the Fiscal Officer
- 1.12 Evaluation of Treasurer
- 1.13 Incapacity of the Fiscal Officer
- 1.15 Board of Directors Meetings
- 1.16 Public Participation at Board Meetings
- 1.20 Social Media

CHAPTER II -- ADMINISTRATIVE ORGANIZATION / PERSONNEL

- 2.00 Appointment of Executive Director

CHAPTER III -- GENERAL PERSONNEL

- 3.00 Equal Employment Opportunity
- 3.02 Criminal Records Check
- 3.04 Family and Medical Leave Act
- 3.05 Staff Conduct
- 3.07 Professional Staff Development
- 3.09 Alcohol and Drug-Free Schools
- 3.13 Staff Computer, E-Mail, Network, and Internet Use
- 3.15 Employee Medical Information
- 3.16 Jury Duty
- 3.17 Intellectual Property
- 3.19 Overtime Policy

CHAPTER IV -- INSTRUCTIONAL PERSONNEL

- 4.00 Professional Staff Positions, Recruiting, and Employment
- 4.05 Tutoring School Students for Profit
- 4.06 Working Remotely

CHAPTER V -- CLASSIFIED PERSONNEL

- 5.00 Employment of Classified Personnel
- 5.03 Support Staff Hours and Overtime

CHAPTER VI -- PUPIL PERSONNEL

- 6.00 Compulsory School Attendance
- 6.01 Academic Acceleration and Early Entrance to Kindergarten
- 6.02 Residence Verification and Review
- 6.021 Admission Policy
- 6.03 Students Transferring from State-Approved, Nonpublic Schools
- 6.06 Homeless Students
- 6.07 Married and Pregnant Students
- 6.08 Student Absences and Excuses
- 6.09 Habitual Truancy Intervention Strategies
- 6.10 Student Attendance Accounting/Missing Children
- 6.12 Withdrawal from School
- 6.13 Grading Systems
- 6.15 Graduation/Diploma Requirements
- 6.16 Student Records
- 6.18 Student Discipline
- 6.19 Code of Student Conduct
- 6.20 Student Academic Honesty Policy
- 6.22 Drug and Alcohol Abuse (Drug-Free School) and Anabolic Steroids
- 6.23 Counterfeit or Look-Alike Drugs
- 6.24 Hazing
- 6.26 Dangerous Weapons in the Schools, Bomb Threats, and Violent Conduct
- 6.27 Anti-Gang Policy
- 6.28 Student Fees and Fines
- 6.29 Interrogations and Searches
- 6.30 Student Health and Safety
- 6.31 Immunization
- 6.34 100% Tobacco Free Policy
- 6.36 Asthma Medication and Epinephrine Auto Injectors
- 6.37 Emergency Medical Authorization
- 6.38 Suspected Child Abuse or Neglect
- 6.39 Fire and Tornado Warning Drills

- 6.43 Corporal Punishment
- 6.46 Restraint and Seclusion
- 6.47 School and Non-School Sponsored Expression
- 6.48 Computer and Internet Acceptable Usage Policy
- 6.49 Students With Food Allergies
- 6.50 Diabetes Care
- 6.52 Provision of Computer Policy
- 6.53 Delinquent Child and Related Court Records
- 6.60 Children in Foster Care
- 6.62 Overdose Reversal Drugs
- 6.64 Seizure Safety

CHAPTER VII -- INSTRUCTIONAL PROGRAM

- 7.00 Equal Educational Opportunity
- 7.07 Special Accommodations for Student Assessments
- 7.08 Achievement Testing Policies
- 7.13 Special Education Program
- 7.14 Gifted Education Program
- 7.15 Teaching About Religion
- 7.16 Academic Prevention/Intervention Services
- 7.20 Student Organizations
- 7.22 Facilities
- 7.27 College Credit Plus Program
- 7.30 Screenings, Surveys, Physical Examinations, and Instructional Materials
- 7.31 Parent Participation in Title I Programs
- 7.34 High School Physical Education Requirement Waiver
- 7.35 Advanced Standing Program
- 7.36 Career Advising
- 7.37 Dropout Prevention and Recovery Program
- 7.39 Work-Based Learning
- 7.90 – 22+ Adult High School Diploma – Admission and Enrollment
- 7.91 22+ Adult High School Diploma – Attendance
- 7.92 22+ Adult High School Diploma – Awarding Credit for Prior Life Experiences
- 7.93 22+ Adult High School Diploma – Student Success Plan and Career Counseling
- 7.94 22+ Adult High School Diploma – Federal Educational Rights and Privacy Act (FERPA)

CHAPTER VIII – FISCAL MANAGEMENT

- 8.00 Budget Planning and Appropriations Measure
- 8.04 Tax Sheltered Annuities and Deferred Compensation Plans
- 8.05 Cash in School Buildings
- 8.06 Fixed Asset Accounting Policy
- 8.08 Expense Reimbursements

- 8.09 Cell Phone Usage
- 8.10 Uniform Federal Grant Guidance
- 8.11 Credit Card Policy
- 8.12 Time and Effort Reporting
- 8.13 Procurement with Federal Grants/Funds
- 8.14 Board-Supplied Amenities and *De Minimis* Gifts
- 8.15 Full-Time Equivalent (“FTE”) True-Up Policy
- 8.17 Stale Checks
- 8.18 Employee Dishonesty and Faithful Performance of Duty Insurance Policy
- 8.19 Inventory and Disposition of Equipment Obtained with Federal Awards

CHAPTER IX -- MISCELLANEOUS

- 9.01 Parental Involvement in Education
- 9.02 School Visitors
- 9.04 Gifts, Grants and Donations
- 9.05 Emergency Closings
- 9.06 Personal Information Systems
- 9.07 Public Records
- 9.08 Title IX Grievance Procedure – Employee and Student
- 9.09 Harassment and Violence
- 9.10 Complaints of Sexual Harassment – Employee and Student
- 9.12 Racial/Ethnic/National Origin/Disability/Sex/Religion Harassment and Discrimination Covering Employees
- 9.13 Racial/Ethnic/National Origin/Religious Harassment and Discrimination Covering Students
- 9.14 Smoke Free Schools
- 9.16 Copyright Law
- 9.17 Bloodborne Pathogens
- 9.19 Section 504/ADA Grievance Procedure
- 9.21 Report of Serious Violations
- 9.24 Records Retention and Disposal Schedule
- 9.26 Emergency Management Plan
- 9.27 Prohibition and Report of Sexual Abuse
- 9.28 School Wellness Policy
- 9.29 Harassment, Intimidation, and Bullying
- 9.31 Health and Safety in School Buildings
- 9.34 Bed Bugs Policy
- 9.36 Eligibility for Free or Reduced Price Meals or Free Milk
- 9.37 Child Find
- 9.44 Recording of Academic Instruction and Other Services
- 9.45 Accommodation Policy Covering Employees
- 9.46 Whistleblower Policy