# Findlay Digital Academy

Regular Board Meeting Minutes
Thursday, June 5, 2025
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 12:01 PM.

Board members present were as follows: President Ms. Bash, Dr. Wannemacher, Mr. Galbraith, Ms. LaRocco, Mr. Miller, Mr. Thomas. Mrs. Rooker (FDA Executive Director), Stephen Earnest (Treasurer) Via Phone, David Alvarado (FDA Assistant Executive Director), Michael Brand (Secretary/FDA Principal)

Absent Board members were as follows: All Present

Visitors: Mr. Isiah Newman is Ms. LaRocco's intern.

**2025-06-001 Approval of Minutes**

It was moved by Mr. Galbraith and seconded by Mr. Miller to approve the minutes of the April Board Meeting on Thursday, April 3, 2025.

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

Motion passed.

**Public Participation:**

There was no public participation during this meeting.

**Correspondence:**

Board Members – Mr. Bill Miller shared that he would be resigning from the board effective immediately. He shared his gratitude for being able to serve the Board for the past 22 years, since the very inception of Findlay Digital Academy in 2003. Mr. Bill Miller was presented a plaque for his years of service as a Board member at FDA and a plaque will be displayed at FDA in honor of Mr. Bill Miller.

Superintendent, Rosemary Rooker

a. E Rate—Funding Commitment Letter – FDA received a final commitment letter for E Rate funding. FDA will receive $12, 480.00 to offset internet costs.
b. Resignation--Special Needs Coordinator – Rosemary shared the resignation of Lori Faeth.

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

**2025-06-002 Consent Items A-Z**

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

C. Employment of Executive Director Findlay Digital Academy
The President of the Board of Directors recommends the engagement of David Alvarado as Executive Director for the 2025-2026 school year as stated in the Findlay Digital Academy contract where all salary and benefits will be purchased through the Hancock County ESC effective August 1, 2025 through July 31, 2028 as presented in Exhibit C.

D. Joint Agreement with the Hancock County Educational Service Center
The President of the Board of Directors recommends the approval of the Joint Agreement with the Hancock County Educational Service Center regarding the employment of David Alvarado as Executive Director for the Findlay Digital Academy as presented in Exhibit D.

E. Employment of Principal
The Superintendent recommends the engagement of Michael Brand as Principal for the 2025-2026 school year where all salary and benefits will be purchased through the Hancock County ESC effective August 1, 2025 through June 30, 2026, contingent upon the approval of the Hancock County Educational Service Center as presented in Exhibit E.

F. Approval of Revision of Job Description for Program Coordinator/Consultant
The President of the Board of Directors recommends consent of the revision of job description for Program Coordinator/Consultant as presented in Exhibit F.

G. Employment of Program Coordinator/Consultant
The Superintendent recommends the engagement of Rosemary Rooker as Program Coordinator/Consultant from August 4, 2025 to

June 19, 2026 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. Approval of Job Description for Curriculum Coordinator
The Superintendent recommends consent of the job description for Curriculum Coordinator as presented in Exhibit H.

I. Employment of Curriculum Coordinator
The Superintendent recommends the engagement of Wendy Farrow as Curriculum Coordinator from August 4, 2025 to June 3, 2026 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 I.

J. Employment of Counselor/Resource Coordinator
The Superintendent recommends the engagement of Ray Elbin as Counselor/Resource Coordinator for a total of 160 days effective August 4, 2025 through June 6, 2026 as a purchased service through the Hancock County ESC as presented in Exhibit J.

K. Employment of Guidance Counselor
The Superintendent recommends the engagement of Megan Biller as Guidance Counselor for a total of 111 days effective August 4, 2025 through May 27, 2026 as a purchased service through the Hancock County ESC as presented in Exhibit K.

L. Academic Data Coordinator 22+ Program
The Superintendent recommends the engagement of Laura Julien as Academic Data Coordinator from August 4, 2025 to June 4, 2026 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 L.

M. Employment of EMIS Coordinator
The Superintendent recommends the engagement of Jacque Grimes as EMIS Coordinator from August 1, 2025 to July 31, 2026 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 M.

N. Employment of Instructional Coach
The Superintendent recommends the engagement of Todd Armstrong as Instructional Coach at a rate of pay of $24.03 per hour, from August 13, 2025 to June 12, 2026 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 N.

O. Employment of Special Needs Coordinator
The Superintendent recommends the engagement of Julie Greer as Special Needs Coordinator from August 4, 2025 to June 9, 2026 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 O.

P. Approval of Revised Job Description for Testing Coordinator
The Superintendent recommends consent of the revised job description for the testing coordinator as presented in Exhibit P.

Q. Employment of Testing Coordinator
The Superintendent recommends the engagement of Tracie Herr as Testing Coordinator from August 4, 2025 to June 9, 2026 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 Q.

R. 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, 2025 for the 2025 - 2026 school year as presented in Exhibit R.

S. Adoption of Prohibition on Payments or In-Kind Gifts, Policy 9.49
The Superintendent recommends the adoption of Policy 9.49 Prohibition on Payments or In-Kind Gifts as presented in Exhibit S.

T. Adoption of Policy 7.04 Promotion, Placement and Retention
The Superintendent recommends the adoption of Policy 7.04 Grade Promotion and Retention as presented in Exhibit T.

U. 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 '25 with TRECA as presented in Exhibit U.

V. Revision of Policy 7.13 Special Education Program
The Superintendent recommends the approval of the revision of Policy 7.13 Special Education Program as presented in Exhibit V.

W. Adoption of Policy 6.66 Electronic Communication Devices
The Superintendent recommends the adoption of Policy 6.66 Electronic Communication Device as presented in Exhibit W.

X. Approval of Job Description for Virtual Testing Coordinator

The Superintendent recommends the approval of the job description for the Virtual Testing Coordinator as presented in Exhibit X.

Y. Employment of Virtual Testing Coordinator
The Superintendent recommends the engagement of Barb Ebersole as Virtual Testing Coordinator from August 7, 2025 to May 27, 2026 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 Y.

Z. Adoption of HCESC Sick Time/Personal Leave Policy
Effective with the 2025/2026 school year, employees contracted through the Hancock County Educational Service Center (HCESC) will accrue sick time and granted personal leave days in accordance with the HCESC's sick and leave policies. Severance pay shall be granted as per the HCESC's severance policy.

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

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

Motion Passed

**2025-06-003 Support for Accounts Payable Processing**

It was moved by Mr. Galbraith and seconded by Mr. Miller to authorize a one year agreement for $4,000.00 to employ Garrett Quickle as a purchase service through GOAL Digital Academy for accounts payable processing effective July 1, 2025.

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

**2025-06-004 Adoption of Resolution to Adopt Revised Special Education Model Policies and Procedures**

It was moved by Dr. Wannemacher and seconded by Mr. Miller to approve the Resolution to Adopt Revised Special Education Model Policies and Procedures.

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

Motion Passed

**Discussion Items:**

- Fourth Quarter Climate Data for 2024/2025 school year – 194 students enrolled at the end of the fourth quarter. 8 Students were removed for non participation. Our students earned 499 credits. Lab visits increased in the 4th quarter.
- Graduation 2025 Comments – Graduation went very welll. We had 116 graduates. With an extended program going into June, there are four additional students that will be graduating. We also had 4 graduates from the 22+ Program.
  Our FDA Graduation picture is scheduled to be in The Courier on Wednesday, June 11, 2025.
  Next school year, graduation has been "penciled" in at the Marathon Performing Arts Center for Saturday, May 23, 2026.
- Enrollment for 2025/2026
  - Findlay Digital Academy –Currently we have 154 re-enrolled applications for the next school year. We have 20 additional students who have not yet re-enrolled. We have 54 new student enrollments completed. It is still very early and we are expecting to start the year again with a waiting list. Our max enrollment will continue to be 250 students.
  - Millstream – Our early enrollment numbers provided to us from Millstream only allowed us to enroll 2 students. After clarifying details with state funding, our enrollment numbers are now up to 23 students. (11 Seniors and 12 Juniors). In the most recent discussion with the Director of Millstream, Pam Hamlin, it was shared that the county superintendents have agreed to cover any excess costs for students that reside in their distirct.
- Community Foundation Endowment – Fund has been started! Thank you to all for your generous donations to the Community Foundation Endowment on behalf of Findlay Digital Academy.. Especially Bill Miller for his generous donation on behalf of Findlay Digital Academy.
- FY'25 FTE Review – Rosemary shared that we will not have an on-site review this year. All data will be shared with the Ohio Department of Education and Workforce by mid June.
- Discussion of AI - Rosemary, David Alvarado and Michael Brand shared their plans on a proactive approach of the use and ways to avoid the misuse of AI for the upcoming school year.
- DOPR Report Card Designation Application 2025-2026 – Rosemary shared the application has already been submitted and our sponsor has completed their portion.
- CCIP/One Plan Funding Update – We have done the preliminary work on this and are now waiting for Federal Funding to be allocated. Will be working with the treasurer to complete this process.
- It is not looking very favorable that the Disadvantaged funding (DPIA) will be included for E Schools in the budget bill. We will continue to work with the GRADS Coalition to try to secure these funds through the legislative process.

**Sponsor Update**

a. Sponsor was not available to attend the meeting.
b. Onsite Visit Update – Rosemary reported that this went very well. Mr. Dave Jones spent the day here at FDA and met with a variety of people. This event was summarized in an email to the Board.

**Executive Director Comments** – Rosemary shared that she is very proud of all that we have continued to accomplish here at Findlay Digital Academy. This work is truly a mission and the work we do is so important. Many years ago. Sandy White entrusted this school and all it has to offer our community's students and parents to Rosemary to continue to build and develop. Rosemary shared that she continues to speak to Sandy regularly and update her on our progress and growth. Rosemary shared that she is at a point where she is now handing over FDA to Mr. David Alvarado Rosemary thanked everyone for their committed work to FDA and support for her over these past years.

**Board Comments:** None were made at this time.

**2025-06-005 Adjournment**

It was moved by Mr. Galbraith and seconded by Mr. Miller to adjourn the meeting at 1:32 PM.

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

Meeting Adjourned at 1:32 PM.

The next Findlay Digital Academy Board meeting will be scheduled for Thursday, August 7. 2025 at 12:00 PM at the FDA Board Room.

Kimberly Bash
President

Treasurer

Read and Approved