

**Minutes of the September 21, 2011 Regular Meeting
Of the Board of Directors
Of the Akron Digital Academy**

A Regular Meeting of the Board of Directors of the Akron Digital Academy was called to order on Wednesday, September 21, 2011, at 4:04 p.m. at the Sylvester Small Administration Building, 70 N. Broadway, Akron, Ohio, with the Board President, Fredric W. Schuett, presiding.

The following members were in Attendance: Bernadine Burchett, Curtis Howard, David James, Linda Lanier (arrived at 4:10 p.m.), Fredric Schuett, and Fred Tolbert.

The following members were excused: Laraine Duncan, Dr. Ellen McWilliams, and Dr. Sajit Zachariah.

The following Akron Digital Academy staff members were in attendance: Jaunae Carter, Fred Lewis, Barbara Meacham, Edward Pfeiffer, William Romano, Donna Ryckman, LaShawn Terrell; Todd Adkins, Treasurer; Catherine Hunt, Secretary.

Pledge of Allegiance

The Pledge of Allegiance was led by Edward Pfeiffer, Coordinator of Continuous Improvement.

Approval of Previous Minutes

Upon a motion duly made and seconded, the minutes of the Board Meeting of June 23, 2011 were approved. (Burchett, Howard, James, Schuett, Tolbert)

Treasurer's Report

Upon a motion duly made and seconded, Treasurer's Reports for the months of June, July and August 2011 were approved. (Burchett, Howard, James, Lanier, Schuett, Tolbert)

Budget Review/Financial Reports

Board members reviewed a new financial report—Status of Funds for Fiscal Year Ended June 30, 2012 as of July 31, 2011 and August 31, 2011. The Estimated Revenue is based on a student FTE of 600. A Status of Funds report will be presented at each Board meeting throughout the year.

Executive Director Recommendations

Upon a motion duly made and seconded, the Board unanimously approved the following Executive Director's Recommendations:

Item 1 I wish to recommend the approval of the following as members of the Akron Digital Academy Board of Directors for the 2011-2012 school year:

Bernadine Burchett	Ellen McWilliams
Laraine Duncan	Fredric Schuett
Curtis J. Howard	Fred Tolbert
David James	Sajit Zachariah
Linda Lanier	

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Item 2 I wish to recommend the appointment of the persons listed to the staff for the 2011-2012 school year, effective as indicated through June 30, 2012, at the annual salary rate set opposite the name, with the understanding that such persons be subject to the rules and regulations of the Board of Directors and to the provisions of law pertaining to the employment of said persons, that said recommended appointees be subject to assignment by the Executive Director.

I further recommend that the appointments be non-renewed for the 2012-2013 school year and that the required written notification of the intention to non-renew be included in the appointment notification.

Name	Position	Eff. Date	Hrs Per Wk	Weeks	Salary
Askew, Kelly	Site Supervisor	8/1/11	40	45	\$55,805.60
Calhoun, Cheryl	Speech Pathologist	8/22/11	16	40	\$17,068.80
Edge, Ruth	Teacher	8/22/11	35	42	\$35,206.50
Flossie, Benjamin	Teacher	8/22/11	35	42	\$35,206.50
Henretty, Terry	Teacher	9/1/11	19	42	\$19,112.10
Little, Tiffany	Ed. Assistant	9/20/11	16	42	\$ 9,744.00
Wagner, Sarah	Teacher	9/6/11	35	42	\$35,206.50

Item 3 I wish to recommend that a leave of absence be granted to a member of the teaching staff, in accordance with the policy stated, for the 2011-2012 school year. In agreement with the policy stated, Family and Medical Leave Act, all fringe benefits will be maintained as they currently exist, through the date(s) indicated:

Name	Type	Effective	Benefits Through
McGlone, Melissa	Parental	8-22-11	11-11-11

Item 4 I wish to recommend the employment of Karen MacBride as a Substitute Teacher, effective 8/26/11, as and when needed, at the daily rate of \$90.00 for the first 19 days, and at the daily rate of \$110.00 after 20 consecutive days, with the understanding that said person be subject to the rules and regulations of the Board of Directors and to the provisions of law pertaining to the employment of said person, that said recommended appointee be subject to assignment by the Executive Director.

I further recommend that the appointment be non-renewed for the 2012-2013 school year and that the required written notification of the intention to non-renew be included in the appointment notification.

Item 5 I wish to recommend the acceptance of the following resignations from the staff of the Akron Digital Academy, effective as indicated:

Augustin, Maryellen	Effective 8/22/11
Flossie, Adam	Effective 8/5/11
LaCroix, Gail	Effective 8/12/11

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Item 6 I wish to recommend the revision in the number of hours worked per week for the following staff members, effective 8/29/11 through 12/31/11:

Name	From	To
Flossie, Rebecca	35 hrs per week	40 hrs per week
Hershman, Wesley	35 hrs per week	40 hrs per week
Marrone-Price, Nancy	19 hrs per week	22 hrs per week
Reese, Daniel	28 hrs per week	31 hrs per week
Sivak, Amelia	31 hrs per week	34 hrs per week
Stevens, Victoria	35 hrs per week	40 hrs per week
Whitacre, Beth	19 hrs per week	29 hrs per week

Item 8 I wish to recommend authorization for payment of the following purchase orders:

P.O.	Vendor	Purpose	Amount
2983	Akron Public Schools	APS Salaries	\$612,748.85
2985	Benesch Friedlander Coplan	Attorney	\$ 18,159.00
2986	Akron Public Schools	Sponsor Fee	\$128,245.87
2988	Config.Com, Inc.	Student Access	\$15,000.00
2991	Barbara J. Shyjka	Janitorial	\$12,000.00
2994	Alco Chemical -Mandala Products	Cleaning Supplies	\$8,084.84
2995	Aqua Pure	Water/Coffee	\$6,050.00
2996	ComDoc, Inc.	Copier Leases	\$25,535.76
2997	ComDoc, Inc.	Copier Usage	\$9,500.00
2999	NuThought, LLC	Tech Support	\$9,720.00
3003	Governmental Underwriters	Insurance	\$6,390.00
3005	WEM	Parking	\$6,120.00
3006	Crossroads Mgmt.	Evans Lease	\$230,358.00
3007	Crossroads Mgmt.	Maintenance	\$15,000.00
3008	Crossroads Mgmt.	Janitorial	\$9,360.00
3011	Kaiser Hall Revival Group	Classroom Lease	\$45,498.00
3012	Zayo Enterprise	Phone/IT	\$14,000.00
3013	American Administrative	HR Services	\$13,500.00
3014	Paycor	Payroll	\$9,000.00
3015	Ampco System Parking	Parking	\$11,760.00
3016	OfficeMax, Inc.	Supplies	\$41,000.00
3019	Metro Transit	Bus Transport	\$50,000.00
3021	NEOnet	EMIS	\$6,000.00
3032	RNR Consulting	Contract Svcs	\$150,000.00
3035	Goodyear Hts. United Methodist	Classroom Lease	\$24,500.00
3047	Achieve 3000, Inc.	Curriculum	\$16,825.00
3048	ALEKS Corp.	Curriculum	\$16,000.00
3050	Compass Learning	Curriculum	\$8,925.00
3053	Odyssey Ware	Curriculum	\$120,000.00
3071	PCM, Inc.	Contract Svcs	\$48,006.00
3072	Pitney Bowes	Postage	\$18,000.00

Item 7 of Executive Director's Recommendations Tabled

Mrs. Linda Lanier moved that Item 7 of the Executive Director's Recommendations (reassignment of Meghan Ryckman as Development Coordinator) be tabled and reviewed again at the Board meeting of October 19, 2011. The new recommendation must include a job description and salary rate. Seconded by Mr. David James. Motion carried.

Old Business

Due to a lack of start-up funding from the Federal government, two (2) new Conversion Drop-Out Prevention/Credit Recovery Community Schools--Gain Productive Skills and STEP/YES! Youth Experiencing Success! (approved at the Board meeting of March 24, 2011)--will not open for the 2011-2012 school year. A request has been submitted to the Ohio Department of Education to hold the IRN numbers in abeyance until the 2012-2013 school year.

New Business

Revised Bylaws of the Akron Digital Academy were distributed to Board Members for review. A recommendation will be offered at the October 19, 2011 Board meeting to approve the revised Bylaws.

Akron Digital Academy has contracted with Mangan & Associates to perform an **operations assessment**. Staff interviews will be conducted the week of October 10, 2011. Results of the assessment will be shared with Board Members.

Jaunae Carter presented information about the **Blessings in a Backpack Program** (food for kids) and its positive impact on student attendance.

Akron Digital Academy staff members gave brief presentations about **departmental/program updates** (complete presentations attached to Minutes):

Child Study Department/Project MORE	K-8 Program
Continuous Quality Improvement/Senior	High School Program
Staff Principles of Operation	AVID Program

Mrs. Linda Lanier asked that staff **report enrollment results** at each Board meeting. Mr. Fred Lewis indicated the current budget is predicated on a student enrollment of 600 FTEs. As of September 21, 2011, the student FTE in SOES (School Options Enrollment System) was 613.57.

Mrs. Linda Lanier offered to serve on any committee for **student recruitment or marketing**.

Materials Distributed

Schedule of 2011-2012 Board Meetings
Roster of Board Member Addresses

Adjournment

Upon a motion duly made and seconded, the Board adjourned at 5:18 p.m.

Respectfully submitted,

Catherine E. Hunt
Secretary

Signed by:

Fredric W. Schuett
Executive Director
Akron Digital Academy