

**Fairborn Digital Academy**  
**Board of Directors Meeting Minutes**  
**May 20, 2024**  
**57 East Dayton-Yellow Springs 8:30 AM**

Our Mission:

Fairborn Digital Academy is a school-of-choice providing student-centered and personalized educational experiences resulting in a culture of academic excellence for at-risk students.

**Call to order** 8:35 a.m.

**Board members present:** Nancy Sturtz, President; Thomas Baugh; Amy Brooks; Jane Doorley.

**Non-officios present:** Erik Tritsch, Executive Director; Jessica Biggers, Principal; Courtney Patrick, Vice-Principal; David Stevens, Treasurer.

**Ex-officios present:** Kim Sherwood, Hope Young.

**Sponsor Representative:** Frank Stoy.

**I. Public Comment**

**II. Approval of the minutes of April 22, 2024, meeting**

Further, that such minutes be approved.

Moved: Thomas Baugh; Seconded: Jane Doorley. Motion carried.

**III. Treasurer's report and approval**

Further, that the treasurer's report be approved.

Moved: Jane Doorley; Seconded: Amy Brooks. Motion carried.

**IV. Executive Director's report**

Charter School Specialists

Frank Stoy - June 3-6 Literacy Academy - try to attend. Remember Schools Moving Forward, Science of Reading program.

- Finances are in good order.

- Information in At-A-Glance is related to your goals.

Conflict of Interest

Lease Extension

Republic Services - new proposal for \$30 less per month.

MVECA Member Services

Verkada Workplace

Computers

GRADS update - cost has increased.

Counters and Cabinets - Friends of Fairborn are helping with funding for countertop.

Staffing

Five year forecast

Frank Stoy - A conservative 5 year forecast is appreciated!

## **V. Business**

1. Approve graduation of Javier Azzaretto, Allyssa Bailey, Leon Brenner, Jase Coker, Gavin Howard, and Breanna McCowan having met all state and FDA requirements.

Moved: Amy Brooks; Seconded: Thomas Baugh. Motion carried.

2. Approve verification of enrollment.

Moved: Thomas Baugh; Seconded: Jane Doorley. Motion carried.

3. Approve Annual Report on Credit Card Rewards.

Moved: Jane Doorley; Seconded: Amy Brooks. Motion carried.

4. Approve Lease Agreement Extension with Park Hills Sentre, LTD for \$8,500.00 per month from July 1, 2024, through June 30, 2029, for 45, 49 and 57 East Dayton-Yellow Springs Road, Fairborn, Ohio 45324.

Moved: Amy Brooks; Seconded: Thomas Baugh. Motion carried.

5. Approve new rate with Republic Services for 1 - 4.0-yard container for \$138.80 per month.

Moved: Thomas Baugh; Seconded: Jane Doorley. Motion carried.

6. Approve MVECA Member Services Agreement of \$9,847.14 for FY25.

Moved: Jane Doorley; Seconded: Amy Brooks. Motion carried.

7. Approve purchase of Verkada Workplace (Guest) license for \$6,365.63 for 5 years from GovConnection.

Moved: Amy Brooks; Seconded: Thomas Baugh. Motion carried.

8. Approve purchase of 13 Mac Mini computers (\$499.00 each totaling \$6,487.00) with 4 years of AppleCare (\$129.00 each totaling \$1,677.00) for a total of \$8,164.00 from Apple to be paid for with Title I non-competitive funds.

Moved: Thomas Baugh; Seconded: Jane Doorley. Motion carried.

9. Approve additional fees for GRADS coalition for \$962.50.

Moved: Jane Doorley; Seconded: Amy Brooks. Motion carried.

10. Approve installation of front counter with cabinets by Trim Tex II, LLC for \$5,670.00.

Moved: Amy Brooks; Seconded: Thomas Baugh. Motion carried.

11. Approve installation of kitchen cabinets and countertop by Trim Tex II, LLC for \$2,730.00.

Moved: Thomas Baugh; Seconded: Jane Doorley. Motion carried.

12. Approve adjustment in contracted pay through GCESC for Kim Sherwood from 210 days to 200 days.

Moved: Jane Doorley; Seconded: Amy Brooks. Motion carried.

13. Approve adjustment in contracted pay through GCESC for Brooke Stanley from \$41.20 per hour to \$42.44 per hour, for FY 2024-2025.

Moved: Amy Brooks; Seconded: Thomas Baugh. Motion carried.

14. Approve incentive pay for Executive Director for \$5,000 for each 5% over 60% attendance based upon our final attendance numbers for FY 2024-2025 to be paid in July 2025.

Moved: Thomas Baugh; Seconded: Jane Doorley. Motion carried.

15. Approve resignation of Brianna Vincent effective June 30, 2024.

Moved: Jane Doorley; Seconded: Amy Brooks. Motion carried.

16. Approve the May 2024 Five year Forecast.

Moved: Amy Brooks; Seconded: Thomas Baugh. Motion carried.

## **VI. Good of the Order**

Jane Doorley - Wonderful that Jessica and Courtney can work together and get out in the community more often.

Nancy Sturtz - With the growth of the school, Jessica and Courtney can cover more parent meetings, etc...

Jessica Biggers - We still have students wanting to come, even at the end of the year.

Erik Tritsch - Staff is amazing at helping students and increasing attendance.

- Brianna Vincent has been a great staff member and we wish her good luck in her future.

**VII. Adjournment**

Moved: Thomas Baugh; Seconded: Jane Doorley. Motion carried.

**Next Directors Meeting June 17, 2024, at 8:30 a.m.**  
**Graduation June 20, 2024, at 6:00 p.m.**

**Date Approved:** \_\_\_\_\_

**Nancy Sturtz, President**\_\_\_\_\_

**David Stevens, Treasurer**\_\_\_\_\_