

The Autism Model School
Board Meeting Minutes
March 28, 2017

Location: ProMedica Health and Wellness Center
Community Education Room 1
5700 Monroe Street
Sylvania, OH 43560
5:30 PM

Attending: Isaac Demarest (late arrival), Cynthia Frye, Mark Greenblatt, Lisa Marsalek, James Rothschild, Bruce Weinberg

Excused: Ed Cancio, Toni Gerber, Raj Parikh

Also Attending: Mary Walters, Director; Catherine Moore, Administrator 2/Recorder of the Minutes; Kristie Hayward, Sponsor Representative - ESC Lake Erie West; Mary Cornell, Assistant Behavioral Management Director; Luke Reed, Development Director; Tiffany Scott, UT Master's Degree Student

Meeting began at 5:30 PM

I. Public Comments

- Nothing presented.

II. Minutes

- From the February 28, 2017 board meeting. Discussion and approval.

Motion to approve of the February 28, 2017 minutes, as written:

1. Lisa Marsalek

2. Bruce Weinberg

Vote – Yes – Unanimous: Frye, Marsalek, Rothschild, Weinberg

III. Standing Reports

a. Financial Report

- i. February, 2017 Financials—budget & variance reports.

- The Board reviewed and discussed the February, 2017 budget & variance report.

Motion to approve the February, 2017 Financials:

1. James Rothschild

2. Lisa Marsalek

Vote – Yes – Unanimous: Frye, Marsalek, Rothschild, Weinberg

ii. Treasurer contract

- Greenblatt signed the Fiscal Officer Agreement, contracting Massa Financial Solutions, LLC as the Autism Model School payroll and funding provider beginning April 1, 2017 – an agreement initially approved, with amendment, by the school board on February 28, 2017.
- Weinberg asked if Massa will be reviewing the March or the April, 2017 budget at the next board meeting. Walters did not know but said she would continue to prepare the budget for board review through the end of the fiscal year to ease the transition between treasurers.

b. Sponsor Representative's Report

- Hayward reviewed the monthly sponsor report which highlighted two things: the ethics training due April 30th, 2017 and House Bill 21 – “To amend section 3314.11 of the Revised Code regarding verification of community school enrollments”.

c. Policies and Procedures

i. Modifications to Community School Contract

- The board reviewed and discussed the modifications to the Community School Contract.

Motion to approve the modifications to the Community School Contract:

1. James Rothschild

2. Lisa Marsalek

Vote – Yes – Unanimous: Demarest, Frye, Marsalek, Rothschild, Weinberg

ii. Health and Safety Policy Updates

- The board reviewed and discussed the Health and Safety Policy.

All of the school's health and safety policies and plans were reviewed on March 28, 2017, and approved as written:

1. James Rothschild

2. Bruce Weinberg

Vote – Yes – Unanimous: Demarest, Frye, Marsalek, Rothschild, Weinberg

iii. FY18 School Calendar Draft 1

- The board reviewed and discussed the FY18 School Calendar Draft 1.

Motion to approve the FY18 School Calendar:

1. Cynthia Frye

2. Isaac Demarest

Vote – Yes – Unanimous: Demarest, Frye, Marsalek, Rothschild, Weinberg

iv. FY18 Board Meeting Calendar Draft 1

- The board reviewed and discussed the FY18 Board Meeting Calendar and Finance Committee Meeting Calendar Draft 1.

Motion to approve the FY18 Board Meeting Calendar and Finance Committee Meeting Calendar:

1. Cynthia Frye

2. Isaac Demarest

Vote – Yes – Unanimous: Demarest, Frye, Marsalek, Rothschild, Weinberg

v. Other updates

- The board reviewed the updated *Student Attendance Policy* and *Truancy* policies.

- Rothschild asked how many consecutive school days equate to 105 consecutive hours – 17.5 days.
- Demarest asked if there was an Absences Intervention Team in place. Walters replied that the team's membership is dependent upon the student and made up of the student's teacher, a member of administration, a parent, and often a behavioral health professional from a separate agency.
- Frye asked is we call home to follow up with absent students and how long that process takes. Moore answered, saying it takes roughly 30 minutes between 10:00 and 10:30 am.

Motion to approve the *Student Attendance Policy* and *Truancy* policy updates:

1. Isaac Demarest

2. Cynthia Frye

Vote – Yes – Unanimous: Demarest, Frye, Marsalek, Rothschild, Weinberg

- Walters presented the *Student Retention/Promotion Policy*.
- The board discussed the scope of the policy in terms of “truancy”, asking if the term should be quantified or if it was even necessary. Walters read the ESCLEW/ODE requirement which specifically asks, in part, if the policy, “prohibit[s] the promotion of a student to the next grade level if the student has been truant...”?
- Rothschild recommended quantifying truancy within the policy to “provide sufficient surety for the school so we don't get into a legal debate with a parent when there is a problem.”
- Walters worked with the board to clarify the language of the policy to achieve sufficient surety.

Motion to approve the *Student Retention/Promotion Policy*, with amendments as discussed at the board meeting:

1. Lisa Marsalek

2. Cynthia Frye

Vote – Yes – Unanimous: Demarest, Frye, Marsalek, Rothschild, Weinberg

d. Director's Report

- The Board reviewed and discussed the February New Hires and Resignations.

Motion to approve the February hires and resignations:

1. Isaac Demarest

2. Cynthia Frye

Vote – Yes – Unanimous: Demarest, Frye, Gerber, Marsalek, Rothschild, Weinberg

e. Development Director's Report

i. Special Events

- Review of 2017 Prom – the strong support from the community and the 35+ volunteers resulted in a fun and successful event with 109 guests and a net profit of \$1042. Holding the prom at St. Clement Hall, rather than the gym, is something Reed would like to do again for future events.
- As an LPGA Marathon Classic charity recipient, the Autism Model School is required to send 10 volunteers and that some people pay to “volunteer” for the perks (tee shirts, a party, and tickets to the tournament).
- Reed shared some statistics about charitable giving that can be used to shape fundraising strategy moving forward. His Association of Fundraising Professionals mentor, Vern Snyder, is available to present on the topic at a future meeting.
- The Autism Awareness Breakfast is next month. In addition to speaker Al Poling, the school has secured Mike Wasmer of Autism Speaks to present, “Ohio Autism Insurance Reform Bill.”

IV. Old Business

a. Close of Board Nominations

- i. Nominations closed with no further nominations.

V. New Business

- Greenblatt reminded everyone that the next board meeting will take place in the Autism Model School Annex, where the board members will be given a tour of the e-commerce program operations.
- Weinberg added that we should invite the new treasurer to attend the meeting in person, if possible, to take part in the e-commerce tour.

Motion to adjourn at 6:28 PM:

1. Isaac Demarest

2.

Vote – Yes – Unanimous: Demarest, Frye, Gerber, Marsalek, Rothschild, Weinberg

The next board meeting is scheduled for **Tuesday, April 25th, 2017, at 5:30 pm in The Autism Model School Annex.**