

The Autism Model School
Approved Board Meeting Minutes
June 25, 2013

Attending: Raj Parikh, Mark Greenblatt, Carl Windnagle, Lisa Marsalek, James Rothschild, Edward Cancio

Excused: Mary Murray, Sherry Moyer, Isaac Demarest

Also in Attendance: Mary Walters, Director; Kali Kowalski, Receptionist/Recorder of the Minutes; Emilie Richardson, Sponsor Representative

The meeting was called to order at 6:06 p.m.

I. Welcome and Public Comments

Nothing was presented.

II. Comments from Sponsor Representative, Emilie Richardson

Ms. Richardson reviewed the importance of the board receiving paperwork stating members have clean BCI/FBI records prior to voting members onto the board. The board has not yet received paperwork for its newest member, Isaac Demarest. *[Update: as of 6/27/13 paperwork has been received stating Isaac Demarest has no BCI/FBI records.]* Ms. Richardson also reviewed section 2.2 of the sponsorship contract stating that BCI/FBI checks MUST be completed prior to being voted on to the board. Ms. Richardson spoke on behalf of the Sponsor stating that the school has until the end of July 2013 to have all board members' background checks completed or they will look towards removal of such members from the board.

Raj Parikh assured the Sponsor that the board will adjust their procedures to comply with the statute for all future board members.

III. Minutes from May 27, 2013, Board Meeting. Discussion and Approval

Motion to approve the May 27, 2013 Board Minutes as written:

1. Mark Greenblatt

2. James Rothschild

Vote: Yes – Unanimous – Parikh, Windnagle, Marsalek, Cancio, Greenblatt, Rothschild.

IV. Committee Reports

A. Finance Committee

1. May, 2013 Budget Reconciliation and Variance Report

Mary Walters, Director presented the reports to the board and noted that there have been some changes to April's Budget Reconciliation that took place throughout the month of May. In Line 101 of the report is a summary of all changes to April. Mark Greenblatt discussed that May's Cash on Hand is \$20,000 above what was budgeted. He stated this is very positive considering all the changes to the curriculum and school grounds that have taken place.

Motion to approve May, 2013 Budget Reconciliation and May, 2013 Variance Report as presented in the board meeting packet:

1. *Lisa Marsalek*
2. *Carl Windnagle*

Vote: Yes – Unanimous – Parikh, Greenblatt, Rothschild, Cancio, Marsalek, Windnagle.

2. Fiscal Year 2014 Projected Budget

Mary Walters presented the Projected Budget. Legislation regarding funding for charter schools will probably change from what it had been until now. The state government will most likely be revising their formula for determining the amount of funding the school will receive. Ms. Walters expressed a concern regarding estimating these amounts so the school's 2014 projected income is based on the governor's budget and what information is being relayed regarding the senate and house versions. After the board reviewed more details of the budget Mr. Parikh expressed a concern regarding budgeting any negative amounts and suggested deflating some of the less crucial projected numbers to decrease any projected deficit for the 2014 Fiscal Year. Ms. Walters continued to explain that she increased the projected cost of school supplies based upon figures from the 2013 Fiscal Year. She elaborated further on increases such as an increase in rental amount (increase of \$1,000) as well as maintenance and internet connection costs.

Mr. Rothschild requested Ms. Walters review the budget further to cut costs wherever possible. An extension to review the budget further will also allow time for the government to make the new funding formula public information so the director can estimate the revenue fully.

Motion to approve Fiscal Year 2014 Projected Budget subject to amendments to be made by the Director:

1. *Carl Windnagle*
2. *James Rothschild*

Vote: Yes – Unanimous – Parikh, Greenblatt, Marsalek, Cancio, Windnagle, Rothschild.

3. NWOCA Fiscal and EMIS Service Contracts

The board reviewed the current contracts for renewal of services in the 2014 Fiscal Year.

Motion to approve a total of \$4,900.00 plus \$0.50 per the school's ADM (average daily membership) for Fiscal Services under a NWOCA contracted district and EMIS Student Tracking Services

1. *James Rothschild*
2. *Carl Windnagle*

Vote: Yes – Unanimous – Parikh, Greenblatt, Marsalek, Cancio, Windnagle, Rothschild.

B. Curriculum Committee

Ms. Walters stated there are no changes or updates to the curriculum at this time.

C. Strategic Planning Committee

Raj Parikh suggested that board members James Rothschild and Lisa Marsalek start overseeing/directing the Strategic Planning Committee. Mary Walters will forward the information that Raj had presented to the board of directors during the Fall of 2012.

D. Policies and Procedures Committee

1. Teacher Evaluation Policy

Ms. Walters drafted a Teacher evaluation policy based on the Ohio Department of Education Template and inserted into the board meeting packet, pages 15-21. This new policy or a policy meeting the state's guidelines must be adopted by the school no later than July 1, 2013 to meet the state requirements for "Race to the Top".

Motion to approve the Teacher Evaluation Policy as presented in the board meeting packet:

1. James Rothschild

2. Lisa Marsalek

Vote: Yes – Unanimous – Parikh, Greenblatt, Windnagle, Cancio, Rothschild, Marsalek.

E. Board Meeting and Committee Projected Calendar for Fiscal Year 2014

The board discussed the Fiscal Year 2014 projected calendars. Individual members announced any known conflicts and rescheduled dates accordingly. Amendments are noted on updated calendar available through our website.

Motion to approve the Board/Finance Committee Meeting Calendar as amended:

1. Lisa Marsalek

2. Mark Greenblatt

Vote: Yes – Unanimous – Parikh, Windnagle, Rothschild, Cancio, Marsalek, Greenblatt.

V. Director's Report

Mr. Rothschild opened the topic with discussion regarding a Finance Committee meeting with the St. Clement's Parish. The Parish expressed concerns regarding the utility costs; they did not take into account how greatly the expense would increase with our occupancy. Father Mike Brown stated that the Parish is experiencing a deficit each month of \$600 in utility costs and \$400 in added maintenance costs.

All board members agree that even with a \$1,000.00 per month increase to our lease we would not be able to find another option at a lower cost. The Finance Committee proposed to the Parish that the school's lease be extended another four years to align with sponsorship contract renewal dates. If the Parish agrees to this extension the board will accept the \$1,000 per month increase in rental cost.

Mr. Greenblatt reviewed information proposed to the Parish regarding carpet replacement in several areas throughout the school. Father Mike Brown agreed to cover half of the cost to lay carpet in critical areas.

Motion to allow Director to increase monthly rental amount by \$1,000 if the Parish agrees to extend the lease an additional four years:

1. *James Rothschild*
2. *Mark Greenblatt*

Vote: Yes – Unanimous – Parikh, Windnagle, Marsalek, Cancio, Rothschild, Greenblatt.

Ms. Walters also reported regarding paid internships for students of the University of Toledo and Bowling Green State University. Since the last board meeting Ms. Walters has contacted the University of Toledo and will follow up this month.

Ms. Walters reviewed information regarding a possible line of credit for the school. Mr. Rothschild suggests looking into a couple different lenders before the board makes a decision regarding the loan, including Fifth Third Bank. The board stated that there is no immediate need for a line of credit but it could help protect the school in the event of an emergency. Ms. Richardson suggests speaking more in detail regarding the line of credit with the Sponsor Treasurer, Richard Cox.

VI. Old Business

A. Board Elections

1. Nominees

a. Secretary: Lisa Marsalek

Vote: Yes – Unanimous – 6:0.

b. Treasurer: Carl Windnagle

Vote: Yes – Unanimous – 6:0.

c. Vice President: Mark Greenblatt

Vote: Yes – 5:1.

d. President: Raj Parikh

Vote: Yes – 5:1.

B. Contract Modification

1. Formal Contract Modification Paperwork

2. Motion to approve Contract Modifications as presented in the board meeting packet:

1. *Lisa Marsalek*

2. *Mark Greenblatt*

Vote: Yes – Unanimous – Parikh, Windnagle, Rothschild, Cancio, Greenblatt, Marsalek.

2. Admissions Policy Changes

Motion to approve the Admission Policy changes as presented in the board meeting packet:

1. *Carl Windnagle*

2. *Ed Cancio*

Vote: Yes – Unanimous – Parikh, Greenblatt, Marsalek, Rothschild, Windnagle, Cancio.

VII. New Business

Nothing was presented.

VIII. Adjourn

Motion to adjourn at 7:23 p.m.

1. *Carl Windnagle*
2. *Mark Greenblatt*

Vote: Yes – Unanimous – Parikh, Rothschild, Marsalek, Cancio, Greenblatt, Windnagle.