

The Autism Model School  
Board Meeting Agenda  
July 23, 2013

- I. Welcome and Public Comments.
- II. Comments from Amy Borman, Esq.
- III. Minutes from the June 25, 2013, board meeting. Discussion & approval. 2-6
- IV. Committee Reports
- a. Finance Committee report \*1
    - i. June, 2013 budget reconciliation and variance report. (Motion needed) 7-11
    - ii. FY 2014 projected budget. Review & possible motion \*2-\*5
  - b. Curriculum Committee—Recommended curriculum purchases \*4-\*5
  - c. Strategic Planning Committee
  - d. Policies and Procedures Committee
- V. Director's Report 12-16
- VI. Old Business
- VII. New Business \*17 Board Member Training
- VIII. Adjourn \*18 Letter from the Diocese

\*Numbers = Items that were not included in the board packet materials emailed on 7-19-13

**The Autism Model School**  
**Board Meeting Minutes – Draft**  
**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.*

7

	B	D	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1																
2																
3		Beginning													12 Month	MTD
4		Balance													Total	Total
5		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June			
6		556,443.22													556,443.22	
7		44,024.68	44,024.68	44,024.68	63,284.88	54,210.91	49,889.52	49,889.52	49,273.50	50,346.64	45,740.61	50,788.57	48,164.77	593,662.96		
8		550.98	550.98	550.98	789.75	674.27	623.39	623.39	660.02	632.55	554.55	530.13	614.57	7,555.56		
9		645.81	645.80	645.81	884.57	759.10	718.21	718.22	754.84	727.38	649.37	1,668.04	804.22	9,821.37		
10		184,929.99	184,929.99	184,929.99	276,114.64	211,315.23	229,203.34	203,477.07	211,538.45	220,146.56	194,095.58	215,709.75	212,839.22	2,529,229.81		
11		83.77	83.77	83.77	120.95	103.51	95.14	95.14	99.49	96.71	84.78	81.93	91.41	1,120.37		
12		3,694.58	3,694.58	3,694.58	5,267.25	4,534.29	4,174.86	4,174.96	4,414.17	4,235.84	3,709.01	3,547.75	4,095.85	49,371.82		
13		25.93	48.31	25.93	25.93		18.91	52.17		50.98	49.34	50.99	49.36	371.92		
14		3,632.08	3,632.09	3,632.08	3,472.35	3,472.35	3,472.35	3,472.35	3,472.35	(7,064.50)	32,715.97	6,708.73	6,948.33	67,566.53		
15		Other		10,087.00		12,321.50		3,121.05	89.00	293.59	1,455.91	169.90	150.55	27,688.50		
16		CCIP						1,486.10						0.00		
17		Total Receipts General Fund	237,567.82	237,561.89	247,697.20	381,236.50	287,391.16	288,195.82	267,109.97	270,301.82	269,465.75	279,055.12	279,255.79	273,758.28	3,318,617.12	
18															0.00	
19		Wages and Finges													0.00	
20		Teachers-oc 1221	56,967.72	59,534.00	62,980.69	62,425.62	54,491.87	62,230.78	62,289.16	62,852.36	62,417.40	61,586.23	64,121.10	63,781.22	735,688.15	
21		Para Professionals-oc 2215	46,372.43	55,811.48	56,751.76	53,280.51	60,344.00	56,360.16	63,463.52	62,602.70	53,599.71	58,994.93	61,373.34	58,632.80	687,487.14	
22		Administration 2429 &2419	22,151.92	22,295.92	25,197.78	5.64	20,969.14	18,067.28	14,994.42	25,103.48	27,997.64	28,144.64	30,569.64	27,441.38	262,738.88	
23		Staff Speech & OT	12,586.40	13,115.22	13,629.38	13,115.22	13,115.22	9,257.41	7,105.18	9,030.50	13,115.22	13,115.22	13,115.22	143,115.41		
24		Van/Driver Payroll	19,346.88	14,773.68	19,035.24	27,134.16	23,972.45	16,572.96	20,431.23	32,760.12	17,693.00	18,122.68	10,755.84	247,267.16		
25		Additional Staff payroll (Asst. JTC & B Mgmt)								4,505.68				4,505.68		
26		Health Benefits	6,674.77	8,433.04	10,026.22	7,750.30	7,541.99	8,166.94	9,048.78	12,531.98	10,469.23	9,967.03	29.24	22,960.21	113,599.73	
27		Medicare	2,033.17	2,186.04	2,297.18	1,911.81	2,327.89	2,216.82	2,225.01	2,591.33	2,219.23	2,352.30	2,465.02	2,363.16	27,189.06	
28		Retirement - STRS	9,026.00	9,026.00	9,026.00	10,072.59	21,865.95	23,013.90	12,404.00	11,346.00	14,500.00	14,500.00	14,020.15	14,500.00	163,300.59	
29		Retirement - SERS	9,249.00	15,893.27	23,437.89	15,665.78	9,249.00	12,023.77	14,611.95	27,17.45	9,249.00	12,606.66	12,354.00	11,749.61	156,637.38	
30		Employment/Medical Tests	669.00	288.00	437.00	566.00	547.24	332.00	138.58	212.00	240.00	475.00	185.00	257.00	4,396.82	
31		Workm'n's Comp.	16,365.16						10,700.01	11.69				27,066.86		
32		UE Insurance	541.46	717.94	534.14	577.73	29.28	29.64	28.58		126.23	973.47	1,741.10	5,299.57		
33		Total Wage & Fringe:	201,963.91	202,074.59	223,353.28	192,535.36	214,454.03	222,225.53	215,744.38	219,871.08	222,609.06	220,308.48	216,155.39	227,297.34	2,578,592.43	
34															0.00	
35															0.00	
36		Building and Grounds													0.00	
37		Leases	14,400.00	14,095.00	13,400.00	13,400.00	13,400.00	13,400.00	13,400.00	13,400.00	13,400.00	13,400.00	13,400.00	13,400.00	162,495.00	
38		Arrex House	695.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	13,895.00	
39															0.00	
40															0.00	
41		Telephone/Internet	1,092.67	1,385.87	1,152.42	1,175.41	4,329.29	1,145.21	3,269.92	1,180.10	1,169.52	1,173.26	1,173.05	19,405.05		
42		Maintenance	500.02	1,192.70	5,682.55	4,053.96	855.97		89.34	1,681.85	1,067.26	6.99	1,657.90	16,788.54		
43		Jointroll Services/Supplies													0.00	
44		Security													0.00	
45		Insurance		6,744.00	838.00	2,568.00									0.00	
46		Property Taxes													11,161.00	
47		Total of Building and Grounds	16,687.69	24,617.57	22,272.97	22,397.37	19,785.26	15,745.21	17,949.26	17,461.95	16,836.78	15,780.25	18,437.23	15,773.05	223,744.59	
48															0.00	
49		Office Supplies / Equipment													0.00	
50		Administrative Supplies	279.35	187.71	322.34	1,049.28	634.07	79.64	273.68	2,632.60	1,588.35	372.19	281.24	686.26	8,386.71	
51		Copier Lease	1,454.61	1,999.08	1,104.40	2,632.06	606.83	2,766.03	563.79	1,181.01	1,509.30	2,356.28	1,152.97	301.47	17,027.83	
52		Copier Maintenance													0.00	
53		Accounting Costs / Payroll	8,954.21	8,735.22	9,510.28	10,630.36	11,933.06	10,434.24	10,199.15	9,942.96	10,105.37	10,181.87	10,020.07	10,070.11	120,716.90	
54		Audit				735.00		2,009.00	1,476.00	2,376.00	451.00	123.00	823.00		7,995.00	
55		Holiday Gift Cards						3,705.00							3,705.00	
56		Petty Cash					251.84				2.00				253.84	
57		Travel Expenses	127.58	382.59	64.30	122.73	278.10		313.09	224.98	154.92	198.88	198.17	78.54	2,143.88	



9

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
2					June budget FY 13 for the July 23, 2013 Board Meeting														
3			Beginning												479.85			12 Month	
4			Balance													479.85		MTD	
166	GRANTS			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	June		Total	Total	
167																			
168	Title I			47,371.80	49,645.78	49,654.78	49,654.78		\$ 30,443.81	35,334.89	31,200.00	25,423.85	20,594.98	11,819.40	(1,419.95)				
169	Title I/A			2,131.90	2,131.90	2,131.90	2,131.90		219.95	219.95	218.94	218.94	218.94	96.07	0.00				
170	IDEA-B			61,670.92	63,663.91	63,663.91	32,387.73		15,430.44	2,406.77	0.00	0.00	0.00	0.00	0.00				
171	21st Century COLC			200,000.00	200,000.00	149,578.02	143,181.19		110,487.96	92,061.17	86,442.99	68,023.61	49,727.09	43,113.03	0.00				
172	Race to the Top			1,629.00	1,629.00	1,629.00	1,629.00		18,290.00	(14,466.00)	0.00	0.00	0.00	0.00	0.00				
173	Title IID				350.68	350.68	350.68		350.68	0.00	0.00	0.00	0.00	0.00	0.00				
174	Total			312,803.62	317,421.27	267,008.29	229,335.28		175,222.84	115,556.78	117,861.93	93,666.40	70,541.01	55,028.50	(1,419.95)				
175																			
176	Non-government funded grants																		
177	IPad (O.C. & GLCA)			7,554.20	9,791.65	2,231.85	1,433.85		1,439.45	840.45	840.45	840.45	840.45	840.45	6.00				
178	Lenny's/staff appreciation			6,333.63	6,333.63	5,209.63	3,643.89		3,029.53	5,807.91	5,674.66	4,412.69	4,412.69	0.00	0.00				
179	Fundraising/Pub. Support			3,316.63	3,291.89	3,291.89	4,341.14		3,519.99	3,519.99	3,666.44	3,727.29	0.00	73.86	0.00				
180	Yearbook			278.62	278.62	278.62	278.62		278.62	278.62	278.62	278.62	278.62	278.62	278.62				
181	Prom			2,465.17	2,465.17	2,465.17	2,465.17		2,465.17	2,465.17	2,730.17	2,675.18	3,127.68	1,643.18	1,643.18				
182	Living Classroom (GLCA)			1,746.02	1,644.95	1,401.89	1,389.86		1,357.97	1,293.99	1,262.00	1,230.01	1,230.01	1,166.03	0.00				
183	Parent Supplies				2,410.00	(565.75)	(336.49)		312.98	312.98	452.90	90.61	90.61	0.00	0.00				
184	Transition Program Fund			523.00	(473.20)	(473.20)	(397.71)		(560.41)	(479.91)	(238.41)	(238.41)	(400.91)	95.34	95.34				



	A	B	C	D	E	F	G	H	K	L	M	N	O
1						Variance Report for June 2013 Draft 1							
2													
3			Beginning	Budgeted	June Actuals	Variance for June (G-F)		June		June			
4			Balance	June				Year to Date Budgeted		Year to Date Actuals			YTD Variance (M-N)
5	General Fund				556,443.22	556,443.22							
6	Basic Foundation			53,703.50	48,164.77	(5,538.73)		644,442.00		593,662.96			(50,779.04)
7	munty Outreach Aid			635.49	614.57	(20.92)		7,625.88		7,355.56			(270.32)
8	DPIA Safety & Security			841.05	804.22	(36.83)		10,092.60		9,621.37			(471.23)
9	Student Entitlements Weighted			223,875.58	212,839.22	(11,036.36)		2,686,506.96		2,529,229.81			(157,277.15)
10	Professional Development Aid			96.71	91.41	(5.30)		1,160.52		1,120.37			(40.15)
11	Parity Aid			3,645.77	4,095.85	450.08		43,749.24		49,237.82			5,488.58
12	Interest from Accounts			20.00	49.36	29.36		240.00		371.92			131.92
13	Career Tech Funds			3,632.08	6,948.33	3,316.25		43,584.96		67,566.53			23,981.57
14	Classroom opportunities			3.00	150.55	147.55		36.00		27,688.50			(3,300.00)
15	Student Fees					0.00		3,300.00		0.00			(76,086.24)
16	CCIP			9,070.71		(9,070.71)		108,848.52		32,762.28			(230,969.56)
17	Total Reciepts General Fund			295,523.89	273,758.28	(21,765.61)		3,549,586.68		3,318,617.12			
18													
19	Wages and Finges												
20	Teachers-oc 1221			61,468.10	63,781.22	2,313.12		737,617.20		735,688.15			(1,929.05)
21	Para Professionds-oc 2215			62,640.11	58,632.60	(4,007.51)		751,681.32		687,487.14			(64,194.18)
22	Administration 2429 & 2419			21,401.90	27,441.38	6,039.48		256,822.80		262,738.88			5,916.08
23	Staff Speech & OT			17,490.51	13,115.22	(4,375.29)		209,886.12		143,415.41			(66,470.71)
24	VanDriver Payroll			20,431.23	10,755.84	(9,675.39)		245,174.76		247,267.16			2,092.40
25	Additional Staff payroll			9,166.67		(9,166.67)		110,000.04		4,505.68			(105,494.36)
26	Hechth Benefits			6,498.77	22,960.21	16,461.44		77,995.24		113,599.73			35,614.49
27	Medicare			2,496.43	2,363.16	(133.27)		29,957.11		27,189.06			(2,768.05)
28	Retirement - STRS			12,337.54	14,500.00	2,162.46		148,050.47		163,300.59			15,250.12
29	Retirement - SERS			14,626.25	11,749.61	(2,876.64)		175,515.04		156,637.38			(18,877.66)
30	Employment/Medical Tests			135.00	257.00	122.00		3,026.93		4,396.82			1,369.89
31	Workm'n's Comp.					0.00		29,169.83		27,066.86			(2,102.97)
32	UE Insurance			3,500.00	1,741.10	(1,758.90)		26,871.50		5,299.57			(21,571.93)
33	Total Wage & Finge:			232,192.51	227,297.34	(4,895.17)		2,801,758.36		2,578,592.43			(223,165.93)
34													
35													
36	Building and Grounds												
37	Leases			13,400.00	13,400.00	0.00		160,800.00		162,495.00			1,695.00
38	Priest's House			1,200.00	1,200.00	0.00		14,590.00		13,895.00			(695.00)
39						0.00		0.00		0.00			0.00
40						0.00		0.00		0.00			0.00
41	Telephone/Internet			2,601.00	1,173.05	(1,427.95)		31,599.72		19,405.05			(12,194.67)
42	Maintenance			150.00		(150.00)		4,443.30		16,788.54			12,345.24
43	Janitorial Services/Supplies			150.00		(150.00)		540.82		0.00			(540.82)
44	Security					0.00		0.00		0.00			0.00
45	Insurance					0.00		7,852.00		11,161.00			3,309.00
46	Property Taxes					0.00		23,000.00		0.00			(23,000.00)
47	Total of Building and Grounds			17,501.00	15,773.05	(1,727.95)		242,825.84		223,744.59			(19,081.25)
48													
49	Office Supplies / Equipment												
50	Administrative Supplies			500.00	686.26	186.26		6,000.00		8,386.71			2,386.71
51	Copier Lease			1,500.00	301.47	(1,198.53)		17,081.79		17,027.83			(53.96)



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
52	Copier Maintenance				500.00			(500.00)				1,005.00	0.00		(1,005.00)
53	Accounting Costs / Payroll				10,025.86	10,070.11		44.25				120,310.34	120,716.90		406.56
54	Audit							0.00				8,752.71	7,995.00		(757.71)
55	Holiday Gift Cards							0.00				0.00	3,705.00		3,705.00
56	Petty Cash				250.00			(250.00)				500.00	253.84		(246.16)
57	Travel Expenses				300.00	78.54		(221.46)				5,862.00	2,143.88		(3,718.12)
58	Total of Office Supplies / Eqpt				13,075.86	11,136.38		(1,939.48)				159,511.84	160,229.16		717.32
59															
60															
61															
62															
63															
64	Classroom Support														
65	Classroom Supplies				7,329.68	8,056.47		726.79				87,956.16	130,718.68		42,762.52
66	Classroom start-up supplies							0.00				15,000.00	0.00		(15,000.00)
67															
68															
69															
70	Total of Classroom Support				7,329.68	8,056.47		726.79				102,956.16	130,718.68		27,762.52
71								0.00				0.00	0.00		0.00
72	Direct Services							0.00				0.00	0.00		0.00
73	P/T Services				60.00	930.00		870.00				3,360.00	5,400.00		2,040.00
74															
75															
76	Psychology Fees				166.67			(166.67)				2,166.67	0.00		(2,166.67)
77	Transportation Expenses				14,185.16	14,028.01		(157.15)				170,221.92	159,098.14		(11,123.78)
78	Staff Development				1,000.00	2,484.00		1,484.00				12,000.00	3,813.12		(8,186.88)
79	Total of Direct Services				15,411.83	17,442.01		2,030.18				187,748.59	168,311.26		(19,437.33)
80															
81	Other Expenses														
82	Marketing / Fundraising							0.00				0.00	0.00		0.00
83	Personnel Advertising				200.00	570.98		370.98				1,923.08	5,460.94		3,537.86
84	Community Outreach / PR							0.00				0.00	0.00		0.00
85	Legal Fees				2,689.25	1,654.50		(1,034.75)				32,271.00	10,238.75		(22,032.25)
86	Contingency/Other							0.00				0.00	(958.67)		(958.67)
87	Total of Other Expenses				2,889.25	2,225.48		(663.77)				34,194.08	14,741.02		(19,453.06)
88															
89															
90	Total of Expenses w/o Encumbered \$				288,400.13	281,930.73		(6,469.40)				3,528,994.87	3,276,337.14		(252,657.73)
91	Revenue from Oct.					31,276.18		31,276.18				0.00	0.00		0.00
92	Starting Cash Balance:				569,911.27	575,619.47		5,708.20				556,443.22	556,443.22		0.00
93	Incoming Cash				295,523.89	273,758.28		(21,765.61)				3,549,586.68	3,318,617.12		(230,969.56)
94	Less: Expenditures:				288,400.13	281,930.73		(6,469.40)				3,528,994.87	3,276,337.14		(252,657.73)
95	Surplus or Deficit (Inc. cash - Expend.)				577,035.03	598,723.20		21,668.17				577,035.03	598,723.20		21,688.17
96	Net Cash Balance:														
97															
98	Correction from the first draft variance report which incorrectly reported the budeted totals of July through Sep. This corrected report has column M with the bugeted totals from July thru O														0.00
99	Line 5 Column F is adusted from the originally approved FY13 budget to match the actual July 1, 2012 carryover as reconciled in July, 2012 with the school's fiscal agent. Original carryover														
100	Notes for July, 2012														
101	Line 20 Teacher Salary: Low due to expansion not starting till Aug.														
102	Line 21 Para Pro Aides Salary: Low due to expansion not starting till Aug.														



★ 1

The Autism Model School  
Finance Committee Meeting  
July 17, 2013

Attending: Mark Greenblatt, Carl Windnagle, Isaac Demerest, Mary Walters

The committee reviewed the budget and variance report for June, 2013, that was reconciled with the fiscal agent's figures. After discussion, the committee recommends that the board of directors approve the June, 2013 budget.

Draft 3 of the Fiscal Year 2014 budget was reviewed along with the Anticipated Curriculum Purchases. The committee had several questions regarding the proposed budget, and Carl indicated he would review the budget in detail and get back to Mary.

Follow-up: Carl spoke with Mary and made recommendations for Draft 4 which is included in the board packet.

[illegible]





2013-2014 Anticipated Curriculum Expenditures  
ONLINE AND RECURRING CURRICULUM COSTS

NAME OF PROGRAM	ESTIMATED NUMBER OF STUDENTS/UNITS	COST PER UNIT	TOTAL COST
PLATO LICENSE (online)--will be due in early September, 2013.	6	\$1,755.00	\$10,530.00
MIMO SPROUT READING (online)--purchased in June, 2013.	Unlimited	\$2,500.00	\$2,500.00
TEACHTOWN (online)--will be due in January.	24	\$282.00	\$6,768.00
CONTINGENCY CLASSES (Art, Cake Decorating, Dance)--spread throughout the year	1	\$5,000.00	\$5,000.00
DIRECT INSTRUCTION MAINTENANCE SUPPLIES (student workbooks, etc.)	1	\$5,000.00	\$5,000.00
<b>TOTAL</b>			

DI maintenance spread throughout the year.

**TOTAL** \$29,798.00

NEW CURRICULUM PURCHASES (ONE TIME PURCHASE)			
NAME OF PROGRAM	STIMATED NUMBER OF UNIT	COST PER UNIT	TOTAL COST
LANGUAGE FOR LEARNING: Teacher Materials (August)	4	\$748.50	\$2,994.00
LANGUAGE FOR LEARNING: Student Workbooks A/B (August)	30	\$11.13	\$333.90
LANGUAGE FOR LEARNING: Student Workbooks C/D (August)	30	\$11.13	\$333.90
LANGUAGE FOR LEARNING: Supplemental Materials (August)	1	\$152.31	\$152.31
LIFE HORIZONS SEX EDUCATION (Apollo, Mercury, Pegasus, Centaurus, Gemini, Saturn)	3	\$799.00	\$2,397.00
CIRCLES RELATIONSHIP CURRICULUM	3	\$1,199.00	\$3,597.00
CONNECTING MATH CONCEPTS: Teacher Materials D (August)	3	\$324.00	\$972.00
CONNECTING MATH CONCEPTS: Student Textbooks D (August)	23	\$104.00	\$2,392.00
CONNECTING MATH CONCEPTS: Student Workbooks D (August)	23	\$31.05	\$714.15
CONNECTING MATH CONCEPTS: Teacher Materials E (August)	2	\$324.00	\$648.00
CONNECTING MATH CONCEPTS: Student Textbooks E (August)	10	\$193.50	\$1,935.00
CONNECTING MATH CONCEPTS: Student Workbooks E (August)	10	\$51.75	\$517.50
ASSIST SERIES: HELPING KIDS HANDLE CONFLICT (PRIMARY)	7	\$50.95	\$356.65
ASSIST SERIES: HELPING KIDS HANDLE CONFLICT (INTERMEDIATE)	6	\$55.95	\$335.70
ASSIST SERIES: BUILDING SELF-ESTEEM IN THE CLASSROOM (PRIMARY)	7	\$55.95	\$391.65
ASSIST SERIES: BUILDING SELF-ESTEEM IN THE CLASSROOM (INTERMEDIATE)	6	\$55.95	\$335.70
ASSIST SERIES: FRIENDSHIP SKILLS (PRIMARY)	7	\$55.95	\$391.65
ASSIST SERIES: FRIENDSHIP SKILLS (INTERMEDIATE)	6	\$55.95	\$335.70
PAES LAB (August)	1	\$25,000.00	\$25,000.00
<b>TOTAL</b>			

**TOTAL** \$44,133.81

**TOTAL COSTS COMBINED FOR 2013-2014** \$73,931.81

★ 4

\*5

July/August purchases

\$46,522.76

January purchases

\$12,762.00

Spring, 2014 or next fiscal year purchases

\$2,147.05

Already purchased (HeadSprout Reading) or ongoing

\$12,500.00

Double Check

\$73,931.81

The Autism Model School  
Director's Report  
July 19, 2013

1. Carpeting and Lease payment issues/St. Clement: No update from the June report. The Parish Financial Manager informed me there has been no information provided by the Diocese to the parish as of this time.
2. The line of credit information is included in the table following this report.
3. Internship-at-Autism Model School offering possibility at UT: The school is in the process of uploading the details of the internship position into the electronic system maintained at University of Toledo.
4. Detailed information on the purchase of a wheelchair accessible van is included in the pages following the line of credit information.

Quick Comparison of Costs\*

<u>Current Contracted Services</u>	<u>W/C Accessible Purchase Scenarios</u>	
\$41,200.00/Year	<u>Lower Cost</u>	<u>Higher Cost</u>
Van Purchase	\$18,000.00	\$39,000.00
Driver	23,500.00	23,500.00
Insurance	1,800.00	1,800.00
Aide	5,191.00	5,191.00
Gas	3,844.00	3,844.00
Maintenance	<u>2,000.00</u>	<u>2,000.00</u>
<b>Total</b>	<b>52,335.00</b>	<b>73,335.00</b>

\*Not using depreciation of the vehicle. Costs are ballpark amounts determined from the detailed information pages. Costs may vary from one vehicle to the next.

Resignations May 2013

Crystal Tressler	Para-Professional	5/9/2013
Brandon Grant	Para-Professional	5/15/2013
Kaycee Atkinson	Para-Professional	5/24/2013

New Hires May 2013

Mary Jo Besase	Monitor	5/6/2013
Chelsea James	Sub- Para	5/7/2013
Sally Ann Miles	Para-Professional	5/15/2013

Chelsea Pudvan  
Candy Seela

Sub- Para  
Para Professional

5/29/2013  
5/28/2013

Resignations June 2013

Cornisha Eason  
Sarah Vance

Para-Professional  
Para-Professional

6/26/2013  
6/25/2013



Line of Credit Information  
Verbal Information Only for Key and PNC  
Approved for Huntington  
July 23, 2013

	Maximum Amount	Interest Rate	Annual Fee	Other Information
Huntington	\$100,000.00	Prime + 0.25%	0	No cost if the line of credit is not used. The school's checking account is with Huntington. Needs a board resolution, including naming of individual signer(s), and some additional paperwork.
Key Bank	\$50,000.00	Prime + 2.5% (best case)	\$250.00	Up to 1% in interest can be knocked off if the school opens a business account with Key.
PNC	\$100,000.00 (up to \$300,000.00 if a secured line of credit is desired)	Prime + 1.85% (best case if the line of credit is unsecured)	\$175.00	Must open a business account with PNC to receive any line of credit. No guarantor is needed but if there is a personal guarantor, this speeds up the application process.
Fifth Third	?	?	?	Jennifer Witt and I touched base on Monday, July 22. I had previously emailed financials for 3 years to Dave Koenig. Jennifer asked several operational/financial questions and told me she would get back to me asap.

### **Purchasing a vehicle with wheelchair access.**

#### Currently:

##### Costs:

\$70.00 per trip (2 x a day)

\$30.00 for bus aid per trip (2x a day)

\$200.00 a day x 206 days = \$41,200

The price does not change regarding the amount of students

#### Purchasing a new vehicle costs:

Used Vehicle: Between \$18,000 and \$39,000

The average cost of one van driver: \$23, 5000 a year

The average cost of insurance for one van: \$1, 800 a year

Estimated cost of ride along staff member on van: \$5,191 a year (this is riding 3 hours a day)

Miles per gallon: 10 – 12

32 miles to and from Anne Grady where student resides for one trip

Does not include the vehicle picking up other students in area.

\*No special license is required to operate these vehicles

#### Vehicles seen: (final page attached is services that are provided)

##### 1. 2003 Starcraft :

- 9 passenger w/2 wheelchair positions
- Mileage: 61,283
- Cost: \$18,050 (sales tax not included)

##### 2. 2005 Startrans:

- 12 passenger w/ 2 wheelchair positions
- Mileage: 82,921
- Cost: \$ 22,250 (sales tax not included)

##### 3. 2006 Turtle Top

- 12 passenger w/ 2 wheelchair positions
- Mileage: 99,816
- Cost: \$26,150 (sales tax not included)

#### 4. 2007 Elkart Coach

- 12 passenger w/ 2 wheelchair positions
- Mileage: 79,014
- Cost: \$29,250 (sales tax not included)

#### 5. 2009 Elhart Coach

- 12 passenger w/ 2 wheelchair positions
- Mileage 30,562
- Cost: \$39,245 (sales tax not included)

#### Tesco Dealership:

Already included discounts between \$2000 and \$3900 for each vehicle already figured into the final price.

Each vehicle is fully serviced before it leaves facility.

Guarantee we will pass state inspection or they will make the necessary repairs

Extended warranty options honored by Guardian Warranty Co. and serviced at any local repair shop. Tesco can also do maintenance.

Graphics on vehicles can be removed as part of service. Adding graphics/lettering is at a cost.

# Charter School Board Member Training

One-day sessions being offered in Cincinnati, Columbus, and Cleveland



Charter school board members are invited to join us in Cincinnati, Columbus, or Cleveland for this one-day board training presented in partnership with Ulmer & Berne LLP.

## Topics will include:

- Ethics and Conflicts of Interest
- The Ins and Outs of Financial Audits
- Discrimination and Harassment
- Sunshine Law/Public Records and FERPA
- Roles and Responsibilities of Board Members

## Presenters:

- Attorneys from the law firm of Ulmer & Berne LLP as well as guest presenters in each city

## LOGISTICS:

### Dates & Locations:

- 8/12/13 Ulmer & Berne LLP Cincinnati Office  
600 Vine Street, Suite 2800, Cincinnati, Ohio 45202
- 8/13/13 Capital University Law School  
303 East Broad Street, Columbus, Ohio 43215
- 8/14/13 Ulmer & Berne LLP Cleveland Office  
1660 West 2nd Street, Suite 1100, Cleveland, Ohio 44113

**Time:** 9:30 a.m.– 3:30 p.m. (registration begins at 9:00 a.m.)

**Cost:** \$50 (member)/\$150 (non-member)

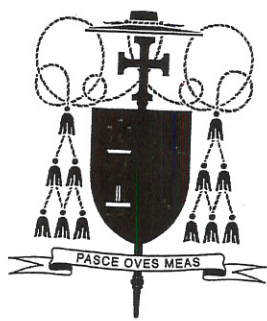
**Lunch:** On your own



ulmer | berne | llp  
ATTORNEYS

**REGISTRATION OR QUESTIONS:** Visit [oapcs.org](http://oapcs.org) to register. For registration questions, please contact Ashley Wilson at (614) 744-2266 x 209 or [awilson@oapcs.org](mailto:awilson@oapcs.org).

copy



OFFICE OF THE BISHOP  
THE DIOCESE OF TOLEDO

\*18

1933 SPIELBUSCH AVENUE  
TOLEDO, OHIO 43604-5360

9 July 2013

The Reverend Michael O. Brown  
Pastor  
Saint Clement Catholic Church  
3030 Tremainsville Road  
Toledo, Ohio 43613

Dear Father Brown,

Thank you for your letter dated 7 June 2013 regarding the change in lease agreement with the Autism Model School, located on the campus of Saint Clement Parish. Bishop Blair has reviewed your letter and has asked me to reply on his behalf.

Given the financial circumstances facing Saint Clement Parish, the need to rely on the income from the abovementioned charter school, and the fact that your finance council supports this change, Bishop Blair gives the necessary permission to make the amendments to the lease agreement. These changes are to be coordinated with Deacon James Caruso, General Counsel for the Diocese of Toledo.

Please note, however, that this permission does not give approval of any improvement projects that Saint Clement Parish may want to take at the leased school building that exceed the minimum cost for obtaining diocesan approval. Should an expense of that size be required, the process for approval of the expense, as given in the particular law of the diocese, is to be followed.

With prayerful best wishes, I remain

Fraternally yours in Christ,

The Reverend Monte J. Hoyles, JCL  
Chancellor

cc: Deacon James Caruso  
Mr. Walter Nevolis