

The Autism Model School
Board Meeting Agenda
June 25, 2013

-updated

- I. Welcome and Public Comments.
- II. Comments from sponsor representative, Emilie Richardson.
- III. Minutes from May 27, 2013, board meeting. Discussion & approval.
- IV. Committee Reports
 - a. Finance Committee
 - i. May, 2013 budget reconciliation and variance report. (Motion needed)
 - ii. FY 2014 projected budget. (Motion needed)
 - iii. *NWOCA Fiscal and EMIS Services Contracts (Motion Needed)*
 - b. Curriculum Committee
 - c. Strategic Planning Committee
 - d. Policies and Procedures Committee
 - i. Teacher Evaluation Policy (Motion needed)
 - e. Board Meeting and Committee projected calendar for FY 2014.
- V. Director's Report
- VI. Old Business
 - a. Board elections:
 - i. Nominees
 - 1. Secretary: Lisa Marsalek
 - 2. Treasurer: Carl Windnagle
 - 3. Vice President: Mark Greenblatt
 - 4. President: Raj Parikh
 - b. Contract modification
 - i. *Formal contract Modification paperwork (Motion Needed)*
 - ii. Admission policy change
- VII. New Business
- VIII. Adjourn

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The Autism Model School
Board Meeting Minutes - Draft
May 28, 2013

Attending: Raj Parikh, Carl Windnagle, James Rothschild, Mark Greenblatt, Lisa Marsalek, Sherry Moyer, Isaac Demarest

Excused: Mary Murray, Edward Cancio

Also Present: Mary Walters, Director; Kali Kowalski, Receptionist/Recorder of the minutes; Apryl Morin, Sponsor Representative

The meeting was called to order at 6:05 p.m.

I. Welcome and Public Commentary

Sue Crabtree presented on behalf of all paraprofessionals employed with the Autism Model School. Ms. Crabtree proposed to the board an increase in staff Sick Leave time. She also offered a show of support with signatures of other various staff members to the board.

Mr. Parikh mentioned that they have looked into increasing Sick Leave in previous years and there are certain concerns that were brought to light. Due to the fact that the school is such a small organization it is difficult to cover any absent staff's vital position within the school. Mr. Parikh agreed to reconsider the proposal and keep everyone informed after deliberation.

II. Board Minutes from April 30, 2013. Discussion/Approval.

Motion to approve April 30, 2013 Board Minutes as written:

1. Carl Windnagle
2. Mark Greenblatt

Vote: Yes – Unanimous – Parikh, Moyer, Rothschild, Marsalek.

III. Committee Reports

A. Finance Committee

1. April Budget

2. April Variance Report

Mr. Greenblatt updated the board on the fact that the state has corrected the shortage in the school's Job Training fund and he expects these funds to remain at least \$6,700.00 in future months. Ms. Walters stated more students have received approval for transition to work funding and the number of students receiving this funding will change from time to time.

Mr. Greenblatt mentioned we now hold just under two months of operating expenses in savings. We have almost reached the board's previous goal of three months operating expenses on hand. Mr. Parikh questioned moving operating expenses savings into an interest bearing account. Ms. Walters stated she has a meeting with Richard Cox of the Educational Service Center, the school's current fiscal agent, on May 29, 2013 and will update the board as soon as possible. She plans on addressing the possibility of changing the reporting of funds to the board to a document used by the fiscal agent. Jim Rothschild asked about information on a possible line of credit for the school for emergency situations and Ms. Walters indicated she did not have the information at this time but will get that information for the board.

Mr. Greenblatt mentioned that there has been an increase this year with staff's utilization of the health insurance which has caused the health benefits cost to significantly increase, although last year these figures were unexpectedly low.

Ms. Walters mentioned that there were recent glitches in the SOES and EMIS state systems that have affected our reimbursement. Some corrections were made, however there are still some flags

in the system that will be corrected eventually through the system and funding figures will continue to reflect these corrections.

Motion to approve April, 2013 budget and the April, 2013 variance report as presented in the board meeting packet:

1. Lisa Marsalek
2. Carl Windnagle

Vote: Yes – Unanimous – Parikh, Moyer, Greenblatt, Rothschild.

3. Update on State Budget for FY 2014

Ms. Walters stated there are no current updates to the State Budget for Fiscal Year 2014.

B. Curriculum Committee

1. PAES Visit

Ms. Walters presented information regarding the recent visit to observe an existing PAES program. In attendance were: Ms. Walters, Director; Becky Knapp, Job Transition Coordinator; Caryn Tanner, Assistant Job Transition Coordinator; and Joel Vidovic, Behavior Management Director. The site they visited was set up as a lab for a career exploration. The program offers instruction on various life skills such as utilizing hand tools and operating sewing machines. Currently the program covers 47 different categories of jobs/careers that students can explore. Ms. Walters stated that she is researching the various costs involved and any opportunities of possible grants to fund the addition of this program into the school's curriculum. Ms. Walters mentioned that key staff members agree that the addition of this program would be greatly beneficial for our older students. Ms. Walters relayed that Mr. Vidovic believes that this will give students many more opportunities to explore their interests and develop skills to help with job placements.

2. BYU contacts--changing to July visit.

Ms. Walters updated the board on the BYU school visit that was originally scheduled for June 21, 2013. The BYU contacts requested to postpone the observation of the school until July, 2013 when students are present.

C. Strategic Planning Committee

Ms. Walters stated that there are no current updates from the Strategic Planning Committee. Further updates will be presented at the June, 2013 board meeting.

D. Policies and Procedures Committee

1. School Admission/Enrollment Policy

Ms. Walters presented regarding the limitations on student disability ratios. She stated that she and Joel Vidovic, Behavior Management Director have been cooperating to revise the school's policies on enrollment ratios. In their research they discovered the possibility of being able to tie these numbers into the class size policies. Ms. Walters and Mr. Vidovic will present more information at future board meetings.

2. Teacher Evaluations

Ms. Walters stated that she attended a three day conference regarding the teacher evaluation policies. She included information in the meeting packet for the board to review and discuss at the June, 2013 board meeting. Ms. Walters stated that the school is being required to adopt these updated policies or a similar policy that aligns with the sample in the meeting packet. The new policies are directly related to "Race to the Top". For future evaluations the school must base 50% of the teacher evaluations on student progress.

3. Class Size

Based upon Ms. Walters and Mr. Vidovic's research on the policies the school's class size limit may be defined in a new policy and may be expanded beyond six students per classroom. Ms. Walters

stated that if the school's admission/enrollment policies encompass the classroom size it will allow additional flexibility.

4. Restraint/Seclusion

Ms. Walters stated that the school's current policies on restraint and seclusion are in compliance with the state's new requirements. Ms. Walters and Mr. Vidovic are still compiling an updated policy, and will submit it to the board at the earliest opportunity.

IV. Director's Report

Ms. Walters presented her report for April, 2013 Ms. Walters stated that the University of Toledo held a "disabilities prom" this year for various students throughout the area with disabilities. She stated that it may be beneficial for the school to combine their annual prom with the University's event if they continue holding the "disabilities prom" in future years. Ms. Walters presented the possibility of starting a Parent-Teacher Association and delegating the responsibility of planning student events to the committee. We currently have Method students from both universities, volunteers from St. John's Jesuit and a few other local businesses involved in the planning and execution of school events.

Ms. Walters also mentioned a concern with the high turnover rate of paraprofessionals. In response to Ms. Walter's concern, Mr. Rothschild suggested working with career services departments at local universities and colleges to recruit students for volunteer work as well as paid internships as paraprofessionals. He suggested implementing different bonus programs for the paid interns to ensure a low turnover of these interim employees.

Ms. Moyer suggested the possibility of recruiting university Method students for possible paraprofessional positions and substitutes.

Ms. Walters reviewed the April, 2013 staff new hires and resignations.

Motion to approve resignations/new hires:

1. Mark Greenblatt
2. Lisa Marsalek

Vote: Yes – Unanimous – Parikh, Moyer, Windnagle, Rothschild.

IV. Old Business

A. Van Driver Contract Information

Ms. Walters informed the board that administration is still in the process of negotiating Job1USA's current offer regarding the increase in salary for school van drivers.

B. Board elections

1. Slate of Officers

Motion to nominate Raj Parikh for Board Chairman:

1. Mark Greenblatt
2. James Rothschild

Vote: Yes – Unanimous – Parikh, Moyer, Windnagle, Marsalek.

Motion to nominate Mark Greenblatt for Board Vice-Chairman:

1. Carl Windnagle
2. James Rothschild

Vote: Yes – Unanimous – Parikh, Moyer, Greenblatt, Marsalek.

Motion to nominate Carl Windnagle for Board Treasurer:

1. Mark Greenblatt
2. James Rothschild

Vote: Yes – Unanimous – Parikh, Moyer, Windnagle, Marsalek.

Motion to nominate Lisa Marsalek for Board Secretary:

1. Mark Greenblatt

2. *James Rothschild*

Vote: Yes – Unanimous – Parikh, Moyer, Windnagle, Marsalek.

V. New Business

Ms. Walters presented information to the board regarding the recent increase in the cost of insurance. Mr. Rothschild stated he would like to research other insurance options available to the school for next year. He suggested a plan with a higher deductible and implementation of a Health Savings Account. Ms. Walters stated that if the laws mandating Obama Care are put into effect on schedule we will be required to change our health insurance plans regardless.

Ms. Walters presented new information regarding wheelchair accessible vehicles. After compiling price information she has narrowed down the options available. Some local companies will be visiting the school with samples of different vehicles. Mr. Rothschild stated that he has looked at a couple different models of vehicles recently and would prefer that the school use a vehicle with a mechanical lift because it appears to be much safer for the students getting in and out.

Ms. Walters presented statistics compiled by Matt Storer, Assistant Director regarding staff absences. She stated staff can accrue six paid days of Sick Leave per school year, 4 hours per month. Staff also receives approximately six paid weeks off a year for seasonal school breaks. In addition, all staff receive five personal days (teachers and administration; paid time off) or floater days (paraprofessionals; unpaid time off). She also indicated she approves leaves of absences for individual staff members if needed.

Ms. Walters stated that she was contacted by Father Mike of the St. Clements Parish regarding the school's lease contract with the Parish. She has returned messages but has not yet spoken to him. As updates arise she will keep the board informed.

Motion to adjourn meeting at 7:06 p.m.:

1. *Sherry Moyer*
2. *Isaac Demarest*

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

The next board meeting is scheduled for Tuesday June 25, 2013, at 6:00 p.m.

May budget FY 13 Draft 1 for the May, 2013, Finance Committee Meeting

	B	D	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
		Beginning Balance	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	12 Month Total	YTD Total
1																
2																
3																
4																
5	General Fund		536,443.22													
6	Basic Foundation		44,024.68	44,024.68	44,024.68	63,284.88	54,210.81	49,886.52	49,889.52	49,273.50	50,346.64	45,740.81	50,786.57	48,164.77	536,443.22	545,498.19
7	Community Outreach Ad		550.98	550.98	550.98	789.75	674.27	623.39	623.39	660.02	632.55	554.55	530.13	614.57	7,205.96	6,740.99
8	OPA Safety & Security		645.81	645.81	645.81	884.57	759.10	719.21	719.21	754.94	727.38	649.37	1,668.04	862.37	9,823.37	8,817.15
9	Student Enrichment Activities		181,929.99	181,929.99	181,929.99	276,114.84	271,315.23	229,203.34	203,477.07	211,538.45	220,146.56	184,065.58	215,709.75	212,839.22	2,529,204.81	2,316,350.59
10	Professional Development Ad		83.77	83.77	83.77	120.56	103.51	96.14	96.14	99.49	96.71	84.78	81.93	91.41	1,120.17	1,028.98
11	Party Aid		3,694.58	3,694.58	3,694.58	5,267.25	4,534.26	4,174.96	4,174.96	4,414.17	4,233.84	3,709.01	3,547.87	4,095.85	49,237.82	45,141.97
12	Relief from Accounts		25.93	25.93	25.93	48.31	25.93	18.91	18.91	52.17	50.98	49.34	50.98	20.00	342.56	322.56
13	Green Tech Fund		3,632.08	3,632.09	3,632.08	3,472.35	3,472.35	3,472.35	3,472.35	3,472.35	(7,084.50)	32,715.57	6,708.73	6,948.33	67,286.53	60,816.20
14	Other				10,087.00											27,537.95
15	Student Fees															0.00
16	OCF															0.00
17	Total Receipts General Fund		237,587.82	237,587.89	247,697.20	281,236.50	287,301.16	298,195.82	287,108.87	270,301.62	289,465.75	279,055.12	279,255.79	282,792.63	3,227,657.47	3,044,859.94
18						31,276.18		1,498.10						9,070.71	41,822.99	32,862.28
19	Wages and Fees															0.00
20	Teacher-oc 1221		56,967.72	59,534.00	62,980.89	62,828.62	54,491.87	62,230.78	62,299.16	62,852.36	62,417.40	61,586.23	64,121.10	61,468.10	733,375.03	671,096.53
21	Para Professional-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	58,684.53	61,373.34	62,640.11	691,494.65	628,854.54
22	Administrative 2479 & 2419		22,151.92	22,296.92	25,197.78	5.64	20,969.14	18,087.28	14,994.42	23,103.48	27,997.64	28,144.64	30,389.84	21,401.90	256,699.40	235,297.50
23	Staff Incentive & OT		12,586.40	13,115.22	13,829.38	13,115.22	13,115.22	9,257.41	7,105.18	9,030.50	13,115.22	13,115.22	17,490.51	17,490.51	147,790.70	130,300.19
24	Vendor Payroll		19,346.88	14,773.68	19,039.24	27,134.16	23,972.45	26,688.92	16,572.96	20,431.23	32,780.12	17,693.00	18,122.68	20,431.23	256,942.55	236,511.32
25	Additional Staff payroll (Asst. LTC & 9 Mgmt)									4,508.88				9,166.87	13,672.35	4,505.88
26	Medical Benefits		6,674.77	8,433.04	10,026.22	7,250.30	7,541.99	8,166.94	9,048.78	12,531.96	10,489.23	9,967.03	29.24	6,498.77	97,138.29	90,630.52
27	Medicare		2,033.17	2,186.04	2,297.18	1,911.81	2,327.99	2,226.01	2,297.33	2,219.23	2,352.30	2,465.02	2,465.02	2,465.02	27,322.33	24,825.30
28	Retirement - 3985		9,026.00	9,026.00	9,026.00	10,072.59	21,965.95	23,073.90	12,484.00	11,348.00	14,500.00	14,000.15	14,000.15	14,500.00	183,300.59	148,800.59
29	Retirement - 3593		9,249.00	15,883.27	23,437.69	13,696.78	9,249.00	12,023.77	14,611.95	10,517.45	9,249.00	12,606.66	12,354.00	14,626.25	159,514.02	144,867.77
30	Employment/Medical/Ret		699.00	288.00	437.00	566.00	547.24	332.00	138.58	272.00	240.00	475.00	180.00	135.00	2,066.96	2,066.96
31	Workers' Comp		16,355.16	717.94	534.14	577.73	29.28	29.54	28.58	10,700.31	11.69	973.47			27,066.96	27,066.96
32	Life Insurance		541.46	717.94	534.14	577.73	29.28	29.54	28.58	10,700.31	11.69	973.47			27,066.96	27,066.96
33	Total Wages & Fees		201,583.91	202,074.59	223,353.29	192,533.36	214,454.03	222,225.53	215,744.38	219,971.08	222,609.06	220,308.48	216,155.39	234,354.97	2,585,650.06	2,381,295.09
34															0.00	0.00
35															0.00	0.00
36	Building and Grounds															0.00
37	Leases		14,600.00	14,696.00	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	162,496.00	149,095.00
38	Armed 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	13,885.00	12,665.00
39															0.00	0.00
40															0.00	0.00
41	Recreation/Facilities		1,092.67	1,385.87	1,152.42	1,175.41	4,320.29	1,445.21	3,259.92	1,180.10	1,169.52	1,173.26	1,168.13	2,601.00	20,833.00	18,232.00
42	Maintenance		500.02	1,192.70	5,682.55	4,053.96	850.97		89.34	1,681.85	1,087.26	6.99	1,657.90	150.00	16,538.54	16,798.54
43	Janitorial Services/Supplies													150.00	150.00	0.00
44	Security			6,744.00	838.00	2,568.00									0.00	0.00
45	Insurance														11,161.00	11,161.00
46	Property Tax														0.00	0.00
47	Total Building and Grounds		18,087.69	24,517.57	22,272.37	22,397.37	19,785.26	15,745.21	17,849.25	17,467.56	16,836.78	15,780.25	18,137.23	17,507.00	225,472.54	207,971.54
48															0.00	0.00
49	Office Supplies / Equipment															0.00
50	Administrative Supplies		279.35	187.71	322.34	1,049.29	634.07	79.84	271.68	2,632.60	1,588.35	372.19	281.24	500.00	8,200.45	7,700.45
51	Computer Lab		1,454.81	1,998.08	1,104.40	2,632.06	698.83	2,786.33	563.79	1,181.01	1,509.30	2,358.28	1,152.97	1,500.00	18,226.36	16,726.36
52	Capital Maintenance														500.00	500.00
53	Accounting Costs / Fees		8,934.21	8,733.22	9,510.28	10,630.36	11,333.06	10,134.24	10,199.15	9,942.96	10,105.37	10,181.87	10,020.07	9,590.27	120,227.06	110,646.79
54	Auger														500.00	500.00
55	Holiday Gift Cash														7,995.00	7,995.00
56	Party Cash														3,705.00	3,705.00
57	Total Wages		127.58	382.59	64.30	127.73	251.84	2.00	313.09	224.38	154.92	198.98	198.17	300.00	2,853.34	2,533.84
															62.54	62.54

Variance Report for May 2013 Draft 2

	B	D	F	G	H	L	M	N	P	Q	R
	Beginning Balance	Budgeted May	May Actuals	Variance for May (G-F)	Year to Date Budgeted May	Year to Date Actuals May	YTD Variance (M-N)				
1											
2											
3											
4											
5	General Fund										
6	Basic Foundation	53,703.50	50,788.57	(2,914.93)	590,738.50	545,438.19	(45,240.31)				
7	Community Outreach Aid	635.49	530.13	(105.36)	6,920.39	6,740.99	(249.40)				
8	DPIA Safety & Security	841.05	1,668.04	826.99	9,215.55	8,817.15	(398.40)				
9	Student Enrollment Weighted	223,875.98	215,709.75	(8,166.23)	2,462,631.38	2,316,390.59	(146,240.79)				
10	Professional Development Aid	96.71	81.93	(14.78)	1,063.81	1,028.96	(34.85)				
11	Party Aid	3,645.77	3,347.75	(298.02)	40,103.47	45,141.97	5,038.50				
12	Interest from Accounts	20.00	50.99	30.99	220.00	322.56	102.56				
13	Career Tech Funds	3,632.08	6,708.73	3,076.65	39,952.88	60,518.20	20,565.32				
14	Classroom opportunities	3.00	189.90	186.90	33.00	27,537.95	27,504.96	(32.99)			
15	Student Fees										
16	CCIP	9,070.71			3,300.00	0.00	(3,300.00)				
17	Total Receipts General Fund	295,523.99	279,255.79	(16,268.20)	3,254,062.79	3,044,858.84	(209,203.95)				
18											
19	Wages and Fringes										
20	Teachers-oc 1221	61,468.10	64,121.10	2,653.00	676,149.10	671,506.53	(4,642.57)				
21	Para Professionals-oc 2215	62,640.11	61,373.34	(1,266.77)	639,041.21	626,854.54	(12,186.67)				
22	Administration 2429 42419	21,401.90	30,369.64	8,967.74	235,420.90	235,297.50	(123.40)				
23	Staff Speech & OI	17,490.51	13,115.22	(4,375.29)	192,395.61	190,300.19	(2,095.42)				
24	Vendor/Other Payroll	20,431.23	18,122.88	(2,308.35)	224,743.53	236,511.32	11,767.79				
25	Additional Staff Payroll (Asst. JTC & B Mgmt)	9,168.67	29.24	(9,168.43)	100,833.37	4,505.68	(96,327.69)				
26	Health Benefits	6,498.77	2,485.02	(4,013.75)	71,436.47	60,639.52	(10,796.95)				
27	Medicare	2,496.43	14,020.15	11,523.72	27,460.68	24,825.50	(2,635.18)				
28	Retirement - SIF5	12,337.54	14,628.25	2,290.71	135,712.93	146,800.59	11,087.66				
29	Retirement - SE55	14,628.25	12,334.00	(2,294.25)	160,888.79	144,867.77	(16,021.02)				
30	Employment/Medical Tests	151.00	185.00	34.00	2,891.93	4,139.82	1,247.89				
31	Workers Comp.				29,169.83	27,056.86	(2,112.97)				
32	UE Insurance	1,536.00			23,371.50	3,558.47	(19,813.03)				
33	Total Wages & Fringes:	230,244.51	216,155.39	(14,089.12)	2,569,565.65	2,351,295.09	(218,270.56)				
34											
35											
36	Building and Grounds										
37	Leases	13,400.00	13,400.00	0.00	147,400.00	149,095.00	1,695.00				
38	Field's House	1,200.00	1,200.00	0.00	13,380.00	12,695.00	(685.00)				
39											
40											
41	Telephone/Internet	1,134.17	1,168.33	34.16	28,996.72	18,232.00	(10,764.72)				
42	Maintenance	334.16	1,657.90	1,323.74	4,293.30	16,768.54	12,475.24				
43	Janitorial Services/Supplies				390.82		(390.82)				
44	Security										
45	Insurance		1,011.00	1,011.00	7,552.00	11,161.00	3,609.00				
46	Property Taxes										
47	Total of Building and Grounds	18,068.33	18,437.23	2,368.90	225,324.84	207,971.54	(17,353.30)				
48											
49	Office Supplies / Equipment										
50	Administrative Supplies	500.00	281.24	(218.76)	5,500.00	7,700.45	2,200.45				
51	Copier Lease	1,386.57	1,152.97	(233.60)	15,631.79	16,728.36	1,096.57				
52	Copier Maintenance				505.00		(505.00)				
53	Accounting Costs / Payroll	10,025.86	10,020.07	(5.79)	110,294.47	110,642.79	348.32				
54	Audit		823.00	823.00	8,752.71	7,958.00	(794.71)				
55											
56	Petty Cash				250.00	3,705.00	3,455.00				
57	Total *	567.72	198.17	(369.55)	5,552.00	2,068.34	(3,483.66)				

Notes for FY 14 Budget

Payroll—No raises figured into this budget for the sake of discussion.

Line 20 Teachers: Includes JTC and Assistant JTC. No changes made from previous year except the addition of the Assistant JTC who had been figured in Additional Staff (line 25).

Line 21 Para-Professional Aides: No change.

Line 22 Administration: Includes Judy, Matt, Kali, Mary W. Joel, and Mary C.

Line 23 Therapists: Figured with the current full time Speech Therapist and full time Occupational Therapist.

Line 24 Van Driver Payroll: Increased by \$19,000.00 based on the current year's figures.

Lines 37 and 38—combined: I eliminated the Priest's House line, and increased all rent to \$15,600.00 per month based on recent discussions with St. Clement finance folks.

Line 41 Telephone/Internet: Increased to \$2,750.00 per month to absorb costs of internet service delivery contract.

Line 42 Maintenance increased to \$1,500.00 per month to match current spending and to absorb janitorial supplies as well as possible increase due to recent discussions with St. Clement finance folks.

Line 43 Janitorial supplies combined with line 42.

Line 50 Administrative supplies increased to \$800.00 per month.

Line 54 Audit increased by a total of \$200.00 for the year.

Line 57 Travel increased to \$600.00 per month to match current spending.

Line 65 Classroom supplies: Increased to \$8,000.00 per month plus Plato licenses at \$12,000.00 per year, TeachTown Licenses at \$7,000.00 per year, Head Sprout licenses at \$7,000.00 per year, and additional Direct Instruction material at \$8,000.00 per year. Total Classroom Supplies per month are planned at \$10,833.33 per month.

Line 73 Physical Therapy increased to \$800.00 per month due to more students with physical therapy goals.

Revenues:

Unchanged from the current year budget—based on an approximate 1.5% increase in funding. The categories will probably change. Last year's planned budget was not reached due to not maintaining 110 students, but the 1.5% increase will place the revenues in the ballpark of last year's planned revenues if the same numbers of students are enrolled.

Draft ODE Model Teacher Evaluation Policy 2013

Teacher Evaluation Policy

Legal References: ORC 3319.111; 3319.112; 3319.58

Legislative Reference: Am. Sub. HB 153 (September 29, 2011); Sub. SB 316 (September 24, 2012); Am. Sub. HB 555 (March 22, 2013)

The Board of Education (Board) of The Autism Model School District (District) adopts the following teacher evaluation policy in accordance with the standards-based statewide teacher evaluation framework adopted by the State Board of Education in November 2011. The Board acknowledges that this teacher evaluation policy aligns with the *Standards for the Teaching Profession* as set forth in State law.

The Board directs the Superintendent to implement this policy in accordance with State law. The requirements of this policy prevail over any conflicting provisions of a collective bargaining agreement entered into on or after September 24, 2012.

Definition of "Teacher"

This policy applies to District employees who meet one of the following categories:

1. A teacher working under a license issued under Ohio Revised Code (ORC) Sections 3319.22, 3319.26, 3319.222 or 3319.226 who spends at least 50% of his/her time providing content-related student instruction; or
2. A teacher working under a permanent certificate issued under ORC 3319.222 as existed prior to September 2003 who spends at least 50% of his/her time providing content-related student instruction; or
3. A teacher working under a permanent certificate issued under ORC 3319.222 as it existed prior to September 2006 who spends at least 50% of his/her time providing content-related student instruction; or
4. A teacher working under a permit issued under ORC 3319.301 who spends at least 50% of his/her time providing content-related student instruction.

Principals and assistant principals shall be evaluated in accordance with the principal evaluation policy adopted by the Board in accordance with ORC 3319.02.

This policy does not apply to the superintendent, assistant superintendent(s), business manager, treasurer or "other administrator" as defined by ORC 3319.02. This policy also does not apply to substitute teachers or instructors of adult education.

Assigning an Effectiveness Rating

Each evaluation will result in an effectiveness rating of "Accomplished," "Proficient," "Developing," or "Ineffective." An effectiveness rating is based on the following two categories: 1) Teacher Performance; and 2) Student Growth Measures. Fifty percent (50%) of the evaluation will be attributed to teacher performance and fifty-percent (50%) will be attributed to multiple measures of student growth.

Teacher Performance and Student Growth Measures ratings shall be combined to reach the summative teacher effectiveness rating. The Evaluation Matrix is attached hereto as Exhibit A and incorporated herein.

The Board shall annually submit to the Ohio Department of Education (ODE), in accordance with ODE guidelines, the number of teachers assigned an effectiveness rating, aggregated by the teacher preparation programs from which, and the years in which, the teachers graduated.

Calculating Teacher Performance

Teacher Performance is evaluated during the two cycles of formal observations and periodic classroom walkthroughs. Fifty-percent (50%) of the effectiveness rating will be attributed to Teacher Performance through a holistic process based upon the following *Ohio Standards for the Teaching Profession* and training for credentialed evaluators:

1. Understanding Student Learning and Development and Respecting the Diversity of the Students they Teach;
2. Understanding the Content Area for which they have Instructional Responsibility;
3. Understanding and Using Varied Assessment to Inform Instruction, Evaluate and Ensure Student Learning;
4. Planning and Delivering Effective Instruction that Advances Individual Student Learning;
5. Creating Learning Environments that Promote High Levels of Learning and Student Achievement;
6. Collaborating and Communicating with Students, Parents, Other Educators, District Administrators and the Community to Support Student Learning; and
7. Assuming Responsibility for Professional Growth, Performance and Involvement.

The Superintendent/designee shall select or develop, in consultation with teachers, evaluation tools to be used in calculating the Teacher Performance fifty-percent (50%), which must be aligned to the *Ohio Standards for the Teaching Profession* and the Ohio Teacher Evaluation System Performance Rubric.

[Note: Once the evaluation tools are selected or developed per this paragraph, the evaluation tools should be identified and explained in the policy here (or in a Board regulation or procedure incorporated herein):

Ohio Teacher Evaluation Rubric including evaluation on: Focus for Learning, Assessment Data, Prior Content Knowledge/Sequence/Connections, Knowledge of Students, Lesson Delivery, Differentiation, Resources, Classroom Environment, Assessment of Student Learning, and Professional Responsibilities.

Calculating Student Growth Measures

For purposes of the Ohio Teacher Evaluation System (OTES), “student growth” means the change in student achievement for an individual student between two or more points in time.

Draft ODE Model Teacher Evaluation Policy 2013

This component of the evaluation includes some combination of the following: 1) Teacher-level Value-Added Data; 2) ODE-Approved Assessments; and/or 3) Locally-determined Measures.

1. Teacher-level Value-Added: “Value-Added” refers to the Value-Added methodology provided by ODE. Where Value-Added data for grades 4-8 for English language arts and mathematics exists (via state-provided assessments), Value-Added data must be one of the multiple measures used in calculating student growth.
Teacher-level Value-Added data shall be used in proportion to the part of a teacher’s schedule of courses or subjects for which the Value-Added data is applicable. For the 2013-14 school year, the majority of the student academic growth factor of the evaluation shall be based on the Value-Added data for a teacher whose schedule is comprised only of courses or subjects for which teacher-level Value-Added data is applicable. For the 2014-15 school year and each school year thereafter, the entire student academic growth factor of the evaluation shall be based on the Value-Added data for a teacher whose schedule is comprised only of courses or subjects for which teacher-level Value-Added data is applicable.
2. ODE Approved List of Assessments: Assessments, if utilized by the district, must be included as one of the multiple measures of student growth. Assessments utilized must be included when calculating the fifty percent (50%) attributed to student growth measures. The Superintendent/designee, in consultation with teachers and subject to Board approval, will utilize the assessments on the approved list as he/she deems necessary and appropriate.
3. Locally-determined Measures: For courses of instruction in which neither teacher level value-added data nor ODE-approved assessments are available, the Superintendent/designee, in consultation with teachers and subject to Board approval, shall establish a process in accordance with ODE guidance to create Student Learning Objectives (SLOs) to measure student growth in the courses of instruction.

[Note—Boards should identify in this policy (or in a Board regulation or procedure incorporated herein) the percentages the District will attribute to Teacher-level Value-Added, ODE-Approved Assessments and Locally-determined Measures.

50% defined locally.

In the calculation for student academic growth, a student who has sixty or more unexcused absences for the school year will not be included.

Data from these multiple measures will be scored on five levels in accordance with ODE guidance and converted to a score in one of three levels of student growth: 1) “Above”; 2) “Expected”; and 3) “Below.”

Evaluation Timeline

District administrators shall conduct an evaluation of each teacher subject to this policy at least annually. Each evaluation shall include: 1) Two (2) cycles of formal observations of at least thirty (30) minutes each; and 2) Periodic classroom walkthroughs by the evaluator. All teacher evaluations shall be completed by the first day of May and each teacher subject to this policy shall be provided with a written copy of the evaluation results by the tenth day of May.

For those teachers who are on limited or extended limited contracts pursuant to ORC 3319.11 and who are under consideration for nonrenewal, one evaluation consisting of at least three formal observations must be conducted annually by the first day of May. Each teacher on a limited or extended limited contract shall be provided with a written copy of the evaluation results by the tenth day of May.

[Note—A board of education may elect, by adopting a board resolution, to only evaluate a teacher who received an effectiveness rating of “Accomplished” every two years instead of annually. The board of education may also elect, by adopting a board resolution, to require only one formal observation of an “Accomplished” teacher, provided the teacher completes a project that has been approved by the board to demonstrate the teacher’s continued growth and practice at the accomplished level. Should the board of education elect to exercise either option, the board must adopt a board resolution and select which options below apply.]

Select one of the following two options:

The Board elects to evaluate annually a teacher receiving an effectiveness rating of “Accomplished” on the teacher’s most recent evaluation.

- or -

The Board elects to evaluate a teacher receiving an effectiveness rating of “Accomplished” on the teacher’s most recent evaluation conducted pursuant to this policy once every two years. Any biennial evaluation conducted under this provision must be conducted and completed by the first day of May, and the teacher shall be provided with a written copy of the evaluation results by the tenth day of May.

Select one of the following two options:

The Board elects to evaluate a teacher receiving an effectiveness rating of “Accomplished” on the teacher’s most recent evaluation conducted pursuant to this policy via two cycles of formal observations and periodic classroom walkthroughs.

- or -

The Board elects to evaluate a teacher receiving an effectiveness rating of “Accomplished” on the teacher’s most recent evaluation conducted pursuant to this policy, via one formal observation provided the teacher completes a project that has been approved by the Board to demonstrate the teacher’s continued growth and practice at the Accomplished level. The teacher must submit a proposed project to the Superintendent no later than _____, for the Superintendent to obtain the necessary Board approval.

Credentialed Evaluators

The Board will adopt a list of approved credentialed evaluators. Each teacher evaluation conducted under this policy shall be conducted by a person: 1) who is eligible to be an evaluator in accordance with ORC 3319.111(D); and 2) who holds a credential established by ODE for being an evaluator. Every evaluator must complete state-sponsored evaluation training and is required to pass an online credentialing assessment.

Professional Growth and Improvement Plans

[Note— *The State Board of Education adopted statewide evaluation framework requires boards of education to require professional growth and improvement plans for teachers depending on meeting student growth levels. The structure and components of each plan are a local decision that needs to be made by the Board, in consultation with teachers.*]

Teachers must develop professional growth or improvement plans based on the Evaluation Matrix. Teachers who meet Above-Expected levels of student growth must develop a professional growth plan and choose their credentialed evaluator for the evaluation cycle from the Board-approved list. The professional growth plan shall include the following components:

Any of the following areas as determined by the teacher: Focus for Learning, Assessment Data, Prior Content Knowledge/Sequence Connections, Knowledge of Students, Lesson Delivery, Differentiation, Resources, Classroom Environment, Assessment of Student Learning, and Professional Responsibilities.

Teachers who meet Expected levels of student growth must develop a professional growth plan collaboratively with a credentialed evaluator for the evaluation cycle from the Board-approved list. The teacher will have input on the selection of a credentialed evaluator for the evaluation cycle. The professional growth plan shall include the following components:

Any of the following areas as determined collaboratively by the teacher and evaluator: Focus for Learning, Assessment Data, Prior Content Knowledge/Sequence Connections, Knowledge of Students, Lesson Delivery, Differentiation, Resources, Classroom Environment, Assessment of Student Learning, and Professional Responsibilities.

Teachers who meet Below-Expected levels of student growth must comply with an improvement plan developed by the credentialed evaluator assigned by the Superintendent/designee for the evaluation cycle from the Board-approved list. The improvement plan shall include the following components:

Any of the following areas as determined collaboratively by the teacher and evaluator with 75% of the weight of influence being held by the evaluator: Focus for Learning, Assessment Data, Prior Content Knowledge/Sequence Connections, Knowledge of Students, Lesson Delivery, Differentiation, Resources, Classroom Environment, Assessment of Student Learning, and Professional Responsibilities.

Testing for Teachers in Core Subject Areas

Beginning with the 2015-16 school year, teachers who teach in a “core subject area” are required to register for and take all written examinations of content knowledge selected by ODE if the teacher has received an effectiveness rating of “Ineffective” on evaluations for two of the three most recent school years. “Core subject area” means reading and English language arts, mathematics, science, foreign language, government, economics, fine arts, history, and geography.

Retention and Promotion Decisions

[Note—RC 3319.111(E) requires boards of education to include in its teacher evaluation policy procedures for using the evaluation in making retention and promotion decisions. This is a local decision that needs to be made by the Board, in consultation with District administrators and teachers. You will need to insert your procedures in the policy here (or in a Board regulation or procedure incorporated herein).]

The Board adopts the following procedures to be used by district administrators in making retention and promotion decisions:

Ineffective Rating—first year → Retain one year with approved PD Plan. Other Administrative Remedies as determined by Superintendent and approved by Board of Directors. No promotion.
Ineffective Rating—second year → Board of Directors votes on retention or dismissal with sprvsr input.

Seniority shall not be a basis for making retention decisions, except when making a decision between teachers who have comparable evaluations.

Removal of Poorly-Performing Teachers

[Note—RC 3319.111(E) requires boards of education to include in their teacher evaluation policy procedures for using the evaluation in removing poorly-performing teachers. The law does not define “poorly-performing.” This is a local decision that needs to be made by the Board, in consultation with teachers. You will need to insert your procedures in the policy here (or in a Board regulation or procedure incorporated herein).]

The Board adopts the following procedures to be used by district administrators in removing poorly-performing teachers:

For a teacher who has received an Ineffective Rating two years in a row, the procedure for the Board to Remove the teacher is: 1. **Review of the two Ineffective Ratings.** 2. **Interview the teacher if the teacher is willing.** 3. **Vote on Removal of the Teacher** at the regularly scheduled June Board meeting.

Professional Development

Draft ODE Model Teacher Evaluation Policy 2013

[Note—The State Board of Education adopted statewide evaluation framework requires boards of education to include in their evaluation policy the District's plan for the allocation of financial resources to support professional development. This is a local decision that needs to be made by the Board, in consultation with District administrators and teachers. You will need to insert your plan in the policy here (or in a Board regulation or procedure incorporated herein).]

The Board's plan for the allocation of financial resources to support professional development is as follows:

The Board of Directors approves a fiscal budget no later than June of the year prior to the start of a new fiscal year and plans a minimum of \$2,000,000 to be allocated for Professional Development from from the general fund for each fiscal year.

Policy Adoption Date: June 25, 2013

Fiscal Year 14 Board Meeting Calendar and Finance Committee Meeting Calendar

Draft 1 June 19, 2013

Board Meeting Dates

Tuesday, July 30, 2013
Tuesday, August 27, 2013
Tuesday, September 24, 2013
Monday, October 28, 2013
Monday, November 25, 2013 (Thanksgiving is on the 28th)
Monday, December 16, 2013
Monday, January 27, 2014
Monday, February 24, 2014
Monday, March 31, 2014
Monday, April 28, 2014
Tuesday, May 27, 2014
Tuesday, June 24, 2014

Finance Committee Meeting Dates

Wednesday, July 24, 2013
Wednesday, August 21, 2013
Wednesday, September 18, 2013
Wednesday, October 16, 2013
Wednesday, November 13, 2013
Wednesday, December 11, 2013
Wednesday, January 15, 2014
Wednesday, February 12, 2014
Wednesday, March 12, 2014
Wednesday, April 9, 2014
Wednesday, May 14, 2014
Wednesday, June 18, 2014

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

1. As reported previously, Mark, Jim and I met with St. Clement finance folks (Fr. Mike, Al Ray, parish manager, and Dave Dmitra, finance committee member) on Tuesday, June 4. They discussed some modifications to the lease as well as the parish's willingness to fund half of the carpet replacement that I had requested.
 - Regarding the lease, they are looking to increase the monthly amount by \$1,000.00 due to unforeseen expenses (utilities due to increased use by AMS in the summer months).
 - They estimate the total carpet replacement will cost in the vicinity of \$25,000.00. I've double checked the rooms where I asked for carpet replacement and I believe they are all in need of replacement. Finally, they requested that I only request minor maintenance jobs be done by the parish's maintenance department.
 - The increase in the lease is reflected in the FY 14 budget draft, however, the cost of new carpet is not planned into the budget.
2. The line of credit information is included in the table following this report.
3. Internship-at-Autism Model School offering possibility at UT: Intern-in-Ohio, AMS Presentations, connecting with student organizations through the office of Career Services and resume referrals are avenues to pursue. I am in the process of updating our profile and needs and will continue to follow up.

Line of Credit Information
Verbal Information Only for Key and PNC
Approved for Huntington
June 19, 2013

	Maximum Amount	Interest Rate	Annual Fee	Other Information
Huntington	\$100,000.00	Prime + 2%	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.

Draft Open Enrollment Policy

The Autism Model School (AMS) provides a year-round educational program focused on the learning style and general needs of students with autism spectrum disorders (ASD). AMS is a public school in serving students age 5 to 22 in Ohio.

AMS's open enrollment period is year-round. The steps to enroll a student at The Autism Model School are:

1. Complete a student application. Call the school and ask that an application be mailed or faxed to you, or print an application from the school's website: www.autismmodelschool.com
2. Return the completed application to the school office.

A waiting list is established when the school does not have enough openings to meet the number of students planning to enroll. The waiting list process is as follows:

1. The first ten applications are placed in order of their date of application with spot #1 being assigned to the oldest of the applications and the other spots assigned based on their order of arrival at The Autism Model School.
2. When the waiting list extends beyond ten students applications, the school holds a lottery to determine the waiting list spot for all the students. All parents are informed of the date and time of the lottery, although a parent need not be present for their child to be assigned a waiting list number. Names are randomly drawn and students are admitted to open spots based on the order of selection. Parents are informed of their child's waiting list number after the lottery is completed. A third party, disinterested individual draws the names to determine the order of the waiting list.
3. In order to accommodate parents who have more than one child eligible for enrollment, siblings of accepted and currently enrolled students are given preference over students who have no such siblings. Siblings of currently enrolled students at AMS will be drawn first for available seats. In addition, if one child is selected during a lottery, that child's sibling will be offered the first available seat in his/her respective grade. Though siblings are afforded preference for available seats, they cannot be given preference over a child previously accepted.
4. Once parents are informed of an opening, they must indicate their intent of accepting or rejecting the spot for their child within three days of being informed of the opening by the school.
5. Arrangements for the first day of school for the child must be within two weeks of being informed of the opening.
6. Any parent not accepting the open spot at any time may request that their child's application be placed back into the waiting list. At this point, the child's application is placed at the end of an established waiting list and the process begins again with number 1 listed above.

The Autism Model School is a school of choice. Students may be enrolled by whoever is identified as having legal custody or care and control of a child. This is to include a student's a parent/legal guardian or a county caseworker, as identified in a legal court document. If it is determined that a child requires a surrogate parent to ensure provision of procedural safeguards to a student identified as having a disability, The Autism Model School will appoint one within 30 days within accordance with 3323.051 of the Ohio Revised Code.

Admissions
Policy

Admissions Policy

To be eligible for admission to The Autism Academy of Learning, students must be legal residents of Ohio between the ages of five through twenty-one.

As part of the enrollment process, the school requests that parents/guardians of new students participate in an information session with the Administrative Team, to discuss the educational goals of the family and the school. The purpose of the session is to assist parents in making an informed choice for their child's education. The AAL will clearly define the school's mission, goals and programs, but it is ultimately the parents' responsibility to determine whether the school will be the best choice for their child.

The Director of Education will make a home visit, current school placement visit, when possible, and the child will have the opportunity to visit the AAL for a support service evaluation.

Applicant Process

If the number of applicants exceeds the school's enrollment cap, a random lottery process will be instituted for applicant selection. Refer to Procedures for Conducting Lottery.

Communication with Parents/Guardians

Once contacted and informed of an opening, the enrollment application must be completed and returned no later than 2 weeks (14 calendar days) of notification to the parent/guardian. The school does not assume responsibility for incorrect or outdated contact information.

Parents who will not be available at the home address or phone number listed on the application form during the notification period should contact the Principal to make alternate arrangements. If no response is received within 14 calendar days of notification of an opening, the child's name will be returned to the lottery pool.

In order to keep the lottery system accurate and up to date, parents/guardians will be asked to update information every 6 months in order to keep information current and to let the school know if they are still interested in remaining on the waiting list.

If parents/guardians do not respond to the request for updated information within 14 days, a second letter will be sent by U.S. mail to notify them that the school has not received the requested information, and that they will have 14 days to contact the school. If the school still has not been contacted after that 14-day period, parents/guardians will be sent a letter by certified mail, notifying them that the school has made two previous attempts to contact them, and that if no notice is given by 10 days from the postmark of this last letter, their child's name will be dropped from our roster and taken out of the lottery/waiting list process.

A completed enrollment application includes:

POLICY—OPEN ENROLLMENT PROCESS & POLICY for Summit Academy Schools

Summit Academy Schools are free, public schools for children with Asperger's Disorder, Attention Deficit Hyperactivity Disorder (ADHD), and related disorders. Summit Academy Schools build hope, success and well-being through advocacy and education for children with special needs.

Summit Academy Schools' open enrollment period begins on the first day of the new school year and ends on the last business day of May. During this enrollment period, all applications get equal consideration regardless of date submitted. Following the close of open enrollment, if the number of applications does not exceed the number of open seats, all students will receive a notice of acceptance into their respective grades. If the number of applications is greater than the school's capacity, a lottery system will determine admissions.

As stated above, a lottery selection process is used when the applications in any grade exceeds the number of openings. Names are randomly drawn and students are admitted based on the order of selection. The lottery continues until all the names are drawn. Students not accepted for enrollment will be placed on a waiting list in the order their names are drawn.

In order to accommodate parents who have more than one child eligible for enrollment, siblings of accepted and currently enrolled students are given preference over students who have no such siblings. Siblings of currently-enrolled students at the academy will be drawn first for available seats. In addition, if one child is selected during a lottery, that child's sibling will be offered the first available seat in his/her respective grade. Though siblings are afforded preference for available seats, they cannot be given preference over a child previously accepted.

Should seats remain available after the close of open enrollment; students will be accepted on a first-come, first-served basis until seats are no longer available. Applications are date and time stamped upon submission, and students are admitted in the order their application is received. Applications will be accepted after classes are filled and will be placed on a waiting list in the order received.

Summit Academy Schools are schools of choice. Students may be enrolled by whoever is identified as having legal custody or care and control of a child. This is to include a student's parent/legal guardian or a county caseworker, as identified in a legal court document. If it is determined that a child requires a surrogate parent to ensure the provision of procedural safeguards to a student identified as having a disability, Summit Academy will appoint one within 30 days in accordance with 3323.051 of the Ohio

21 23

3314.06 Admission procedures.

The governing authority of each community school established under this chapter shall adopt admission procedures that specify the following:

(A) That, except as otherwise provided in this section, admission to the school shall be open to any individual age five to twenty-two entitled to attend school pursuant to section 3313.64 or 3313.65 of the Revised Code in a school district in the state.

An individual younger than five years of age may be admitted to the school in accordance with division (A)(2) of section 3321.01 of the Revised Code.

(B)

(1) That admission to the school may be limited to students who have attained a specific grade level or are within a specific age group; to students that meet a definition of "at-risk," as defined in the contract; to residents of a specific geographic area within the district, as defined in the contract; or to separate groups of autistic students and nondisabled students, as authorized in section 3314.061 of the Revised Code and as defined in the contract.

(2) For purposes of division (B)(1) of this section, "at-risk" students may include those students identified as gifted students under section 3324.03 of the Revised Code.

(C) Whether enrollment is limited to students who reside in the district in which the school is located or is open to residents of other districts, as provided in the policy adopted pursuant to the contract.

(D)

(1) That there will be no discrimination in the admission of students to the school on the basis of race, creed, color, disability, or sex except that:

(a) The governing authority may do either of the following for the purpose described in division (G) of this section:

(i) Establish a single-gender school for either sex; (ii) Establish single-gender schools for each sex under the same contract, provided substantially equal facilities and learning opportunities are offered for both boys and girls. Such facilities and opportunities may be offered for each sex at separate locations.

(b) The governing authority may establish a school that simultaneously serves a group of students identified as autistic and a group of students who are not disabled, as authorized in section 3314.061 of the Revised Code. However, unless the total capacity established for the school has been filled, no student with any disability shall be denied admission on the basis of that disability.

(2) That upon admission of any student with a disability, the community school will comply with all federal and state laws regarding the education of students with disabilities.

(E) That the school may not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability, except that a school may limit its enrollment to students as described in division (B) of this section.

(F) That the community school will admit the number of students that does not exceed the capacity of the school's programs, classes, grade levels, or facilities.

(G) That the purpose of single-gender schools that are established shall be to take advantage of the academic benefits some students realize from single-gender instruction and facilities and to offer students and parents residing in the district the option of a single-gender education.

(H) That, except as otherwise provided under division (B) of this section or section 3314.061 of the Revised Code, if the number of applicants exceeds the capacity restrictions of division (F) of this section, students shall be admitted by lot from all those submitting applications, except preference shall be given to students attending the school the previous year and to students who reside in the district in which the school is located. Preference may be given to siblings of students attending the school the previous year.

Notwithstanding divisions (A) to (H) of this section, in the event the racial composition of the enrollment of the community school is violative of a federal desegregation order, the community school shall take any and all corrective measures to comply with the desegregation order.

3314.061 Community schools serving autistic and nonhandicapped students.

A governing authority may establish a community school under this chapter that is limited to providing simultaneously special education and related services to a specified number of students identified as autistic and regular educational programs to a specified number of students who are not disabled. The contract between the governing authority and the school's sponsor shall specify the target ratio of number of autistic students to number of nondisabled students in the school's population, the total number of autistic students that may be enrolled in the school, and the total number of nondisabled students that may be enrolled in the school. A school established in accordance with this section is subject to division (H) of section 3314.06 of the Revised Code, except that because the governing authority establishes a separate capacity for autistic students and nondisabled students, if the number of applicants among the group of autistic students or the group of students with disabilities exceeds the capacity restrictions for that group, students shall be admitted by lot from all those of that same group submitting applications. However, unless the total capacity established for the school has been filled, no student with any disability shall be denied admission on the basis of that disability.

Northern Buckeye Education Council

Serving Public Educational Entities of Northwest Ohio
Defiance-Fulton-Henry-Lucas-Williams-Wood Counties

A

209 Nolan Parkway
Archbold, OH 43502
Telephone: (419) 267-5565
Facsimile: (419)267-5222

NBEC
NWÓCA

Quote for Services Fiscal Year 13-14

Please select which services you will be using for fiscal year 13-14 from NWOCA:

Fiscal Services:

- Fiscal Services under NWOCA Contracted District \$2,000.00
- Direct Fiscal Services from NWOCA \$5,300.00 plus \$3.00/ADM
- HR Kiosk \$2,500.00 one-time fee and \$250.00 annually after first year

EMIS Services:

- EMIS Services \$2,900.00 plus \$.50/ADM

Student Administrative Services:

See Attached letter

If your entity is interested in potential implementation of PowerSchool for the 2013-2014 school year, we ask that you contact us before June 1 for a cost quote.

The Autism Model School School agrees to pay the NBEC fees associated with the services selected above for FY 13-14.



Administrator's Signature

6-25-13

Date

B

**NORTHWEST OHIO COMPUTER ASSOCIATION
PROGRAM OF THE NORTHERN BUCKEYE EDUCATION COUNCIL
AGREEMENT FOR LIMITED INFORMATION PROCESSING SERVICES**

This Agreement is hereby entered into by and between the **NORTHWEST OHIO COMPUTER ASSOCIATION PROGRAM OF THE NORTHERN BUCKEYE EDUCATION COUNCIL**, hereinafter referred to as **NWOCA** or the Council and **MODEL Community School** hereinafter referred to as **BOARD**. In consideration of the following covenants, the parties agree as follows:

I. Terms of Agreement

This Agreement is effective for all services covered herein beginning July 1, 2013, and shall thereafter remain in full force and effect through June 30, 2014. This Agreement may be terminated by either party upon 60 days written notice to the other party.

II. Services Provided

NWOCA agrees to furnish and **BOARD** agrees to purchase information processing services subject to the terms and conditions contained in this Agreement. The services to be furnished are those defined herein. These services are offered to **BOARD** subject to availability (to be determined by capacity limitations, prior sale, other use, and the combined requirements of all **NWOCA** member districts). **NWOCA** will notify **BOARD** of the days and hours during which individual services are normally available.

EMIS Services. As part of this Agreement **NWOCA** will provide EMIS data services to **BOARD**. **BOARD** will be responsible for providing EMIS data in a detailed electronic format specified by the Ohio Department of Education in the EMIS Guide. **NWOCA** will provide access to standard edit checks, EMISFFE, EMIS-R, and reporting functions as part of this Agreement. Reports will be made available to **BOARD** in an electronic format for local printing and/or on-line review at its discretion. This service will include making **NWOCA** user accounts available to administrative users of **BOARD** for EMIS or data collection. An annual fee of \$2,900.00 plus \$.50 per student, based on ODE's ADM from your October 2012 child count information, will be assessed for this service.

Fiscal Services. Under this Agreement **NWOCA** agrees to make available separate accounts and data structures to **BOARD's** fiscal services provider district personnel to perform accounting and payroll functions for **BOARD**. These services will be provided for the sole use of personnel of another **NWOCA** contracted district acting in the capacity of fiscal services provider for **BOARD**. **NWOCA** will assess an annual fee of \$2,000.00 to provide these fiscal services as described herein.

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Fiscal Services Data Entry Access, Training, and HelpDesk Services.

For those schools which utilize a qualified NWOCA contracted public school district of NWOCA as their fiscal services provider, no additional charge will be made to BOARD for fiscal data entry access, staff training, and helpdesk costs so long as those functions are assumed by BOARD's fiscal services provider district personnel. This means that any data entry performed and all calls to NWOCA for clarification and assistance must come from trained personnel of BOARD's fiscal services provider district. If NWOCA personnel are requested to provide data entry access, training, and/or helpdesk services to personnel from BOARD, an annual fee of \$5,300 plus \$3.00 per student, based on ODE's ADM from your October 2011 child count information, will be assessed for this service. This service will be limited to three days of training for personnel from BOARD to be held at a NWOCA office location, and scheduled by NWOCA personnel. Further training and/or on-site assistance for personnel of BOARD that must be provided by NWOCA personnel will be provided on an "as needed" and "as available" basis at a cost of \$55.00/hour plus NWOCA personnel travel expenses, if any.

HR Kiosk. This service is separate from the fiscal services and is the Human Resource Module. The Employee Kiosk is an application that will allow employees to view their own biographical and job information as stored by the district. Employees also may view their current leave balances. The application can optionally allow an employee to view and print their pay slips, W-2 statements, and performance reviews as well as submit leave requests and Individual Professional Development Plans. The fee for this portion of the software will be \$2,500.00 as a one-time fee for the setup and training of the individuals who will be responsible for training other staff members. There will be a \$250.00 annual fee after the initial year for support of this module.

Student Administrative Services. Under this Agreement NWOCA agrees to provide Student Administrative Services as described herein. This service consists of the ability to provide the BOARD with student scheduling, grade reporting, daily and/or cumulative attendance reporting, transcripts, biographical information reporting and EMIS School Interoperability Framework (SIF) reporting through the student information system. Student Services are customized to the individual needs of each BOARD as much as possible. By having access to the Student Administrative Services described here, BOARD agrees to pay NWOCA an annualized fee of \$7.75 per PowerSchool Enrollment Count, with a minimum cost of \$5,500.00. An annual hosting fee will be assessed.

Data Communications. Separately and apart from this Agreement, BOARD agrees to obtain at its own expense the additional service(s), software program(s), and equipment or device(s) necessary for transmission or receipt of computer service(s) at its location(s), excluding those specifically supplied herein; these referenced additional services and items include, but are

not limited to, microcomputers, suitable data sets, and telephone line service or other applicable data communications facilities including connections to other facilities of **BOARD**. Alternatively these services can be supplied by **NWOCA** through the execution of a separate agreement.

III. Service To Be Billed

By having access to any of the computer services of **NWOCA**, **BOARD** agrees to pay the applicable rates specified herein. Said services will be billed periodically to the **BOARD**, to the care of its fiscal services provider.

IV. Fee Schedule

Fees described herein are subject to change by **NWOCA**, but any change in prices will not become effective for at least sixty (60) days after written notice to **BOARD**. Any funding losses resulting from reduced state subsidies will become the responsibility of the **BOARD** to make up the net losses.

V. Terms of Payment

Terms of payment for all charges are net thirty (30) days after receipt of a correct and true invoice. If payment is not received within sixty (60) days, **NWOCA** reserves the right to immediately terminate all contracted services to the **BOARD**.

VI. User Access and Security

If appropriate, **NWOCA** will assign **BOARD** identification codes, account numbers, and any other mandatory access feature(s) required to gain access to its computing system(s). **NWOCA** will safeguard **BOARD** file data placed in computer storage units to the same extent that **NWOCA** safeguards similar stored data of its own.

To provide protection against the loss of **BOARD** files, **NWOCA** will normally store a current on-line file for a reasonable period in an off-line storage location.

BOARD may use such optional entry or file passwords or other codes and/or sequences as are permitted by the system. However, **BOARD** is solely responsible for their use. **NWOCA** has no obligation to furnish information about them or to reconstruct files or data as a result of such use.

BOARD will be responsible for all usage incurred on its identification codes and/or account numbers, according to the accounting method in use for the service(s) provided.

NWOC A agrees not to disclose any materials, information, or other data relating to the operation of BOARD, to other individuals, districts, or governmental agencies, without prior consent from BOARD.

All stored data shall remain the property of BOARD. In the event this Agreement is terminated, NWOC A agrees to return all available data to BOARD or to destroy it within thirty (30) days if not instructed to return it. If the data is not requested within the 30 days and NWOC A has not destroyed the data, the BOARD will be assessed with a minimum fee of \$300.00 for NWOC A personnel to provide access to BOARD data.

VII. Improvements

In order to offer the best service possible to all customers, NWOC A may, from time to time, make changes in the rules of operation, languages, schedules, devices, equipment, storage facilities, identification codes and procedures, and other elements which are involved in the services referenced herein.

VIII. General

BOARD agrees that it and its employees and students will not use any services under this Agreement in connection with any commercial, religious, or illegal purpose or activity. BOARD further agrees that its use and that of its employees and students will be in accordance with NWOC A's conditions, rules, recommended Acceptable Usage Policy, and regulations as specified by manuals, User Guides, memoranda, or other means either supplied or made available to BOARD. BOARD will use its best efforts to inform its employees and students of these conditions, rules and regulations, and BOARD will take actions, in cooperation with NWOC A Program staff, to enforce compliance with those conditions, rules and regulations.

BOARD specifically acknowledges its responsibilities, and that of its employees and students, to adhere to all concepts of the NWOC A Security Policy included herein as Appendix 1.

No assignment of the Agreement can be made by BOARD without the prior written consent of NWOC A.

NWOC A and BOARD will comply with applicable Federal, State, and Local laws in connection with the operations of the NWOC A Program. If any part of this agreement shall be deemed illegal, only that portion of the agreement shall be affected.

This Agreement is for the sole benefit of the parties hereto, and not for any other person(s) or legal entities.

IN WITNESS THEREOF, the parties have caused this Agreement to be executed by their respective duly authorized officers as of the dates set forth below.

MODEL Community School

By _____ Title _____

Date _____

By _____ Title _____

Date _____

**NORTHWEST OHIO COMPUTER ASSOCIATION
PROGRAM OF THE NORTHERN BUCKEYE EDUCATION COUNCIL**

By _____ Title Treasurer

Date _____

Appendix 1

PROGRAM OF THE NORTHERN BUCKEYE EDUCATION COUNCIL NETWORK MANAGEMENT SECURITY POLICY

The Board of Directors and staff of the Northwest Ohio Computer Association Program of the Northern Buckeye Education Council (hereafter referred to as **NWOCA**), recognizes the need for network security and management policies covering the integrated network services (voice, video, and data), provided to Ohio K-12 educational entities (hereafter referred to as **DISTRICT**). The Board adopts the following policy statements concerning access to, management of, and security of the network.

1. As a condition for obtaining networked services through **NWOCA**, **DISTRICT** agrees to obtain from **NWOCA** or its designee(s) at separate expense the additional transport service(s) and/or network equipment and devices necessary for transmission or receipt of information technology services at its locations. **DISTRICT** agrees that **NWOCA** maintains ownership and full administrative and management control of all managed network communications equipment attached to the network. Although the initial cost of such equipment is assessed to **DISTRICT** ownership of this equipment remains with **NWOCA** under all circumstances. Maintenance and/or replacement (at equivalent levels of technology), of this equipment is the responsibility of **NWOCA** or its designee(s). **DISTRICT** agrees that all equipment connected to the network must meet the approval of **NWOCA**. Devices attached not meeting **NWOCA**'s approval may be removed and/or disabled by **NWOCA** at **DISTRICT**'s (additional) expense.
2. **DISTRICT** assumes complete and full liability for all usage of network communications capabilities within its facilities, or within network subnets assigned to it.
3. **DISTRICT** acknowledges that unauthorized reproduction of copyrighted computer software or other electronic resources may be a violation of Federal copyright law and of Ohio criminal law, which also applies to other unauthorized use of computer facilities, network services, programs or data, and provides for punishment by substantial fines and/or imprisonment. The **NWOCA** Program supports these laws and encourages member educational entities, staff members, and students to fully comply with all such laws. Potential violations that come to the attention of the **NWOCA** staff will be investigated, and if substantiated, the educational entity will be required to fully comply with all applicable laws and **NWOCA** policies. If **DISTRICT** does not fully comply with all applicable laws and **NWOCA** policies, the matter will be referred to the General Assembly and/or Board of Directors of the **Northern Buckeye Education Council** for disciplinary action. Such action would occur at the direction of the Board of Directors or General Assembly of the **Northern Buckeye Education Council** and could result in the disqualification of **DISTRICT** from all programs of the **Northern Buckeye Education Council**.
4. **NWOCA** acknowledges that in the best interests of its owner-member school districts it may from time to time need to make exceptions and/or allowances to this policy. The Board grants the Executive Director the authority to grant temporary exceptions and/or allowances provided that the following occur:
 - a. The **DISTRICT** initiates a request in writing signed by the Superintendent.
 - b. The **DISTRICT** acknowledges that **NWOCA** can, and may, rescind any exception and/or allowance at any time.
 - c. The Executive Director deems the requested exception and/or allowance is in the best interests of both parties and will not subject other users of **NWOCA** to any undue liabilities and/or security risks.
5. Wireless local area network access points are encouraged to be placed under the ownership and full control of **NWOCA**. However, wireless local area network access points will be permitted to be owned and managed by the

DISTRICT under the following conditions:

- a. Wireless access points must be made physically secure from casual tampering, and the administrative password for the device must be changed from the vendor default.
- b. The SSID of all wireless access points must be changed from the vendor default. *Best practice would be to make the SSID have no obvious meaning that ties it to the organization, and it would be changed annually if administratively feasible. Best practice would also have the SSID broadcast disabled on all wireless access points.*
- c. Wireless access points must all have at least WEP (preferably WPA2) encryption enabled, if the volume of wireless devices permits, except in controlled areas where it is the intent to provide public access as permitted by **DISTRICT** policy and State and Federal regulations.
- d. WEP/WPA2 encryption keys must be created using a mixture of nonsense words and numbers using the highest encryption level possible on the wireless access points. *Best practice would be to change WEP/WPA2 encryption keys each school year if administratively feasible.*
- e. Wireless access points must be installed and/or configured in such a way that minimizes the coverage "footprint" beyond the facilities of **DISTRICT**.
- f. Wireless access points must use a form of static IP addressing, or one-to-one IP addressing, or Media Access Control (MAC) filtering must be enabled on all wireless access points, except in controlled areas where it is the intent to provide public access as permitted by **DISTRICT** policy and State and Federal regulations. *Best practice would be to enable MAC filtering and a form of static IP addressing or one-to-one IP addressing.*
- g. **DISTRICT** must lockdown visibility and changes to network control settings on all laptops authorized to use a wireless interface. *Best practice would be to enable a personal firewall on all laptops authorized to use a wireless interface (if so equipped by the operating system vendor).*
- h. **DISTRICT** must agree to educate district personnel that connecting unauthorized wireless access points to the **DISTRICT** network is not permitted without the consent of both the **DISTRICT** and **NWOCA**. Appropriate **DISTRICT** personnel must approve the connection of any wireless device to the network.
- i. **NWOCA** will maintain a listing of approved (supported) wireless network equipment at the following URL: <http://home.nwoea.org/Hardware/hardware.php?page=wireless>

6. **NWOCA** and the **Northern Buckeye Education Council** have herein designated the following items to be Security and/or Infrastructure records as defined in Ohio Revised Code §149.433: policy and procedure manuals and documents regarding Information Technology operations, security, disaster recovery, and business continuity processes; hardware, software, and network (detailed) architecture documents; disaster recovery planning documents; network security assessments; TCP/IP addressing assignments and associated metrics; application, network, and/or device logs containing IP addresses and/or user names; detailed telecommunications schematics; detailed network wiring schematics; detailed electrical wiring schematics; information technology and/or facility heating, ventilation, and air-conditioning detailed schematics; facility security system schematics and/or other information; and grants to the **NWOCA** Executive Director the authority to designate additional information items that, in his/her judgment would represent a potential risk to the security and integrity of **NWOCA's** services and/or infrastructure should they become publicly available.

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**MODIFICATION NO. 1
TO
OHIO COMMUNITY SCHOOL CONTRACT
BY and BETWEEN
Educational Service Center of Lake Erie West ("Sponsor" or "ESCLEW")
AND
Autism Model School ("Governing Authority" OR "School")**

WHEREAS, the ESCLEW and the Governing Authority entered into an amended and restated Community School Contract ("Contract") effective on July 1, 2012; and

WHEREAS, the ESCLEW and the Governing Authority agree to the following modifications, which shall be effective on July 1, 2013;

NOW THEREFORE, the parties modify the Contract as follows:

1. **Article II, Section 2.1.** The third sentence is updated to read: "Unless otherwise permitted by law, no Director shall serve on the board of more than four other community schools in the State of Ohio."

The remainder of Section 2.1 remains as originally written in the Contract.

2. **Article II.** At the end, add a new section as follows:

"Section 2.8. Annual Contract Review. The Governing Authority agrees to meet with the Sponsor annually to review terms and requirements of this Contract and shall reserve at least one half hour at a Governing Authority meeting for that purpose."

3. **Article IV Section 4.1** is updated as follows:

In the first paragraph, remove 2313.18 and include sections 2313.19, 3313.539, 3313.609, 3313.6411.

At the end, add the following paragraph: "If the School is a recipient of moneys from a grant awarded under the federal race to the top program, Division (A), Title XIV, Sections 14005 and 14006 of the "American Recovery and Reinvestment Act of 2009," the School will pay teachers based on performance in accordance with section 3317.141 and will comply section 3319.111 of the Revised Code as if it were a district."

The remainder of Section 4.1 remains as originally written in the Contract.

4. **Article V, Section 5.1** shall be replaced in its entirety as follows:

"5.1 Location of Facilities. The facility to be used for the primary location of the community school will be maintained at **3020 Tremainsville Road, Toledo, Ohio 43613**. The School may not open an additional facility without the prior approval of Sponsor and modification of this Contract. The School agrees to comply with all laws, rules, and regulations concerning multiple facilities.

5.2 Lease or Mortgage Payments. If any School facility has been or will be leased, a copy of the fully executed lease must be provided to the Sponsor within three (3) business days of its execution. If any School facility has been or will be purchased by the School, a copy of the contract of sale and related documents must be provided to the Sponsor within three (3) business days of execution, and, after purchase, a copy of the recorded conveyance documents must immediately be provided to the Sponsor. Any lease or use of any School facility must be documented in writing. The facility will not be changed without prior written notification to the Sponsor. Any lease or mortgage payments must be consistent with the budgets given to and approved by Sponsor. In any change of facility, the Sponsor, at its sole discretion, but without obligation to do so, may request maps, plans, revised budgets showing adequate service of the debt and reserves for maintenance or repairs, and/or attorney, accountant, or financial consultant assurances or opinions regarding structure, financing or otherwise. Sponsor may object to location of a proposed facility based on a business reason or an otherwise reasonable basis, but is not obligated to control or direct the marketing or facilities decisions of the School. The Sponsor shall not be liable for the debts obligations, or business of the School, but may request any information Sponsor deems necessary to assess adequate planning for facilities.”

5. **Article V, Section 5.2** is renumbered as **Section 5.3**. The language of the Section remains as originally written in the Contract.

6. **Article VI, Section 6.8** shall be replaced in its entirety as follows:

“**Assuring Adequate Yearly Progress and Value-Added Growth.** If the School does not make Adequate Yearly Progress and/or meet state standards for value-added on the Ohio Local Report Card, the School shall develop a school-wide plan of intervention and submit the plan to Sponsor for approval. The School shall also develop a plan of intervention for each student not found proficient or who has not made a year’s growth under value-added standards, and shall make such plans available for review by Sponsor.”

7. **Article VI, Section 6.11.** The first sentence of the Section is replaced as follows: “Prior to graduation, the **School** shall send its list of graduates to **Sponsor**.” The remainder of Section 6.11 remains as originally written in the Contract.

8. **Article VI, Section 6.13.** The last sentence is removed. The remainder of Section 6.13 remains as originally written in the Contract.

9. **Article VIII, Section 8.1.** At the end, add the following sentence: “Any classroom teacher hired on or after July 1, 2013 and employed to provide instruction in physical education must hold a valid license issued pursuant to R.C. 3319.22 for teaching physical education.”

10. **Article IX, Section 9.3** shall be replaced in its entirety as follows:

“**Fiscal Licensure.** Prior to assuming the duties of fiscal officer of the School, the fiscal officer shall be licensed as provided for in R.C. 3301.074. The licensure is attached as **Attachment 9.3**. Any updates or changes to the fiscal licensure must be sent to the Sponsor within five (5) business days.”

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11. **Article IX, Section 9.4** shall be replaced in its entirety as follows:

“Fiscal Bond. The School’s fiscal officer shall execute a bond in an amount and with surety to be approved by Sponsor, payable to the State of Ohio, conditioned on the faithful performance of all of the official duties required of the School’s fiscal officer. The bond shall be deposited with and certified by the Governing Authority, and a copy thereof filed with the county auditor. A copy of the fiscal officer bond is contained in **Attachment 9.4**. Any updates or changes to the bond shall be sent to the Sponsor within five (5) business days.”

12. **Article IX, Section 9.7** shall be replaced in its entirety as follows:

“Payment to Sponsor for Oversight. For and in consideration of one and one-half percent (1.5%) of all state per-pupil foundation funds received by the School from the State of Ohio (but only up to 3% of such funds unless otherwise allowed by law), the Sponsor shall provide the oversight required by law, at the inception of this Contract. Beginning on July 1, 2015, this percentage will automatically increase to two percent (2%) of such funds. Payments to the Sponsor shall be made by monthly automatic transfer to the general fund of the Sponsor, and the School agrees to sign documentation necessary to accomplish the same.

At the inception of this Amended and Restated Contract, the oversight fee will remain at 1.5%, and it will increase to 2% on July 1, 2015, as outlined above. Beginning eighteen (18) months thereafter, the ESCLEW reserves the right to increase the fee upon not less than sixty (60) days prior written notice, for not more than 0.5% each increase, at any rolling 18-month interval during the term of this Contract, provided the total oversight fee shall never exceed statutory limits (currently 3%).

However,

1. It shall not be mandatory for the ESCLEW to raise any oversight fee;
2. Nothing shall prohibit the ESCLEW from raising the oversight fee to any increment below 0.5% of the last fee amount, and
3. Should the laws, rules, or regulations change to increase oversight fees or regulate how or from whom they are paid or otherwise, this Contract shall be amended to comply with such laws at the Sponsor’s written request and, the School agrees to automatically comply with such new rules even without such amendment, at the Sponsor’s written request.”

13. **Article XI, Section 11.9** shall be replaced in its entirety as follows:

“Suspension. The Sponsor may suspend operations of the School if (a) conditions of the School do not comply with a health and safety standard established by law for school buildings; or (b) for (1) failure to meet student performance requirements stated in this Contract; (2) failure to meet generally accepted standards of fiscal management; (3) violation of any provision of this Contract or applicable state or federal law; or (4) other good cause, if Sponsor first sends a written notice of intent to suspend explaining the reasons and provides the Governing Authority with five (5) business days to submit a remedy, and either promptly reviews and disapproves the proposed remedy, or the Governing Authority fails to submit a remedy or fails to implement the remedy.

Once the School is suspended, it must cease operations on the next business day and immediately send notice to all School employees and parents stating that the School is suspended and the reasons therefore. The School again has an opportunity to submit a proposed remedy within five (5) business days. The School may not operate while the suspension is in effect, and any such suspension shall remain in effect until Sponsor notifies the Governing Authority that it is no longer in effect. At all times during suspension, the School remains subject to nonrenewal or termination proceedings, in accordance with the law."

ALL OTHER SECTIONS, SUBSECTIONS, TERMS, OR PROVISIONS OF THE CONTRACT SHALL REMAIN IN FULL FORCE AND IN EFFECT UNLESS OTHERWISE SPECIFICALLY MODIFIED HEREIN.

**Educational Service Center
of Lake Erie West**

**Governing Authority of
Autism Model School**

By: _____
(Signature)

By: _____
(Signature)

Its: Superintendent

Its: _____
(Title)

with full authority to execute this Contract
for and on behalf of **Sponsor**
and with full authority to bind **Sponsor**.

with full authority to execute this Contract for
and on behalf of **Governing Authority** and
with full authority to bind **Governing Authority**.

Date: _____

Date: _____