

**The Autism Model School
Board Meeting Minutes – Draft
December 17, 2013**

Attending: Mark Greenblatt (acting as Board Chairman), Carl Windnagle, Lisa Marsalek, James Rothschild, Isaac Demarest

Excused: Raj Parikh, Mary Murray, Edward Cancio

Also Attending: Mary Walters, Director; Kali Kowalski, Receptionist/Recorder of the Minutes; Joel Vidovic, Behavior Management Director

Meeting called to order at 6:06 p.m.

I. Welcome and Public Comments

Nothing presented.

II. Minutes from the November 26, 2013, Board Meeting: Discussion and Approval

Motion to approve the November 26, 2013, Board Meeting minutes, as written:

1. Lisa Marsalek
2. Isaac Demarest

Vote: Yes – Unanimous – Windnagle, Marsalek, Rothschild, Demarest.

III. Review of Strategic Planning SWOT Analysis

Ms. Marsalek suggested postponing review of the analysis performed in November until the January 28, 2014 Board Meeting. The remaining board members agreed.

IV. Committee Reports

A. Finance Committee

1. November Budget Reconciliation and Variance Report

Mr. Windnagle presented on behalf of the finance committee. He mentioned that four students were “flagged” for funding and the state is holding the funds until discrepancies are cleared up. Ms. Walters mentioned that the deposit for the month was \$200.00 more than projected, even though the four students were flagged. This will put our budget projections ahead for the year. Ms. Walters stated that based upon the projected revenues, without any further changes in students, our budget will be ahead by \$81,000.00 for the year. She also pointed out that the CCIP grant funds are available and are starting to be expended now.

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

1. Jim Rothschild

2. Carl Windnagle

Vote: Yes – Unanimous – Windnagle, Marsalek, Rothschild, Demarest.

2. Federal Grant Funds

Ms. Walters discussed and explained the disbursement of the Federal Grant Funds on pages 18-20 of the Board Meeting packet.

3. Other

Nothing to present at this time.

B. Director's Report

Ms. Walters presented her report for the month of November. She stated that she discovered there is a penalty for early payoff of the dealer loans on the vans. Mr. Demarest believes that the interest payments over the remaining three and a half years will be much larger than the early payoff penalty. Mark Greenblatt suggested computing the differences at the next Finance Committee meeting in January, with the finance committee making a recommendation on what should be done.

Ms. Walters reviewed Differentiated Accountability an Ohio Improvement Process that the school must comply with due to our recent report card grade with the state. Regardless of the criteria the state uses to determine a school's "grade", each school that is graded below average is required to go through this process. An administrator from a Columbus special education school has drafted a proposal to state legislation so that "unique" community schools can be identified and graded differently. Ms. Walters plans to continue to work with this school and Ron Adler, an Ohio lobbyist, to get this plan implemented throughout the state.

Ms. Walters stated that she will be meeting with a couple representatives from the Boy Scouts with regard to starting a Boy Scout program here at the school. Ms. Walters also mentioned that our previous vehicle insurance company was purchased by a new owner. Due to this, the company drew up a new insurance quote and the insurance for the vans will be lowered for future months. She also mentioned that the STRS annual deposit has been adjusted and is also lower than in previous years.

Motion to approve the November New Hires and Resignations as presented in the Director's Report:

1. *James Rothschild*

2. *Lisa Marsalek*

*Vote: Yes – Unanimous -
Windnagle, Marsalek,
Rothschild, Demarest.*

C. Educational Program/Curriculum Report

- D.** Ms. Walters stated that the school will be ordering more materials for the Direct Instruction curriculum. Due to transitioning students all over the school, staff has been sharing teacher guides to conduct the programming. These are the most expensive materials within the Direct Instruction kits and the school has been holding off on ordering them until now. The remainder of the contingency curriculum funds will be used on this purchase. Ms. Walters mentioned that the school has received some grant funds for renewing our TeachTown license with the Great Lakes Autism Collaborative, which will help displace some of the curriculum materials cost.

E. Job Training Program Report

Ms. Walters reviewed a report from Ms. Becky Knapp regarding the Job Training Program. Students will be visiting the DNR in Oregon next month. The Toledo Symphony will be presenting to the students next month as well. Ms. Knapp is researching new organizations and committees to join to make new employer contacts for the students. Pam's Corner, a restaurant some students currently work at, provided Ms. Knapp with a testimonial of their wonderful experience employing our students. Ms. Knapp also reported that there is a transition training in Columbus that six different staff members will attend in March. Professional Development funding for this conference is already planned in the budget.

F. Strategic Planning Committee: SWOT Review (See Item III above)

The board will review the information compiled for the November SWOT analysis at the January 28, 2014 Board Meeting.

Motion to move the start time of the January 28, 2014 Board Meeting from 6:00 p.m. to 5:30 p.m.:

1. Lisa Marsalek
2. James Rothschild

Vote: Yes – Unanimous – Windnagle, Rothschild, Marsalek, Demarest.

G. Policies and Procedures Committee

Nothing to present at this time.

V. Old Business

Nothing presented.

VI. New Business

Mr. Greenblatt brought up an issue that one of the teachers presented at a past meeting. The teacher suggested that there are not enough personal days allotted for

employees. This teacher suggested that employees receive one personal day for each year of employment. Mr. Rothschild suggested that the board further deliberate this topic and compile some numbers at the finance committee meeting next month to see if the school can afford to increase the number of personal days staff receive.

Motion to move to Executive Session at 6:40 pm in accordance with ORC 121.22 (G)(1) item 7 for the purpose of discussing the compensation of a public employee or official with all members of the board:

1. *Isaac Demarest*
2. *Carl Windnagle*

Vote: Yes – Unanimous – Windnagle, Rothschild, Marsalek, Demarest.

Transitioned to Executive Session at 6:40 p.m.

Motion to end Executive Session at 7:01 pm:

1. *Jim Rothschild*
2. *Lisa Marsalek*

Vote: Unanimous – Windnagle, Rothschild, Marsalek, Demarest.

Executive Session concluded at 7:01 p.m.

Motion to Accept Item A of the board packet with section 2 modified to target a 2% salary raise for all employees who have been employed at the school for one year or more, and additional individual percentage salary increases based on merit as decided by the school director and her chosen administrative support to up to a total expenditure of the additional expected monthly revenues projected in Section 1 of Item A effective January 1, 2014, and all of Section 3 of Item A effective January 1, 2014.

1. *Isaac Demarest*
2. *Lisa Marsalek*

Vote: Unanimous – Windnagle, Rothschild, Marsalek, Demarest.

VII. Adjourn

Motion to adjourn at 7:07p.m.:

1. *Lisa Marsalek*
2. *Jim Rothschild*

Vote: Yes – Unanimous – Windnagle, Rothschild, Marsalek, Demarest.

The next board meeting is scheduled for Tuesday, January 28, 2014, at 5:30 p.m.