

The Autism Model School
Board Meeting Minutes
June 27, 2017

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

Attending: Isaac Demarest, Cynthia Frye, Toni Gerber, Mark Greenblatt, James Rothschild, Bruce Weinberg

Excused: Ed Cancio, Lisa Marsalek, Raj Parikh,

Also Attending: Mary Walters, Director; Catherine Moore, Administrator 2 /Recorder of the Minutes; Luke Reed, Development Director; Kristie Hayward, Sponsor Representative - ESC Lake Erie West; Joel Vidovic, Behavioral Management Director; Mary Cornell, Assistant Behavioral Management Director; Dave Massa, Fiscal Officer – Massa Financial Solutions

Meeting began at 5:30 PM

I. Welcome and Public Comments

- Nothing presented.

II. Minutes

- From the May 30, 2017 board meeting. Discussion and approval.

Motion to approve the May 30, 2017 minutes as written:

1. Mark Greenblatt

2. Cynthia Frye

Vote – Yes – Unanimous: Demarest, Frye, Gerber, Greenblatt, Rothschild

III. Standing Reports

a. Sponsor Representative Report

i. Site Visit

- Hayward discussed the rules and responsibilities of stakeholders that were highlighted in the newsletter e-mailed to the members earlier in the month. Of the June site visit she said the Authorizers' Assurances were completed and the school was in compliance, including all of the items on the giant spreadsheet.
 - In terms of board member compliance, members can use the ESC's background checking service. The members are only required to repeat the BCI. However, if the board member has moved out of state and returned, then FBI is required.
- ii. Contract modification
- Hayward assured the board that the contract modifications are updates reflecting new state legislative requirements.

Motion to approve the modifications to the contract between the Autism Model School and the Education Services Center of Lake Erie West:

1. Toni Gerber
2. Isaac Demarest

Vote – Yes – Unanimous: Demarest, Frye, Gerber, Greenblatt, Rothschild

b. Financial Report

- i. May, 2017 Financials—budget & variance reports.
- Massa and the Board reviewed and discussed the May, 2017 budget & variance report.
 - Rothschild praised the new report layout; Gerber seconded the praise.

Motion to approve the May, 2017 Financials:

1. Mark Greenblatt
2. Toni Gerber

Vote – Yes – Unanimous: Demarest, Frye, Gerber, Greenblatt, Rothschild

- ii. FY18 Draft

- Massa and the Board reviewed and discussed the FY18 Draft Budget.
- Rothschild asked Walters about the status of the school's van fleet. Most of the vans are approximately five years old and in need of frequent repairs. The board recommended looking into the purchase of new vans.

Motion to approve the FY18 Budget:

1. James Rothschild

2. Isaac Demarest

Vote – Yes – Unanimous: Demarest, Frye, Gerber, Greenblatt, Rothschild

c. Director's Report

- i. The Board reviewed and discussed the May, 2017 New Hires and Resignations.

Motion to approve the May, 2017 hires and resignations:

1. Isaac Demarest

2. Cynthia Frye

Vote – Yes – Unanimous: Demarest, Frye, Gerber, Greenblatt, Rothschild

ii. School Cellular Phones – update

- Fourteen new iPhone 6 phones will be active before June 30, 2017 for an additional annual cost of \$1,060.08.
- The functional benefits of the upgrade include: ease of use, decrease or elimination of the use of walkie-talkies for emergent situations, and the ability to implement appropriate programming during severe behavior situations through text, rather than talk, capabilities.

iii. Update of Parent Satisfaction Survey (handout)

- Moore briefly presented the survey report that was handed out to the board members. Demarest noted that the return rate was good; it was up from the previous year. Greenblatt liked the numbers.

iv. Summer Administrative Work Plan

- Update and re-organize policy and procedure manual, including revising job descriptions as needed. Walters and Tony Baird are already working on the updates.
- Job Training Program – contact local vendors to solicit and secure wholesale or close to wholesale purchased for the E-commerce program.
 - Development of presentation and pamphlets/marketing materials for marketing pitch to potential partners. Walters and Reed have been working on the materials.
- v. Maintenance follow-up regarding the bathrooms – the janitorial staff asked “what do you want cleaned?” Walters prepared a list of daily bathroom cleaning tasks and provided the janitorial/maintenance department with the list. Walters and other administrators will continue to monitor the issue.
- vi. Update on Director Position hours
 - Walters updated the board on her hours.
- vii. State Report Card Update
 - This year, when the report cards come out in the fall, we will be allowed to upload information to a website to include specifics about our school. An e-mail from ODE came down 06/26.
- viii. Teacher Work Week Staff Meeting
 - Weinberg will introduce himself to the AMS staff during staff training week in late August. Gerber would like to join. Walters will double check date, but it appears to be August 23 at 1pm.
- ix. Assistant Job Training Coordinator
 - The current Assistant Job Training Coordinator will be stepping down June 30. Walters presented the board with a new job description that would “beef up” the function and required education level of an incoming AJTC to better assist the Job Training Coordinator.
 - Weinberg said he believes that the position would be worth the cost. Gerber agreed that the role is important.

- Demarest looked at the numbers and said it would be “an additional \$38K at a maximum and we have to do it”.

Motion to accept the plan to update the Assistant Job Training Coordinator job description and requirements with a salary range from \$34,200 up to \$50,000:

1. James Rothschild

2. Isaac Demarest

Vote – Yes – Unanimous: Demarest, Frye, Gerber, Greenblatt, Rothschild

d. Development Director’s Report

i. LGPA Marathon Classic Updates

- School providing over 20 volunteers for the event
- Reed invited the board to join Walters on the 18th green on Sunday, July 23rd for the presentation.

ii. AFP Mentorship Program

- Reed will spend his final meeting with his AFP mentor, Vern Snyder, to discuss major gift fundraising, capital campaigns, and future board meeting dates for presenting on the above topics.

iii. Development Activities Year-In-Review (handout)

- Reed summarized the year in grants, giving, and special events with a slide show. The number of individual donors has increased, which is a good thing.

IV. Old Business

i. Strategic Plan

- Vidovic updated the board regarding the strategic planning goals laid out 2 years ago. He reminded the board that goal one of the Strategic Plan, the mission to provide an effective education, was broken down into four objectives: that it be

sustainable, effective, replicable, and, finally, disseminated to the larger community.

- In presenting at the 43rd Annual ABAI convention over Memorial Day weekend, Vidovic and his team were able to share the work they have done over the course of the past two years to develop sustainable, effective, and replicable curriculum through direct instruction, ACE instruction, and the e-commerce program for transition-aged students. There are more conferences planned to continue to meet this objective.

ii. ABAI Convention

- Vidovic shared his experiences at the conference with the board. Gerber asked if there was anything that caught his eyes, because the networking is critical. Vidovic replied that “we’re doing the cutting edge stuff,” and that he saw a lot of the same things he sees every time he goes to a conference.
- Walters added that most of the talks Alison Thomas, Job Training Coordinator, went to at the conference were focused on the need for transition services, job training and adult employment options with no solutions being presented.
- In terms of networking, Vidovic met a language development specialist from a children’s hospital program in Georgia in an elevator and talked to her about the use of direct instruction. They discussed the difficulties as a researcher to find the time to conduct the tests, collect the data, and also publish the results. He was encouraged by her insight and would like to try to partner with her to publish the data that has been collected at AMS.
- On the plane, Vidovic sat next to the leader of the animal behavior clinic here at home and discussed the teamwork of local organizations and the opportunities being presented by that partnership.
- The board asked about expanding the program, but Vidovic said we still need to work on the quality of DI and data collection as a whole system, which is the second goal of the strategic plan.

iii. RELIAS follow-up

- The new policy to incentivize the completion of the online training program seems to be working; one staff member completed her coursework over the June break.

V. New Business

- i. Nothing presented.

Motion to adjourn at 6:28 PM:

1. Mark Greenblatt

2.

Vote – Yes – Unanimous: Frye, Gerber, Greenblatt, Rothschild

The next board meeting is scheduled for July 18, 2017 at 5:30pm in the ProMedica Health and Wellness Center, Community Education Room 1, 5700 Monroe Street, Sylvania, Ohio, 43560.