

The Autism Model School
Board Meeting Minutes
May 22, 2018
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, Lisa Marsalek, Raj Parikh (late arrival), Bruce Weinberg

Excused: Ed Cancio, James Rothschild

Also Attending: Mary Walters, Director; Joel Vidovic, Behavior Management Director/Recorder of the Minutes; Mary Cornell, Assistant Behavior Management Director; Luke Reed, Developmental Director; Jen Atkins, Sponsor Representative - ESC Lake Erie West; Dave Massa, Fiscal Officer – Dave Massa, Massa Financial Solutions.

Meeting began at 5:30 PM

I. Welcome and Public Comments

- Nothing presented.

II. Minutes

- From the April, 2018 board meeting. Discussion and approval.

Motion to approve the April 17, 2018 minutes as written:

1. Isaac Demarest

2. Toni Gerber

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

III. Standing Reports

a. Financial Report

- i. April, 2018 Financials—budget & variance reports.

- The Board reviewed and discussed the April, 2018 budget & variance report.

Motion to approve the April, 2018 Financials:

1. Lisa Marsalek

2. Isaac Demarest

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

ii. Update of 5 Year Forecast

- Massa presented the FY19 Preliminary Operating Budget

Motion to approve the FY19 Operation Budget:

1. Lisa Marsalek

2. Isaac Demarest

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

- Massa presented the 5 Year Forecast

Motion to approve the 5 year forecast:

1. Mark Greenblatt

2. Isaac Demarest

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

iii. Update on May, 2018 Financial Settlement Report

- The Board reviewed and discussed the May, 2018 financial settlement report.

b. Sponsor Representative Report

1. Atkins reviewed the most recent ESCLEW governing authority update which focuses on reducing chronic absenteeism; it will show up on the state report cards.
2. Atkins conducted her monthly site visit on May 1st where primarily reviewed alternate assessment scores. She noted that the scores have increased over last year, especially in grade band 3-5.

3. Walters reviewed policies regarding truancy issues and how the AMS administration is handling truancy issues.

c. Policies and Procedures

i. Required Motions

1. Appointment/Approval of EMIS Coordinator for FY19:
Jeana Kirkendall.

- The board discussed approving Jeana Kirkendall as EMIS Coordinator for FY19.

Motion to approve Jeana Kirkendall as EMIS Coordinator for FY19:

1. Lisa Marsalek

2. Toni Gerber

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

2. Tobacco/Betel Nut Policy update

- The board reviewed and discussed updated Tobacco/Betel Nut policy.
- Demarest took the liberty to look up the unfamiliar betel nuts; he discovered that they are an increasing problem in other regions of the world.

Motion to approve the Tobacco/Betel Nut Policy:

1. Mark Greenblatt

2. Isaac Demarest

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

3. Policy for Federal Grants

- The board reviewed and discussed policy for federal grants.

Motion to approve the Policy for Federal Grants:

1. Toni Gerber

2. Isaac Demarest

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

4. 2018 Policy Certification

- The board reviewed and discussed the 2018 policy spreadsheet.
- Walters and Weinberg signed the 2018 policy certification at 6:00pm.

ii. Discussion regarding Time Off/Paid Time Off policies.

- Walters described the school's use or lose time-off policy and detailed problems with staff attendance as the "use by" deadline, July 1, approaches.
- Weinberg asked for data on absences leading up to the deadline. The board will follow up at future meetings when data is available.

d. Director's Report

1. The Board reviewed and discussed the April, 2018 New Hires and Resignations.

Motion to approve the April, 2018 hires and resignations:

1. Mark Greenblatt

2. Isaac Demarest

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

2. Updates on 20th Anniversary Celebration – handouts and discussion.

- Updates will be given with Reed during the Development Director's Report.

3. Updates on ProMedica Innovations – discussion.

- The ProMedica Foundation is providing funding to Autism Model School for a Business Intern to develop a business plan for the e-commerce project and associated job training programs under the guidance of ProMedica Innovations.
- The school is currently waiting for a check from the ProMedica Foundation and the intern will begin working once the funding is available.

- There will be an organizational meeting with the intern, ProMedica Innovations, and Autism Model School once the check arrives.
 - Parikh and Weinberg would like to be involved in the meeting. Rothschild would most likely want to be involved, as well.
 - Parikh asked Walters to request an agenda from ProMedica in advance of the actual meeting.
4. Minivan update—handout provided at the board meeting with template for monthly reports.
- One van is currently struggling, and has swapped roles with the current back-up van.
 - The school will likely purchase a new van or possibly more than one new van in the fall of 2018.
 - Within the handout template, it was suggested that including the date of major repairs will be helpful.
- e. Development Director's Report
- i. 20th Anniversary Celebration Budget
 - Walters provided the board with an update to the expected costs of the celebration
 - ii. 20th Anniversary Celebration Events
 - Reed reviewed the planned agenda for the celebration.
 - Weinberg asked Reed to e-mail him the names of the high profile guests expected for Friday's Legislators event.
 - Parikh suggested adding a fundraising "ask" to the contact info request form. Greenblatt concurred. Weinberg expressed doubt about making a hard ask during a celebration.
 - iii. 20th Anniversary Celebration Video

- Reed premiered the first cut of the video commissioned following the last board meeting.

IV. Old Business

- Nothing presented.

V. New Business

- Nothing presented.

Motion to adjourn at 6:44 PM:

1. Isaac Demarest

2.

Vote – Yes – Unanimous: Demarest, Frye, Gerber, Greenblatt, Marsalek, Parikh

The next board meeting is scheduled for Tuesday, June 19th, 2018 at 5:30 pm in the ProMedica Health and Wellness Center, Community Education Room 1, 5700 Monroe Street, Sylvania, Ohio, 43560.