

The Autism Model School
Board Meeting Minutes
July 17, 2018
Location: Autism Model School
Jaeger Hall
3020 Tremainsville Road
Toledo, OH 43613
5:30 PM

Attending: Cynthia Frye, Toni Gerber, Mark Greenblatt, Lisa Marsalek, James Rothschild, Bruce Weinberg

Excused: Ed Cancio, Isaac Demarest, Raj Parikh

Also Attending: Mary Walters, Director; Catherine Moore, Administrator 2 /Recorder of the Minutes; Joel Vidovic, Behavior Management Director; Mary Cornell, Assistant Behavior Management Director; Luke Reed, Developmental Director; Amy Trautwein, Job Training Coordinator; Jen Adkins, Sponsor Representative - ESC Lake Erie West

Meeting began at 5:30 PM

I. Welcome and Public Comments

- Nothing presented.

II. Minutes

- From the June, 2018 Board meeting. Discussion and approval.

Motion to approve the June 19, 2018 minutes, with the addition of “to consider the compensation of a public employee or official” in the motion to enter executive session:

1. Toni Gerber

2. Lisa Marsalek

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

III. Standing Reports

a. Financial Report

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

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

Motion to approve the June, 2018 Financials:

1. Mark Greenblatt

2. Toni Gerber

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

- Walters informed the board that Signature Bank, a bank local to Toledo, reached out to Dave Massa of Massa Financial, LLC regarding the Autism Model School's accounts.
 - Walters called Massa at 5:42pm. There were no questions regarding the June, 2018 financials, however, the board had questions about Signature Bank. Walters and Massa will discuss setting up a presentation from Signature Bank at a future board meeting.
- ii. Van Report
- According to the report, the Grand Caravans are in trouble. Van 5, in particular, is not worth putting any more money into at this point.
 - Greenblatt asked how many vans we have running on any given school day. Walters responded that there are eleven vans transporting students with one van, Van 5, as the back-up.
 - Frye asked if we had the finances available to purchase more vans. Walters said she would work with the transportation director to present quotations/offers from various companies about purchasing and financing new vans. She will contact Parikh for his insight and recommendations.
 - Rothschild suggested replacing three vans: Vans 5, 7, and 11.
 - Walters will bring some prices before the Board next month.

b. Sponsor Representative Report

- i. Adkins completed the July site visit on the 10th of the month. The highlight of the visit was the new harness swing on the playground.
 - ii. Everyone should have received the invitations to the annual statewide meeting during which Mary Walters will be the keynote speaker. Walters' invitation to speak should be considered an honor to the school and acknowledgement of the school's accomplishments.
- c. Policies and Procedures
- i. Update on the software and processes – where we're at.
 - Walters expects the updated policies and procedures handbook to be ready for board review by the September, 2018 meeting.
 - ii. Board meeting and finance meeting schedule for FY 2019
 - There was no September meeting scheduled due to various holidays, however, it is too early in the school year to miss a meeting. The September meeting will be scheduled on Tuesday the 25th of the month and the finance meeting will take place on Thursday the 20th. The December meeting will remain on the schedule and can be canceled at a future meeting.
 - The ProMedica Health and Wellness Center is not available on many of the scheduled board meeting dates. The primary location of the year's Board meetings will be the Autism Model School. Changes to a meeting's location can be made at future meetings.

Motion to approve the board meeting and finance meeting schedule for FY 2019, with the addition of dates in September, 2018 as well as the addition of the school as the primary location:

1. Lisa Marsalek

2. James Rothschild

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

- d. Director's Report

- i. The Board reviewed and discussed the June, 2018 New Hires and Resignations.

Motion to approve the June, 2018 hires and resignations:

1. James Rothschild

2. Cynthia Frye

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

- ii. Job Training Coordinator Position: Tuition & Fees

- The University of Toledo offers the “Transition to Work (TTW)” endorsement, a 12 credit hour endorsement for Intervention Specialists working in transition roles. The former Job Training Coordinator (JTC) received the training, paid for by the board, and is now a member of the Clinical Management team. Amy Trautwein, the new JTC, is to receive the same training, also paid for by the board.

Motion to approve the expenditure of tuition and fees for the Transition to Work endorsement of Job Training Coordinator Amy Trautwein:

1. Mark Greenblatt

2. James Rothschild

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

- iii. Summer projects include:

- New Policy and Procedure online system with Tony and Catherine – estimated completion for board input/approval: September, 2018
- ProMedica Innovation project with Joel – see update – expected completion of first draft: September, 2018 – first week. Walters indicated a small company has been engaged by ProMedica to direct the business plan and that the process was started on July 13th.

- e. Development Director’s Report

- i. Graduation

- Reed invited the members of the board to attend the graduation on August 3, 2018. There will be cake and water.

ii. Summary of the 20th Anniversary Celebration

- Reed noted that three state representatives who had agreed to attend the events may have been waylaid by the kerfuffle in the state house with the resignation of the Speaker of the House. Marsalek agreed.
- Walters praised Reed who had “all the plates spinning and none of them fell;” it was “such a mammoth task.” There were a lot of people working on it and it went really well.

IV. Old Business

a. Paid Time Off policy update

- i. An update is forthcoming and will be presented at a future meeting.

b. Aut to be Partners and ProMedica Innovations update

- i. Discussed in the Director’s Report.

c. Comics for Comprehension study update

- i. Walters took the time to point out how much work Reed has put into the project. He was the original grant writer, and it was not necessarily his job to DO the project, but he has picked it up. Reed joked that his artistic abilities have really improved in the process.
- ii. When asked if the comics were being used in the school, Reed answered that the comics have been used to supplement the reading curriculum of two students – they are now beyond the scope of the comics thus far. Vidovic segued to the agenda topic, telling the board that we are now working with Board member Frye, through the University of Toledo, on a study of the comics.
- iii. It was suggested we should copyright the comics. Reed said that was the plan - we own the copyright to the illustrations. Rothschild brought up the fact that we do not own the story the illustrations are based upon. The board discussed the possibility and probability of licensing the comics to the publisher as supplemental materials.

- iv. Vidovic described the progress that has been made in the illustration of the material.
- v. Rothschild asked about the timing on the study. We are shooting to start the study in November. Frye said the study is starting very small and not yet a full group study. Vidovic added that it is a one on one study at this time with a line of studies that could take place going forward.
- vi. There is a budding line of research into the use of direct instruction for children with Autism Spectrum Disorders. It has been well documented for 40 years in other use cases such as ESL, at risk youth, and other disabilities. Our approach tries to make not just reading, but reading comprehension accessible for students with ASD.

V. New Business

- Nothing presented.

Motion to adjourn at 6:25 PM:

1. Mark Greenblatt

2. James Rothschild

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

The next board meeting is scheduled for Tuesday, August 28, 2018 at 5:30 pm at the Autism Model School.