

The Autism Model School  
Board Meeting Minutes  
August 28, 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, Bruce Weinberg

**Excused:** Ed Cancio, Isaac Demarest, Raj Parikh, James Rothschild

**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; Jen Adkins, Sponsor Representative - ESC Lake Erie West; Dave Massa, Fiscal Agent; Alison Frye, Vice President Client Development – Signature Bank; Bill McNeal, Commercial Loan Officer - Signature Bank

**Meeting began at 5:34 PM**

- I. Welcome and Public Comments
  - a. Nothing presented.
- II. Minutes
  - a. From the July, 2018 board meeting. Discussion and approval.

**Motion to approve the July 17, 2018 minutes as written:**  
**1. Lisa Marsalek**  
**2. Mark Greenblatt**  
**Vote – Yes – Unanimous: Frye, Gerber, Greenblatt, Marsalek**
- III. Signature Bank Presentation
  - Alison Frye and Bill McNeal introduced the board to Signature Bank. They are a local bank with only one location, and have been in business for 16 years. Ninety percent of their clients are businesses. They do not do any marketing; all of their relationships begin though word of mouth.

- Massa took a moment to talk about how this meeting came to be. He started working with Signature through another charter school his firm represents and now he has a personal account with them.
- A. Frye presented the services Signature could offer. Based on the balances the school has, there would be no monthly service fees. And we could increase interest earnings. There would be \$3500 in additional benefit for the school over the next year, relative to our current banking situation. Signature also offers the ability to do e-deposit and/or using their courier for deposits. Most people do not come into the bank because the bank comes to them. They can really give us everything we have today, but with additional benefits.
- Walters raised a concern from Demarest that she remembered from last week's finance committee meeting. Demarest works with trusts, and somehow ran into some trouble with Signature and the number of checks that are written. McNeal said all money markets are limited through federal regulation, but deposits through a checking account are not limited.
- Weinberg asked if they often worked with non-profits. Signature Bank was started through the decline of Capital Bank, and they've had relationships with non-profits the entire time.
- Weinberg questioned the pair about the transition and how difficult it is to switch from one bank to another. A. Frye replied, "If we're doing our job, you won't have to think about us."
- Massa believes that everything presented is accurate. Asked if he was running into trouble with the current banking situation, Massa said that he was not. He went on to say that there are some boards that prefer to patronize local businesses, and Weinberg agreed.
- Gerber asked why Massa chose to bank with Signature. Massa said he liked that they have a better decent rate and that they provided a line of credit. He explained that the line of credit is a safety measure for his business, and he didn't like the big bank feel of applying for a line of credit. Signature provided a very personal discussion that didn't make him feel like he was getting the run around.
- Weinberg asked the board how they would like to move forward and said he would like Isaac present at the meeting in which this is discussed further. The other members agreed.

IV. Contract Modification from sponsor [presented prior to Signature]

- Due to recent legislative changes, the sponsor contract must be updated. Greenblatt and Marsalek recommend an apostrophe in the word “schools” in item 1.

**Motion to approve the changes to the sponsor contract, accepted as written with a recommendation that the writers consult grammar check in the future:**

**1. Toni Gerber**

**2. Lisa Marsalek**

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

V. Standing Reports

a. Financial Report

i. July, 2018 Financials—budget & variance reports.

- The Board reviewed and discussed the July, 2018 budget & variance report; Massa said July is the most boring month of school finances.
- Greenblatt asked the finance committee to consider consolidating supplemental benefits like Aflac, Mutual of Omaha, etc.

**Motion to approve the July, 2018 Financials:**

**1. Toni Gerber**

**2. Lisa Marsalek**

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

ii. New Van Quotes

- The board reviewed and discussed the Transportation Coordinator’s report. In summation, Walters recommended replacing 3 vans, saying, “it can be more than 3, but the Dodge Caravans are falling apart.” The report highlights those vans specifically.
- The school purchased several vans last year and had discussed continuing to replace vans going into the future. The board members discussed the differences in the

potential new vans as quoted, but would like more information before making a decision.

b. Sponsor Representative Report

- i. Adkins referred the board to the August newsletter highlighting the “best practices” of school boards. The AMS board already appears to follow these practices.
- ii. During the site visit, Adkins conducted a special education review of five files. She qualified this review as a strength of the school during the visit.
- iii. Adkins mentioned the Ohio Coalition for Quality Education newsletter which highlighted Mary Walters’ keynote address at the ESC conference on August 3, 2018.

c. Policies and Procedures

- i. Policy and/or Procedure
  - The board reviewed the Special Education Policies (2009) and will add and adopt revisions as they occur.

**Motion to reaffirm and continue the policy “Special Education Planning/IEPs” of Autism Model School, thereby adopting the most recent edition of the *Model Special Education Policies and Procedures* including adoptions, revisions, and addendum to these policies and procedures as they become available through the Department of Education:**

**1. Lisa Marsalek**

**2. Cynthia Frye**

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

d. Director’s Report

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

**Motion to approve the July, 2018 hires and resignations:**

**1. Toni Gerber**

**2. Cynthia Frye**

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

- ii. New firm for the school's attorneys, Albin Bauer & Maria Markakis: Smith, Peters, Kalail C. L.P.A.
    - The board decided to wait until more members are present to discuss this matter further.
  - iii. Insurance Premium update
    - Auto Insurance and others.
- e. Development Director's Report
- i. 21<sup>st</sup> Century Community Learning Center update
    - The afterschool grant was denied, but the school can reapply in the spring.
  - ii. Nonprofit Innovations Award Contest
    - The school's Comics4Comprehension initiative is one of 17 concepts competing for the award. The award ceremony is Tuesday, October 9<sup>th</sup>, 8-10am.
  - iii. Events
    - Dance Till U Shine "Not-Too-Spooky" Dance Performance will take place Tuesday, October 9<sup>th</sup>, 6-8pm.
- VI. Old Business
- a. Paid Time Off Policy update
    - Tabled until the next meeting of the board.
  - b. Aut to Be Partners (E Value) and ProMedica Innovations update
    - i. Walters presented the business model canvas. The goal is to present to ProMedica in the next couple of weeks to seek more funding to further develop the business plan.
    - ii. The program will start with pilot sites and expand to new customers. We are currently gathering potential pilot sites/early adopters of our e-commerce program. Vidovic and Walters will

travel to Columbus, Ohio this Friday, August 31, 2018, to present the program to Haugland Learning Center.

- iii. The May Institute, who sent representatives to the school earlier this year, is interested in the program. They would like us to present the value proposition plans at their facility. A three day trip to the Boston area for two people may require the approval of up to \$5,000 for travel expenses.
- iv. Greenblatt asked if the school will be able to keep up with its daily tasks through all of these absences. Vidovic answered yes, because we have been building a supervisory program that does not require any one person. The absences will be felt, but the school will not crumble. If this program took off in the future, we would have other people involved, including the ProMedica people we're working with, to handle the business end.

**Motion to approve up to \$5,000 for travel expenses to present the value proposition to the May Institute:**

**1. Mark Greenblatt**

**2. Lisa Marsalek**

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

VII. New Business

- a. C. Frye has identified someone who is interested in joining the board, and will request that person submit their resume to the board for review.

**Motion to adjourn at 6:46 PM:**

**1. Lisa Marsalek**

**2.**

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

The next board meeting is scheduled for Tuesday, September 25<sup>th</sup>, 2018 at 5:30 pm in the Autism Model School, 3020 Tremainsville Road, Toledo, Ohio, 43613.