

The Autism Model School  
Board Meeting Minutes  
November 19, 2019  
Location: Autism Model School  
Job Training Office  
3020 Tremainsville Road  
Toledo, OH 43613  
5:30 PM

**Attending:** Ed Cancio, Lisa Marsalek, James Rothschild, Bruce Weinberg, Linell Weinberg

**Excused:** Isaac Demarest, Tony Gerber, Mark Greenblatt, Raj Parikh

**Also Attending:** Mary Walters, Director; Catherine Moore, Administrator 2 /Recorder of the Minutes; Luke Reed, Developmental Director; Jessica Bair, Sponsor Representative - ESC Lake Erie West

**Meeting began at 5:37 PM**

I. Welcome and Public Comments

- Nothing presented.

II. Minutes

- From the October, 2019 board meeting. Discussion and approval.

**Motion to approve the October 15, 2019 minutes as written:**

**1. Linell Weinberg**

**2. Lisa Marsalek**

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

III. Standing Reports

a. Financial Report

i. October, 2019 Financials—budget & variance reports.

- The Board reviewed and discussed the October, 2019 budget & variance report.

**Motion to approve the October, 2019 Financials:****1. Lisa Marsalek****2. Ed Cancio****Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

## ii. Holiday Gift Cards

- Walters asked the board if they, as they have in the past, would provide the school staff with holiday bonuses this year.
- Walters pointed to an e-mail from the treasurer, Dave Massa, regarding the ethical concerns of giving gift cards. Massa wanted to be sure we were “going in with eyes wide open.” Rothschild expounded upon the potential danger of giving gift cards as bonuses; it makes it easier to avoid taxation. He suggested that the school continue giving gift cards as holiday bonuses because it is just once a year and the value is the same for all employees.

**Motion to give all staff, van drivers contracted by Autism Model School, and the maintenance workers employed by St. Clement Parish who are performing services for the school one \$100 gift card each (up to 92 gift cards total) as a holiday bonus:****1. James Rothschild****2. Linell Weinberg****Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

## iii. Category 6 Funding

- Walters told the board that 11 students, or 10% of the AMS student population, are not categorized under autism, category 6. The difference in funding between the special education categories is significant.
- Rothschild and Walters quickly updated the board about the school’s current lobbying efforts in relation to the inclusion of students who do not meet the criteria for category 6 funding.

## iv. Federal Funds Review [handout]

- Walters briefed the board on the federal funding budget. (Title I, Title IIA, Title IV, and IDEA funds). She noted that parents and guardians were invited to this meeting for the purposes of providing input into the way the funds are utilized.

## b. Sponsor Representative Report

- Bair highlighted key points from the the monthly newsletter.
- Bair reviewed student files, specifically testing data and reading improvement plans during her monthly site visit. She and Walters also discussed 11.6 goals.
- During the monthly review, the financial oversight specialist found no red flags.

## c. Policies and Procedures

## i. Sponsor Contract Modification

- The board discussed the sponsor contract modification, “Modification No. 9” with input from Bair.

**Motion to approve the sponsor contract “Modification No. 9”:****1. Lisa Marsalek****2. Linell Weinberg****Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

## ii. Multiple policies to be re-approved

- The board reviewed the changes to the policy “Parent/Guardian/Foster Caregiver Involvement.”

**Motion to approve the updated policy, “Parent/Guardian/Foster Caregiver Involvement”:****1. Lisa Marsalek****2. Linell Weinberg****Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

- The board reviewed the changes to the policy, “Use of School-Owned Credit, Debit Cards, and PEX Cards.”

**Motion to approve the updated policy, “Use of School-Owned Credit, Debit Cards, and PEX Cards”:**

1. Lisa Marsalek
2. Linell Weinberg

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

- The board reviewed the changes to the policy, “Truancy.”

**Motion to approve the updated policy, “Truancy”:**

1. Lisa Marsalek
2. Linell Weinberg

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

- iii. Annual approval of the 22 individual health and safety policies outlined in the Emergency Operations Plan [EOP].

- The board reviewed the Emergency Operations Plan policy, “Evacuation.”

**Motion to approve the Emergency Operations Plan policy, “Evacuation: Procedures for evacuating the school building if it is determined that it is safer outside than inside the building”:**

1. Lisa Marsalek
2. Linell Weinberg

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

- The board reviewed the Emergency Operations Plan policy, “Deny Entry/Lockdown.”

**Motion to approve the Emergency Operations Plan policy, “Deny Entry/Lockdown: The initial physical response to provide a time barrier during an active shooter/intruder event”:**

1. Lisa Marsalek
2. Linell Weinberg

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

- The board reviewed the Emergency Operations Plan policy, “Shelter-In-Place.”

**Motion to approve the Emergency Operations Plan policy, “Shelter-In-Place: Safety procedure that provides a refuge for students, staff and the public inside the school building during an emergency”:**

1. Lisa Marsalek
2. Linell Weinberg

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

- The board reviewed the Emergency Operations Plan policy, “Reverse Evacuation.”

**Motion to approve the Emergency Operations Plan policy, “Reverse Evacuation: Procedures that should occur when conditions are safer inside the building than outside, generally when conditions involve severe weather, community emergencies, gang activity or a hazardous material release outside of the school”:**

1. Lisa Marsalek
2. Linell Weinberg

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

- The board reviewed the Emergency Operations Plan policy, “Communication and Notification.”

**Motion to approve the Emergency Operations Plan policy, “Communication and Notification: Outlines Autism Model School’s communications plan and supports its mission to provide clear effective communication between school staff, students, parents, emergency responders, the community and media”:**

1. Lisa Marsalek
2. Linell Weinberg

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

- The board reviewed the Emergency Operations Plan policy, “Medical and Mental Health.”

**Motion to approve the Emergency Operations Plan policy, “Medical and Mental Health: To ensure that there are procedures in place to assist staff and students in the event of a medical emergency”:**

- 1. Lisa Marsalek**
- 2. Linell Weinberg**

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

- The board reviewed the Emergency Operations Plan policy, “Security.”

**Motion to approve the Emergency Operations Plan policy, “Security Annex: Daily security procedures and protocols that are in place to ensure a safe and secure environment”:**

- 1. Lisa Marsalek**
- 2. Linell Weinberg**

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

- The board reviewed the Emergency Operations Plan policy, “Rapid Assessment.”

**Motion to approve the Emergency Operations Plan policy, “Rapid Assessment: Procedures that are in place to ensure that there is a method for evaluating and addressing developing threats and the courses of action the school will implement when it is notified or becomes aware of an occurring or impending emergency”:**

- 1. Lisa Marsalek**
- 2. Linell Weinberg**

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

- The board reviewed the Emergency Operations Plan policy, “Family Reunification.”

**Motion to approve the Emergency Operations Plan policy, “Family Reunification: Used to ensure a safe and secure means to accounting for students and reuniting them with their parents/guardians”:**

- 1. Lisa Marsalek**
- 2. Linell Weinberg**

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

- The board reviewed the Emergency Operations Plan policy, “Drop, Cover and Hold (Earthquake).”

**Motion to approve the Emergency Operations Plan policy, “Drop, Cover and Hold (Earthquake): Used when an incident occurs with little or no warning and is taken to protect students and staff from flying or falling debris resulting from explosions, structural failures, severe weather or an earthquake”:**

1. Lisa Marsalek
2. Linell Weinberg

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

- The board reviewed the Emergency Operations Plan policy, “Hazard Analysis.”

**Motion to approve the Emergency Operations Plan policy, “Hazard Analysis: Identifies and assesses each potential threat that the school may be exposed to”:**

1. Lisa Marsalek
2. Linell Weinberg

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

- The board reviewed the Emergency Operations Plan policy, “Active Shooter.”

**Motion to approve the Emergency Operations Plan policy, “Active Shooter: Policy that outlines roles and responsibilities for an active shooter event”:**

1. Lisa Marsalek
2. Linell Weinberg

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

- The board reviewed the Emergency Operations Plan policy, “Hostage.”

**Motion to approve the Emergency Operations Plan policy, “Hostage: Procedures to protect staff/students and school property in the event of a hostage situation”:**

- 1. Lisa Marsalek**
- 2. Linell Weinberg**

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

- The board reviewed the Emergency Operations Plan policy, “Bomb Threat.”

**Motion to approve the Emergency Operations Plan policy, “Bomb Threat: Procedures to protect staff/students and school property in the event of a communicated threat regarding the presence of destructive devices on school property”:**

- 1. Lisa Marsalek**
- 2. Linell Weinberg**

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

- The board reviewed the Emergency Operations Plan policy, “Terrorism Threat Level Increase.”

**Motion to approve the Emergency Operations Plan policy, “Terrorism Threat Level Increase: Procedures to respond to an elevation in the National Terrorism Advisory System”:**

- 1. Lisa Marsalek**
- 2. Linell Weinberg**

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

- The board reviewed the Emergency Operations Plan policy, “Natural Hazard – Flood.”

**Motion to approve the Emergency Operations Plan policy, “Natural Hazard-Flood: Procedures to protect staff/students and school property in the event of a flood”:**

- 1. Lisa Marsalek**
- 2. Linell Weinberg**

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**



- The board reviewed the Emergency Operations Plan policy, “Natural Hazard – Severe Weather/Tornado.”

**Motion to approve the Emergency Operations Plan policy, “Natural Hazard-Severe Weather/Tornado: Procedures for when a severe weather/tornado watch or warning has been issued for the school’s location”:**

1. Lisa Marsalek
2. Linell Weinberg

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

- The board reviewed the Emergency Operations Plan policy, “Technological Hazard – Chemical Accident.”

**Motion to approve the Emergency Operations Plan policy, “Technological Hazard - Chemical Accident: Procedures to protect staff/students and school property in the event of a chemical or hazardous materials spill”:**

1. Lisa Marsalek
2. Linell Weinberg

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

- The board reviewed the Emergency Operations Plan policy, “Technological Hazard – Explosion.”

**Motion to approve the Emergency Operations Plan policy, “Technological Hazard – Explosion: Procedures to protect staff/students and school property in the event of an explosion”:**

1. Lisa Marsalek
2. Linell Weinberg

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

- The board reviewed the Emergency Operations Plan policy, “Technological Hazard – Van Accident.”

**Motion to approve the Emergency Operations Plan policy, “Technological Hazard- Van Accident: Procedures to protect staff/students and school property in the event of a van accident and procedures to provide emergency care, as appropriate for the incident”:**

**1. Lisa Marsalek**

**2. Linell Weinberg**

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

- The board reviewed the Emergency Operations Plan policy, “Biological Hazard/Bloodborne Pathogen.”

**Motion to approve the Emergency Operations Plan policy, “Biological Hazard/Bloodborne Pathogen: Safety procedures for exposure to bodily fluids”:**

**1. Lisa Marsalek**

**2. Linell Weinberg**

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

- The board reviewed the Emergency Operations Plan policy, “Fire.”

**Motion to approve the Emergency Operations Plan policy, “Fire: Procedures to protect staff/students and school property in the event of a fire”:**

**1. Lisa Marsalek**

**2. Linell Weinberg**

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

d. Director’s Report

- iii. The Board reviewed and discussed the October, 2019 New Hires and Resignations.

**Motion to approve the October, 2019 hires and resignations:**

**1. Linell Weinberg**

**2. Lisa Marsalek**

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

iv. Staffing Challenges

- Walters asked the board to look at the e-mail included in the Director’s Report. The temp agency the school utilizes for van drivers will not help hire paraprofessional staff because

of the challenges involved in ensuring the candidates are qualified.

- Walters told the board about a new initiative created by Joel Vidovic, Behavior Management Director, designed to incentivize and reward paraprofessionals who substitute in other classrooms to fill the school's staffing needs. Any paraprofessional who subbed in a room other than their own would be entered into a weekly drawing for the chance to win a gift card. The program has been well received since it began three weeks prior.
  - Weinberg and Rothschild both referred back to the earlier discussion about using gift cards as rewards or bonuses. Rothschild felt that this particular use was, "like looking over a precipice."
  - The board discussed ways to amend the program to avoid any appearance of impropriety in terms of gift cards or reward distribution. The board also discussed the need for such a program and whether or not substitution is considered an exception or an essential part of the job.
  - Rothschild suggested pizza lunch as a reward either for the substitute paraprofessionals, or perhaps for everyone in appreciation of their flexibility.
  - Marsalek suggested the board was in the weeds again, micro-managing a management decision. She recommended letting the school administration rework the details of the program.
  - Walters acknowledged the board's concerns and agreed to stop using the current gift card system and relook at a program with the support of the administrative team. Nothing will be initiated without running it past board members first.
- v. Alert to Upcoming Policy Updates
  - Weapons and Cell Phones
    - Walters informed the board of a confrontational incident involving a weapon that occurred between two nearly 18 year old students, neither of which is category 6.

- The board discussed what Walters and the school are doing to resolve the situation in the best interest of the safety of the student body. Rothschild asked Bair for suggestions from the sponsor. Bair assured the board that the school was doing exactly as it is supposed to in this situation.
- Walters told the board that the Weapons policy will have to be updated with a better definition of the term weapon.
- Related to this incident is the use of cell phones and social media; the incident likely started the previous night online. Walters said that the school will institute a cell phone policy that more closely matches those of neighboring districts. She warned that limiting small screen time may result in the purchase of additional computers that can be monitored by classroom teachers.
- Rothschild asked if there was room in the safety budget for a metal detector. Walters stated that the weapon used was primarily plastic, but that she would get a quote for a metal detector, before the problem escalates.

e. Transportation Director's Report

- Weinberg noted that the changes to the report he requested have not been made. Walters told him that she would talk to the Transportation Director, Julius Walker, about making the changes.
- Walters said that Walker is a great transportation director, but a report writer he is not. B. Weinberg suggested that Walker dictate his report to someone with more report writing experience.

f. Development Director's Report

i. Grant Updates

- The Toledo Rotary Foundation awarded the school \$3,000 for breakroom furniture updates and refurbishment.

ii. Giving Tuesday 2019

- "Giving-2s-Day"

## iii. Special Events

- Dance Till U Shine Winter Performance will be Tuesday, December 10<sup>th</sup>, 2019.

## IV. Old Business

- Nothing presented.

## V. New Business

- The board discussed changing the December 17, 2019 Autism Model School board meeting location to **Skylight Financial Group, 7150 W. Central Avenue, Suite 100, Toledo, Ohio 43617.**

**Motion to change the location of the December 17, 2019 Autism Model School board meeting to Skylight Financial Group, Highland Meadows Room, 7150 W. Central Avenue, Suite 100, Toledo, Ohio 43617:**

1. Lisa Marsalek
2. Linell Weinberg

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

**Motion to adjourn at 6:41 PM:**

1. Lisa Marsalek
- 2.

**Vote – Yes – Unanimous: Cancio, Marsalek, Rothschild, L. Weinberg**

The next board meeting is scheduled for Tuesday, December 17, 2019, at 5:30 pm at **Skylight Financial Group, Highland Meadows Room, 7150 W. Central Avenue, Suite 100, Toledo, Ohio, 43617.**