

The Autism Model School  
Board Meeting Minutes  
February 18, 2020  
Location: Skylight Financial Group  
Highland Meadows Room  
7150 W. Central Avenue, Ste. 100  
Toledo, OH 43617  
5:30 PM

**Attending:** Ed Cancio (late arrival), Isaac Demarest, Mark Greenblatt, Raj Parikh, Bruce Weinberg, Linell Weinberg

**Excused:** Toni Gerber, Lisa Marsalek, James Rothschild

**Also Attending:** Mary Walters, Director; Catherine Moore, Service & Support Administrator /Recorder of the Minutes; Marcus Flynn, Administrator 2; Joel Vidovic, Behavior Management Director; Mary Cornell, Assistant Behavior Management Director; Luke Reed, Developmental Director; Amy Trautwein, Job Training Coordinator; Jessica Bair, Sponsor Representative - ESC Lake Erie West

**Meeting began at 5:30 PM**

I. Welcome and Public Comments

- Mary Cornell offered the gratitude of a handful of staff members who are pleased by the reinstatement of the paraprofessional substitute appreciation program.
- Flynn introduced himself to the board at B. Weinberg's request; he will assume the role of "recorder of the minutes" in future meetings.

II. Minutes

- From the January, 2020 board meeting. Discussion and approval.

**Motion to approve the January 21, 2020 minutes as written:**

**1. Isaac Demarest**

**2. Linell Weinberg**

**Vote – Yes – Unanimous: Demarest, Greenblatt, Parikh, L. Weinberg**

### III. Standing Reports

#### a. Financial Report

- i. January, 2020 Financials—budget & variance reports.
  - The Board reviewed and discussed the January, 2020 budget & variance report.
  - Demarest asked for clarification on the WTA bill; Walters said that the discovery portion of the project would be \$33,000, and that we may spend a total of \$350,000 on the project.
  - Parikh questioned the purpose of the Signature Bank loan. Demarest reminded the board that the new vans were not entirely financed through the Honda dealership; the remainder was financed through Signature Bank.

#### **Motion to approve the January, 2020 Financials:**

**1. Mark Greenblatt**

**2. Isaac Demarest**

**Vote – Yes – Unanimous: Cancio, Demarest, Greenblatt, Parikh, L. Weinberg**

#### b. Sponsor Representative Report

- i. Bair informed the board that the monthly financial review found no red flags.
- ii. Of the monthly site visit, Bair told the board that she conducted staff interviews, discussed academic progress, and reviewed the 3<sup>rd</sup> grade reading improvement plans with Kirkendall and Moore. She also discussed the status of paraprofessional aide permits now required by the State of Ohio.
  - Walters told the board that legislation passed in August was not acted upon due to miscommunication, but our paraprofessionals must purchase the \$25 license. She recommends that AMS pay the fee for current staff and any new staff.
  - Bair recommended purchasing single year licenses rather than four year license.

**Motion to pay the initial paraprofessional licensure fee for current employees and new hires, going forward:**

**1. Raj Parikh**

**2. Isaac Demarest**

**Vote – Yes – Unanimous: Cancio, Demarest, Greenblatt, Parikh, L. Weinberg**

- iii. Bair was asked about the live Sunshine Laws training in April; more information will follow.

c. Policies and Procedures

i. Suspension & Expulsion of Students policy

- The Board reviewed and discussed the updated *Suspension & Expulsion of Students* policy

**Motion to approve the updated *Suspension & Expulsion of Students* policy, Parent/Student Handbook policy 8.1:**

**1. Raj Parikh**

**2. Linell Weinberg**

**Vote – Yes: Cancio, Demarest, Parikh, L. Weinberg**

**Vote – No: Greenblatt**

ii. Use of School-Owned Credit, Debit Cards, and PEX Cards

- The Board reviewed and discussed the updated *Use of School-Owned Credit, Debit Card, and PEX Card* policy.

**Motion to approve the updated *Use of School-Owned Credit, Debit Card, and PEX Card* policy, Administrative Handbook policy 8.7, subject to the change of Administrator 1, Kirkendall to Director, Walters as appointed Compliance Officer:**

**1. Isaac Demarest**

**2. Linell Weinberg**

**Vote – Yes – Unanimous: Cancio, Demarest, Greenblatt, Parikh, L. Weinberg**

d. Director's Report

- i. The Board reviewed and discussed the January, 2020 New Hires and Resignations.

**Motion to approve the January, 2020 hires and resignations:**

**1. Linell Weinberg****2. Raj Parikh**

**Vote – Yes – Unanimous: Cancio, Demarest, Greenblatt, Parikh, L. Weinberg**

- ii. After School program information – Walters reported that two (2) new students enrolled, for a total of ten (10) and that Program Director Mary Jo Besase is doing a fine job.
- iii. Update on School Improvement Grant activities – WTA Report
  - Walters and Vidovic are very pleased with what WTA has done and with what they are planning. Vidovic said, “They seem to understand what we’re doing, and they seem interested.” More than once, they stated that they were happy to be doing something that was not just to improve someone’s bottom line.
  - Parikh wanted to know if there was a module in the software designed to tell customers what “hardware” would be needed in terms of tables and other materials. Vidovic said that the description of materials needed would be something from the Teacher’s Manual. Parikh recommended adding the module to the software and reduce the work on the team creating the Teacher’s Manual later in the process, perhaps allowing WTA to create a framework or draft manual. Vidovic is afraid that we will lose things we need by asking for things that we want. Parikh and Demarest feel that it does not hurt to ask.
  - Parikh asked for a timeline. Walters said that there is a four year timeline, but that the first year was lost because we were not informed of the grant until the end of the first year. We cannot carry over the funds from year to year.
  - Walters is planning on calling WTA to begin the project tomorrow.
  - The board discussed doing an RFP (Request for Proposal) versus simply continuing with WTA. Vidovic likes working with them and believes the discovery process has been very detailed; it would be a loss if we were to go with someone else. Walters told the board that we talked to two other groups before starting discovery.

- L. Weinberg and Parikh agree that we should ask for a presentation to the board for March.
- iv. Appointment of Credit Card Compliance Officer/CCCO Report
- See §c<sub>ii</sub> above, Policies and Procedures.
  - The board reviewed and discussed the Credit Card Compliance Officer's report.

**Motion to approve Credit Card Compliance Officer quarterly report:**

**1. Isaac Demarest**

**2. Linell Weinberg**

**Vote – Yes – Unanimous: Cancio, Demarest, Greenblatt, Parikh, L. Weinberg**

- v. A K-12 Prevention Education Partnership with Lucas County ADAMHS (Mental Health Board) is available and will provide up to \$1,000.00 one time. AMS plans to participate and will complete the application and plan.
- e. Transportation Director's Report
- The board reviewed and discussed the Transportation Director's report.
- f. Development Director's Report
- i. Fundraising Activity Updates
- Reed has submitted Letters of Interest/Inquiry (LOIs) to several family foundations after some research and is actively developing a foundations database.
- ii. Grant Compliance and Project Support
- Reed is looking into hiring an outside agency to evaluate afterschool program.
  - The previously board-approved computers were purchased for the library; the old computers were restored and distributed to classrooms.
- iii. Special Events

- Three grand events: the 10<sup>th</sup> Annual Prom, the Autism Awareness Breakfast, and Graduation, with as many as 11 potential graduates are all scheduled for later this spring.

#### IV. Old Business

##### a. Subcommittee Reports

##### i. Subcommittee Report

- Walters presented the Paraprofessional Absenteeism report. B. Weinberg introduced Walters as the author of the report and then summarized the problems identified by the subcommittee and the benefits of the proposal at hand.
- The board discussed the report and asked Walters to revise the report based on the discussion. The board will address the matter at the next meeting.

#### V. New Business

- Walters informed the board that she and Reed are developing a fundraising plan and provided a handout with additional information. "We are too small to sink our time into something that does not make sense, and we are working on that."
- Policies and Consequences: The board discussed the upcoming changes to cell phone policy. There is reason to believe that there will be push-back from families. Walters hopes to address the issue at a future parent meeting.

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

**1. Raj Parikh**

**2.**

**Vote – Yes – Unanimous: Cancio, Demarest, Greenblatt, Parikh, L. Weinberg**

The next board meeting is scheduled for Tuesday, March 17, 2020 at 5:30 pm in the Inverness Room at Skylight Financial Group, 7150 W. Central Avenue, Suite 100, Toledo, Ohio, 43517.