



Findlay City Schools
Final 4th Quarter Reports
Fiscal Year Ending June 30, 2008

Submitted to Millstream Superintendent Advisory Council
By Michael T. Barnhart, Findlay City School Treasurer
Prepared July 21, 2008

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PRINCIPAL OFFICIALS

BOARD OF EDUCATION

Barbara Dysinger, President **Rick Hoffman, Vice-President**
Barb Lockard, Member **Shane Pochard, Member**
Jeff Shrader, Member

Administration

Dean Wittwer, Superintendent
Paul Blaine, Interim Assistant Superintendent
Mike Barnhart, Treasurer
Jennifer Miller, Assistant Treasurer
Craig Kupferberg, Findlay High School Principal
Kathy Siebenaler Wilson, Director Millstream Career & Technology Center
Edie Wannemacher, Asst. Director Millstream Career & Technology Center
Ron Keller, Counselor Millstream Career & Technology Center
Bill Haggerty, Adult Education Director
Jeff Walton, Tech Prep Grants

Superintendent Advisory Council

| | |
|--|---------------------------------------|
| Arcadia, Laurie Walles | Arlington, Kevin Haught |
| Carey, Mark Vehre | Cory Rawson, Rich Steiner |
| Leipsic, Alice Dewar | Liberty Benton, Denny Recker |
| McComb, Mike Lamb | Miller City, Bill Kreinbrink |
| Ottawa-Glandorf, Kevin Brinkman | Pandora, Dale Lewellen |
| Riverdale, Joyce Plummer | Van Buren, Tim Myers |
| Vanlue, Rodney Russell | Hancock County, Larry Busdeker |
| Hardin County, Ron Morrison | Putnam County, Jan Osborn |

Administrative Fund
(014-9145)

There are actually three different types of billings that go out to each member district to support the Administrative Fund. They are the:

1. annual fee,
2. estimated excess costs, and
3. excess cost.

Annual Fee – Each participating member district pays an annual fee of \$5,000 for operating costs through semi-annual invoices in July and January. This fee currently supports a vocational director, assistant director, guidance counselor, and three secretaries. In addition, to personnel charges, Findlay City Schools, acting as fiscal agent, charges against the account one percent (1%) per year of the total Millstream appropriation measure.

Estimated Excess Costs – Estimated excess costs for the next fiscal year are calculated once the prior fiscal year is closed. These costs are split between two billings – one in July and one in January. The formula for the estimated costs is:

- $\text{Prior FY expenditures} + \text{estimated increase/decrease} - \text{annual fee per school district } \$5,000 \times 14 (\$70,000) / \text{prior year's enrollment} = \text{estimated excess cost per student}$
- $\text{Estimated excess cost per student} \times \text{district's prior October's enrollment} / \text{two billing payments} = \text{semi-annual estimated excess costs.}$

Actual Excess Costs – Member districts are responsible for any shortage in revenue for the Administrative Fund at fiscal year end. A positive year-end balance will result in a credit to each member district. At the close of the fiscal year, costs for administration of the program is calculated and billed during the month of July. The formula for the calculation is:

- $\text{Total expenditures} - \text{the annual fee per school district } \$5,000 \times 14 (\$70,000) - \text{advances out/by total number of students} = \text{excess cost per student}$
- $\text{Excess cost per student} \times \text{district's October enrollment} - \text{estimated excess cost payments by district} = \text{excess cost due/(credit)}$

The calculation can be reviewed by referring to the spreadsheet on the following page.

MILLSTREAM CAREER & TECHNOLOGY CENTER
Findlay City School District
Fiscal Year Ending June 30, 2008

Millstream Administrative Excess Costs
Fund 014-1224-9145 XMSAF

| | A | B | C | D | E | F |
|-----------------|-----------------|-----------------|--------------------|--------------------|-------------------------|------------------|
| | Oct. 05 | Oct. 06 | FY07 Actual | FY07 Actual | FY07 Actual | FY07 Est. |
| | 9-12 | 9-12 | Total | Annual | Adm. Cost Col B* | Col A* |
| School | Students | Students | Col D+E | Fee | \$78,8869 | \$82,5300 |
| Arcadia | 219 | 214 | \$ 21,882 | \$ 5,000 | \$ 16,882 | \$ 18,074 |
| Arlington | 228 | 217 | 22,118 | 5,000 | 17,118 | 18,817 |
| Carey | 342 | 329 | 30,954 | 5,000 | 25,954 | 28,225 |
| Cory-Rawson | 296 | 290 | 27,877 | 5,000 | 22,877 | 24,429 |
| Leipsic | 286 | 271 | 26,378 | 5,000 | 21,378 | 23,604 |
| Liberty-Benton | 420 | 429 | 38,842 | 5,000 | 33,842 | 34,663 |
| McComb | 253 | 235 | 23,538 | 5,000 | 18,538 | 20,880 |
| Miller City | 138 | 146 | 16,517 | 5,000 | 11,517 | 11,389 |
| Ottawa-Glandorf | 628 | 630 | 54,699 | 5,000 | 49,699 | 51,829 |
| Pandora-Gilboa | 201 | 219 | 22,276 | 5,000 | 17,276 | 16,589 |
| Riverdale | 298 | 339 | 31,743 | 5,000 | 26,743 | 24,594 |
| Van Buren | 275 | 314 | 29,770 | 5,000 | 24,770 | 22,696 |
| Vanlue | 118 | 98 | 12,731 | 5,000 | 7,731 | 9,739 |
| Findlay | 1810 | 1810 | \$ 147,785 | 5,000 | 142,785 | 149,379 |
| Total | 5,512 | 5,541 | \$507,112 | \$ 70,000 | \$437,112 | \$454,905 |

| | G | H | I | Invoice | Invoice |
|-----------------|--------------------|-------------------|--------------------|------------------------|--------------------|
| | FY07 Actual | FY08 Est. | FY08 Est. | Jul-07 | Jan-08 |
| | Over/Under | Col B* | 1st Install | FY08 Est net | FY08 Est. |
| School | Col E-F | \$84.20 | Col H/2 | FY07 Over/Under | 2nd Install |
| | | | | Col I(+/-)Col G | Col H/2 + L |
| Arcadia | \$ (1,192) | \$ 18,019 | \$ 9,009 | \$ 7,817 | \$ 9,009 |
| Arlington | (1,698) | 18,271 | 9,136 | 7,437 | 9,136 |
| Carey | (2,271) | 27,702 | 13,851 | 11,579 | 13,851 |
| Cory-Rawson | (1,552) | 24,418 | 12,209 | 10,657 | 12,209 |
| Leipsic | (2,225) | 22,818 | 11,409 | 9,184 | 11,409 |
| Liberty-Benton | (820) | 36,122 | 18,061 | 17,241 | 18,061 |
| McComb | (2,342) | 19,787 | 9,894 | 7,552 | 9,894 |
| Miller City | 128 | 12,293 | 6,147 | 6,275 | 6,147 |
| Ottawa-Glandorf | (2,130) | 53,046 | 26,523 | 24,393 | 26,523 |
| Pandora-Gilboa | 688 | 18,440 | 9,220 | 9,908 | 9,220 |
| Riverdale | 2,149 | 28,544 | 14,272 | 16,421 | 14,272 |
| Van Buren | 2,075 | 26,439 | 13,219 | 15,294 | 13,219 |
| Vanlue | (2,008) | 8,252 | 4,126 | 2,118 | 4,126 |
| Findlay | (6,594) | 152,402 | 76,201 | 69,607 | 76,201 |
| Total | \$ (17,793) | \$ 466,552 | \$ 233,276 | \$ 215,483 | \$ 233,276 |

Administrative Fund Budget
014-9145

| | FY2006 | FY2007 | FY2008 | FY2008 |
|----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | Actual | Actual | Estimate | FYTD |
| Balance July 1 | \$ (8,072) | \$ 25,308 | \$ 42,739 | \$ 42,739 |
| Revenue | | | | |
| Admin. Cost (estimated) | 442,028 | 454,906 | 466,552 | 466,553 (1) |
| Admin. Costs (Prior Yr) | 24,010 | (5,706) | (17,793) | (17,793) (2) |
| Annual Fee (\$5,000 per) | 70,000 | 70,000 | 70,000 | 70,000 (3) |
| Interest | 3,664 | 5,343 | 5,000 | 6,087 |
| Donation - E-Script | - | - | - | - |
| State/Federal | - | - | - | - |
| Advances In | - | - | - | - |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Total Revenue | <u>539,702</u> | <u>524,543</u> | <u>523,759</u> | <u>524,847</u> |
| Total Balance and Revenue | <u>\$ 531,630</u> | <u>\$ 549,851</u> | <u>\$ 566,498</u> | <u>\$ 567,586</u> |
| Expenditures | | | | |
| Salaries | 330,119 | 334,080 | 347,000 | 342,934 |
| Benefits | 141,288 | 136,275 | 144,500 | 141,088 |
| Purchase Services | 23,999 | 28,420 | 30,000 | 23,960 |
| Supplies | 10,916 | 7,636 | 12,000 | 4,741 |
| Equipment | - | 700 | 3,000 | - |
| Other | - | - | - | - |
| Advances Out | - | - | - | - |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Total Expenditures | <u>\$ 506,322</u> | <u>\$ 507,112</u> | <u>\$ 536,500</u> | <u>\$ 512,723</u> |
| Cash Balance | <u>\$ 25,308</u> | <u>\$ 42,739</u> | <u>\$ 29,998</u> | <u>\$ 54,863</u> |
| Encumbrances | <u>\$ 2,764</u> | <u>\$ 3,322</u> | <u>\$ 3,322</u> | <u>\$ 29,908</u> |

(1) Estimated Admin. Costs FY08 - Column H (semi-annual payments in July 2007 and January 2008)

(2) Admin. Excess Costs FY08 - Column G (Adjustments applied to July 2007 invoices)

(3) Annual Fee FY08 - Column D (semi-annual payments in July 2007 and January 2008)

Capital Outlay Fund
(014-9146)

Each participating member district, except for the fiscal agent, annually provides for capital funds for equipment and facilities at a rate of \$25 per pupil enrolled in the upper four grades of each high school. After certification of October enrollment numbers, the cost is calculated and this charge is divided between two payments in November and January.

Enrollment numbers used are obtained by phoning member district's personnel for a head count. Findlay City Schools uses students coded as "10" on the Agg 7 EMIS head count report.

Capital Outlay Fund Budget
014-9146

| | FY2006 | FY2007 | FY2008 | FY2008 |
|----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | Actual | Actual | Estimate | FYTD |
| Balance July 1 | \$ 221,081 | \$ 292,206 | \$ 389,575 | \$ 389,575 |
| Revenue | | | | |
| Capital Costs Fees | 92,550 | 93,275 | 90,000 | 91,850 (1) |
| Interest | 9,807 | 16,718 | 15,000 | 19,868 |
| Miscellaneous (Auction) | - | - | - | 36 |
| State/Federal | - | - | - | - |
| Advances In | - | - | - | - |
| Total Revenue | <u>102,357</u> | <u>109,993</u> | <u>105,000</u> | <u>111,754</u> |
| Total Balance and Revenue | <u>\$ 323,438</u> | <u>\$ 402,199</u> | <u>\$ 494,575</u> | <u>\$ 501,329</u> |
| Expenditures | | | | |
| Contracted Services | 21,386 | 6,971 | 30,000 | 28,770 |
| Supplies - Startup New Programs | 3,753 | - | - | - |
| Equipment | 6,092 | 5,653 | 212,886 | 3,748 |
| Other | - | - | - | - |
| Advances Out | - | - | - | - |
| Total Expenditures | <u>\$ 31,232</u> | <u>\$ 12,624</u> | <u>\$ 242,886</u> | <u>\$ 32,518</u> |
| Cash Balance | <u>\$ 292,206</u> | <u>\$ 389,575</u> | <u>\$ 251,689</u> | <u>\$ 468,811</u> |
| Encumbrances | <u>\$ -</u> | <u>\$ 2,180</u> | <u>\$ 2,180</u> | <u>\$ 177,356</u> |

(1) Each participating member district, except for the fiscal agent, annually provides for capital funds for equipment and facilities at a rate of \$25.00 per pupil enrolled in the upper four grades of each high school. After certification of October enrollment numbers, the cost is calculated and this charge is divided between two (2) payments in November 2007 and January 2008.

Adult Education Fund
(014-9147)

Accreditation: Millstream Career & Technology Center is fully accredited by the North Central Association Commission on Schools and Colleges and by the Ohio Department of Education.

Mission Statement: Millstream's Adult Workforce Education Center is to improve the student and employer workforce skills by providing high quality, affordable applied technology training through the collaborative effort of educators, community, business and industry.

General Information: Fourteen area school districts utilize and support the Millstream Adult Education Programs. Adult Education Programs are scheduled year round and customized for personal and business courses to meet needs. Curriculum is certified and community advisory committees provide input. Course fees are established to cover operating expenses of the programs, which are self-supporting. Classes are held at MSS-Millstream South, MSN-Millstream North, and FHS-Findlay High School.

Adult Education Fund Budget
014-9147

| | FY2006 | FY2007 | FY2008 | FY2008 |
|----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | Actual | Actual | Estimate | FYTD |
| Balance July 1 | \$ 26,035 | \$ 76,788 | \$ 59,513 | \$ 59,513 |
| Revenue | | | | |
| Tuition Adult Students | 126,802 | 124,469 | 124,000 | 153,056 |
| Services Provided Other Entities | 336 | 230 | 500 | 374 |
| Donations/Misc. | - | - | - | 137 |
| Interest | 2,943 | 3,445 | 3,500 | 3,019 |
| State Reimbursement*** | 115,870 | 61,066 | 60,000 | 57,459 |
| Federal Reimbursement | - | - | - | - |
| Advances In | - | - | - | - |
| Total Revenue | <u>245,951</u> | <u>189,210</u> | <u>188,000</u> | <u>214,045</u> |
| Total Balance and Revenue | <u>\$ 271,986</u> | <u>\$ 265,999</u> | <u>\$ 247,513</u> | <u>\$ 273,558</u> |
| Expenditures | | | | |
| Salaries * | 130,655 | 138,331 | 141,096 | 143,425 |
| Benefits ** | 26,529 | 25,019 | 25,521 | 26,593 |
| Purchase Services | 20,419 | 23,948 | 24,427 | 18,490 |
| Supplies | 15,575 | 19,188 | 19,570 | 30,851 |
| Equipment | 2,020 | - | - | - |
| Refund of Prior Year Receipt | - | - | - | - |
| Advances Out | - | - | - | - |
| Total Expenditures | <u>\$ 195,198</u> | <u>\$ 206,485</u> | <u>\$ 210,614</u> | <u>\$ 219,359</u> |
| Ending Cash Balance | <u>\$ 76,788</u> | <u>\$ 59,513</u> | <u>\$ 36,899</u> | <u>\$ 54,199</u> |
| Encumbrances | <u>\$ 3,228</u> | <u>\$ 4,424</u> | <u>\$ 4,424</u> | <u>\$ 5,711</u> |

General Fund Excess Costs
(001-1300 & 001-2214)

General fund money is expended by Findlay City Schools to support vocational programs offered by the district. At the end of the fiscal year, the cost of each program is calculated. Millstream member districts are then invoiced "excess costs" for students residing in their district who are attending vocational programs at Findlay. There are three factors that play into the calculation of excess costs. They are:

1. student enrollment,
1. program costs, and
2. reimbursement from the state through foundation payments.

1. Student Enrollment

The number of students enrolled during the first full week of October is used in calculating excess costs. Therefore, all out-of-district students enrolled during the official enrollment week in October are susceptible to excess costs. Students enrolling into the program after this week are not assessed excess costs. The cost of a program can vary widely from year to year depending on the number of students in a program. This factor is one of the biggest reasons for increase in program costs.

For example, program costs of \$60,000 for 15 students = \$4,000 cost per student and the same \$60,000 for 10 students = \$6,000 cost per student. By losing five (5) students in the program, costs per student increased \$2,000.

2. Program Costs

All expenses are general fund expenditures. Salaries, benefits, and contracted services, as well as supplies and materials, for each program are tracked by a special cost center that links the account to the program. All maintenance, operation, and utilities expenses are calculated on a square footage basis and evenly distributed to each program.

- 100 Salaries – include certificated staff and classified aides.
- 200 Benefits – include retirements, medicare, medical, dental/vision, life and worker's comp.
- 400 Contracted Services – include professional travel/meeting, telephone, and contracts.
- 500 Supplies – include textbooks and program supplies not classified as capital outlay.
- 600 Equipment – include equipment.

3. State Funding

Effective with the 1998-99 school year, unit funding was eliminated and per pupil funding was instituted. Enrollment information provided to the state through EMIS in October is reflected in adjustments to the SF3 foundation payments. Line 25B Disclosure Items: Voc Ed and Line 23D Other Adjustments reflect the payments for vocational programs.

Weighted Cost Funds Certification (WCF) – These funds are restricted and must be spent or encumbered by June 30. At least seventy-five percent of such funds must be spent on curriculum development and purchase, student assessment, instructional resources and supplies, vocational student organization dues or expenses, work-site learning experience costs, home and agency linkages costs, extended vocational programming, curriculum specific instructional equipment purchase or leases, professional development, industry-based program certification, student credentialing, and other unique costs directly associated to vocational education programs excluding indirect and administrative costs.

General Fund Budget
001-1300 & 001-2214

| | FY2006 | FY2007 | FY2008 | FY2008 |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|
| Expenditures | Actual | Actual | Estimate | FYTD |
| Salaries - Certificated & Aides | \$ 1,786,382 | \$ 1,730,040 | \$ 1,790,706 | \$ 1,702,224 |
| Benefits - Certificated & Aides | 700,595 | 590,610 | 657,556 | 612,727 |
| Contracted Services | 58,845 | 153,169 | 192,000 | 193,000 |
| Supplies/Textbooks | 99,402 | 121,897 | 140,000 | 95,759 |
| Equipment | <u>122,049</u> | <u>135,235</u> | <u>180,000</u> | <u>108,319</u> |
| Total Expenditures | \$ 2,767,273 | \$ 2,730,951 | \$ 2,960,262 | \$ 2,712,029 |
| | | | | |
| Line 24B Disclosure Items: Voc Ed | \$ 1,307,524 | \$ 1,232,663 | \$ 1,260,584 | \$ 1,253,961 |
| Line 22D Other Adjustments VEC | <u>840,758</u> | <u>840,352</u> | <u>850,000</u> | <u>766,718</u> |
| Total | \$ 2,148,282 | \$ 2,073,015 | \$ 2,110,584 | \$ 2,020,680 |
| | | | | |
| Restricted Weighted Funds (75% rule) | \$ 356,823 | \$ 346,549 | \$ 375,000 | \$ 354,683 |
| | | | | |
| General Fund | | | | |
| Tuition - Vocational 001-1224 | \$ 116,659 | \$ 111,212 | \$ 115,000 | \$ 62,758 |

SF3- Vocational Funding Budget
75% Rule

| | FY2006 | FY2007 | FY2008 | FY2008 |
|--|-------------------|-------------------|-------------------|-------------------|
| | Actual | Actual | Estimate | FYTD |
| Current fiscal year's 75% of weighted funds | \$ 356,823 | \$ 346,549 | \$ 375,000 | \$ 354,683 |
| Add'l carryover/POs from prior year yet to spend | \$ - | \$ 42,488 | \$ - | \$ - |
| Total weighted funds to be spent | <u>\$ 356,823</u> | <u>\$ 389,037</u> | <u>\$ 375,000</u> | <u>\$ 354,683</u> |
| | | | | |
| <u>General Fund</u> | | | | |
| 001-1300-400 Purchased Services | 58,845 | 153,169 | 156,000 | 146,141 |
| 001-1300-500 Supplies | 99,402 | 121,897 | 140,000 | 95,759 |
| 001-1300-600 Equipment | <u>122,049</u> | <u>135,235</u> | <u>180,000</u> | <u>108,319</u> |
| Sub-total | 280,297 | 410,301 | 476,000 | 350,220 |
| Remaining 75% | 76,527 | (21,263) | (101,000) | 4,464 |
| | | | | |
| Other qualifying expenditures | <u>34,039</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Expenditures under/(over) 75% Rule | \$ 42,488 | \$ (21,263) | \$ (101,000) | \$ 4,464 |

Federal, State and Local Grants Budget
5XX, 4XX, 019

| Grant Name | USAS Codes | FY2006 Actual | FY2007 Actual | FY2008 Estimate | FY2008 FYTD |
|---------------------------------|-------------------|----------------------|----------------------|------------------------|--------------------|
| MS-NWOTP MINI-GRANT | 499-9989 | 5,901 | 9,531 | 7,000 | 4,807 |
| MS-Ford PAS Prof Dev Grant | 499-9990 | | | 1,000 | 1,000 |
| MS-HS of Business Start Up | 499-9991 | | | 5,000 | 5,000 |
| MS-NWOTP Med Office Mgmt | 461-9996 | 102 | - | - | - |
| MS-Equipment Supplement | 461-999X | <u>12,025</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Sub-total State | | 18,028 | 9,531 | 13,000 | 10,807 |
| Perkins HS Critical Transitions | 524-9666 | 18,897 | 964 | - | - |
| Carl Perkins | 524-9007 | <u>230,686</u> | <u>236,795</u> | <u>238,745</u> | <u>218,024</u> |
| Sub-total Federal | | 249,583 | 237,760 | 238,745 | 218,024 |
| Lowe's Skills USA Downtown Pk | 019-9983 | - | - | 10,000 | 10,000 |
| MS-WCOTP MINI-GRANT | 019-9984 | 9,764 | 8,530 | 2,500 | 11,246 |
| Lowe's Grant for Kinder Village | 019-9985 | <u>-</u> | <u>1,784</u> | <u>2,360</u> | <u>-</u> |
| Sub-total Local | | 9,764 | 10,314 | 14,860 | 21,246 |
| Grand Total | | <u>\$ 277,375</u> | <u>\$ 257,605</u> | <u>\$ 266,605</u> | <u>\$ 250,076</u> |

Secor Trust Fund Budget
007-9114

| | USAS Codes | FY2006 Actual | FY2007 Actual | FY2008 Estimate | FY2008 FYTD |
|---------------------------|-------------------|----------------------|----------------------|------------------------|--------------------|
| Beg. Balance | | \$ 16,160 | \$ 16,249 | \$ 22,022 | \$ 22,022 |
| Revenue | | | | | |
| Interest | 1410 | 555 | 959 | 959 | 1,045 |
| Van Rental | 1810 | - | - | - | - |
| Donations (March) | 1820 | <u>12,000</u> | <u>14,139</u> | <u>14,139</u> | <u>15,677</u> |
| Total Revenues | | <u>12,555</u> | <u>15,098</u> | <u>15,098</u> | <u>16,722</u> |
| Total Balance and Revenue | | <u>\$ 28,715</u> | <u>\$ 31,348</u> | <u>\$ 37,120</u> | <u>\$ 38,745</u> |
| Expenditures | | | | | |
| Contracted Services | 423 | 112 | - | 5,349 | - |
| Supplies | 510 | 10,446 | 8,472 | 13,000 | 9,162 |
| Equipment | 640 | <u>1,908</u> | <u>853</u> | <u>13,000</u> | <u>14,365</u> |
| Total Expenditures | | 12,465 | 9,325 | 31,349 | 23,527 |
| Ending Balance | | <u>16,249</u> | <u>22,022</u> | <u>5,772</u> | <u>15,218</u> |
| Encumbrances 6/30 | | <u>390</u> | <u>3,546</u> | <u>3,546</u> | <u>4,403</u> |
| Cash Available | | \$ 15,859 | \$ 18,477 | \$ 2,226 | \$ 10,815 |

Secor Trust Advisory Committee By-Laws - Bequest of Dorothy F. Secor

- I. NAME
This committee shall be called the Secor Trust Advisory Committee.
- II. OPERATIONAL GOALS
- A. This committee shall recommend guidelines to govern expenditures from the Secor Trust.
 - B. This committee shall represent special education students enrolled in pre-vocation or vocational courses whose primary target population are special needs students. These courses shall be called Secor Trust Programs and include the pre-vocational workshop, auto maintenance, child care, food service, and building maintenance courses. Other courses which may be developed in the future may be included in the Secor Trust Program if they meet the definition in sentence one of this section;
 - C. This committee shall recommend expenditure which complement funds, which have been received from federal, state, or local sources.
 - D. This committee shall design and implement a program of recognition to be named the Secor Award, for staff members who contribute significantly to the education of handicapped students. Such recognition shall not include expenditure of funds from the Secor Trust.
- III. POWERS AND DUTIES
- A. This committee shall receive request for funding, which benefits special education students enrolled in Secor Trust Programs.
 - B. This committee shall recommend to the Findlay Board of Education those requests deemed to merit funding.
 - C. The Findlay Board of Education retains authority to approve expenditures from the Secor Trust.
 - D. All funds received, invested or expended from the Secor Trust shall be under the direct supervision of the Treasurer of the Findlay City Schools.
- IV. MEMBERSHIP
- A. Committee members shall include no fewer than seven persons and shall be comprised of the Superintendent of Schools, the Director of Millstream Career Cooperative, and representatives of the community at large, the Board of Education, and teaching and instructional aide staff from Secor Trust Programs.
 - B. The Superintendent of Schools will serve as Chairman of the Secor Trust Advisory Committee.
 - C. The Chairman will appoint a secretary to serve each calendar year.
 - D. Each committee member shall have one vote; the chairman will vote only to break a tie.
 - E. Rotating committee members (see Section F below) shall be appointed by the Director of Millstream Career Cooperative who will submit a committee roster to the Board of Education each January.
 - F. Committee member shall serve terms as follows:
Superintendent of Schools: serves with position.
Director of Millstream Career Cooperative: serves with position.
All other members serve in rotating membership for two (2) years, with at least two of the rotating membership changing annually. To establish this cycle the following rotation is in effect:

| | |
|-------------------------------------|--------------|
| Board of Education, Jim Fitzpatrick | January 1993 |
| Community at Large, Mike Lafferty | January 1992 |
| Teacher, Joel Wood | January 1992 |
| Teacher, Nancy Abbey | January 1993 |
| Instructional Staff, Grace Johnsson | January 1993 |

Committee member may serve a maximum of two consecutive terms.
- V. PROCEDURES
- A. The Secor Trust Committee will convene at least twice annually to review requests and evaluate their implementation.
 - B. The chairman may call a special meeting at any time.
 - C. Requests may be submitted by staff members of Secor Trust Programs.
 - D. All requests must be submitted in writing with all items on the Secor Fund Request Form completed.
 - E. Funds from the Secor Trust may be used for capital improvements, equipment, supplies, and educationally based field trips. Funds may be expended to commemorate the Secor family as long as such a project simultaneously benefits the Secor Trust Programs.
 - F. Funds may not be expended for activities designed to "reward" students' funds must support student learning in academic content or vocational skills. Funds may not be expended for salaries or benefits.
 - G. Requests for interest funds, which receive a majority approval of the committee, will be recommended to the Board of Education. Any committee member submitting a request will abstain from its discussion and vote.
 - H. Any request for the use of principal funds from the Secor Trust requires unanimous approval of the Advisory Committee prior to its recommendation to the Board of Education.
 - I. In the event any portion of principal funds is expended, interest accrued in the succeeding five year period must go back to the principal until the principal reaches \$450,000.
- VI. AMENDMENTS TO BY-LAWS
- Changes in these By-Law may be made with a unanimous vote of the committee and majority approval of the Board of Education.

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