



**Findlay City Schools**  
**Final 4<sup>th</sup> Quarter Reports**  
**Fiscal Year Ending June 30, 2009**

By Michael T. Barnhart, Findlay City School Treasurer  
Prepared July 22, 2009



## TABLE OF CONTENTS

	PAGE
Principal Officials.....	1
Administrative Fund .....	2
Administrative Fund Excess Costs .....	3
Administrative Fund Budget .....	4
Capital Outlay Fund and Budget .....	5
Adult Education Fund and Budget.....	6
General Fund Excess Costs.....	7
General Fund Budget.....	8
SF3 – Vocational Funding Budget 75% Rule .....	8
Federal, State and Local Grants Budget .....	9
Secor Trust Fund Budget .....	9
Secor Trust Advisory Committee By-Laws .....	10

## **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, Assistant Superintendent**  
**Mike Barnhart, Treasurer**  
**Jennifer Miller, Assistant Treasurer**  
**Craig Kupferberg, Findlay High School Principal**  
**Edie Wannemacher, Director Millstream Career & Technology Center**  
**Rich Steiner, Asst. Director Millstream Career & Technology Center**  
**Bill Haggerty, Adult Education Director**  
**Ron Keller, Counselor Millstream Career & Technology Center**  
**Jeff Walton, Tech Prep Grants**

### **Superintendent Advisory Council**

<b>Arcadia, Laurie Walles</b>	<b>Arlington, Kevin Haught</b>
<b>Carey, Mark Vehre</b>	<b>Cory Rawson, Jay Arbaugh</b>
<b>Leipsic, Alice Dewar</b>	<b>Liberty Benton, Jim Kanable</b>
<b>McComb, Mike Lamb</b>	<b>Miller City, Bill Kreinbrink</b>
<b>Ottawa-Glandorf, Kevin Brinkman</b>	<b>Pandora, Dale Lewellen</b>
<b>Riverdale, Eric Hoffman</b>	<b>Van Buren, Tim Myers</b>
<b>Vanlue, Rodney Russell</b>	<b>Hancock County, Larry Busdeker</b>
<b>Hardin County, Ron Pepple</b>	<b>Putnam County, Jan Osborn</b>

---

**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 Administrative Excess Costs**  
**Fund 014-1224-9145 XMSAF**

<b>School</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
	<b>Oct. 06 9-12 Students</b>	<b>Oct. 07 9-12 Students</b>	<b>FY08 Actual Total Col D+E</b>	<b>FY08 Actual Annual Fee</b>	<b>FY08 Actual Adm. Cost Col B* \$82.0009</b>	<b>FY08 Est. Col A* \$84.2000</b>
Arcadia	214	207	\$ 21,974	\$ 5,000	\$ 16,974	\$ 18,019
Arlington	217	219	22,958	5,000	17,958	18,271
Carey	329	323	31,486	5,000	26,486	27,702
Cory-Rawson	290	280	27,960	5,000	22,960	24,418
Leipsic	271	272	27,304	5,000	22,304	22,818
Liberty-Benton	429	428	40,096	5,000	35,096	36,122
McComb	235	241	24,762	5,000	19,762	19,787
Miller City	146	142	16,644	5,000	11,644	12,293
Ottawa-Glandorf	630	590	53,381	5,000	48,381	53,046
Pandora-Gilboa	219	210	22,220	5,000	17,220	18,440
Riverdale	339	333	32,306	5,000	27,306	28,544
Van Buren	314	328	31,896	5,000	26,896	26,439
Vanlue	98	101	13,282	5,000	8,282	8,252
Findlay	1810	1725	\$ 146,452	5,000	141,452	152,402
<b>Total</b>	<b>5,541</b>	<b>5,399</b>	<b>\$512,723</b>	<b>\$ 70,000</b>	<b>\$442,723</b>	<b>\$466,552</b>

<b>School</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>Invoice Jul-08</b>	<b>Invoice Jan-09</b>
	<b>FY08 Actual Over/Under Col E-F</b>	<b>FY09 Est. Col B* \$88.35</b>	<b>FY09 Est. 1st Install Col H/2</b>	<b>FY09 Est net FY08 Over/Under Col I(+/-)Col G</b>	<b>FY09 Est. 2nd Install Col H/2</b>
Arcadia	\$ (1,045)	\$ 18,288	\$ 9,144	\$ 8,100	\$ 9,144
Arlington	(313)	19,349	9,674	9,361	9,674
Carey	(1,216)	28,537	14,269	13,053	14,269
Cory-Rawson	(1,458)	24,738	12,369	10,911	12,369
Leipsic	(514)	24,031	12,016	11,502	12,016
Liberty-Benton	(1,025)	37,814	18,907	17,882	18,907
McComb	(25)	21,292	10,646	10,621	10,646
Miller City	(649)	12,546	6,273	5,624	6,273
Ottawa-Glandorf	(4,665)	52,127	26,063	21,398	26,063
Pandora-Gilboa	(1,220)	18,554	9,277	8,057	9,277
Riverdale	(1,237)	29,421	14,710	13,473	14,710
Van Buren	458	28,979	14,489	14,947	14,489
Vanlue	30	8,923	4,462	4,492	4,462
Findlay	(10,950)	152,404	76,202	65,251	76,202
<b>Total</b>	<b>\$ (23,829)</b>	<b>\$ 477,002</b>	<b>\$ 238,501</b>	<b>\$ 214,672</b>	<b>\$ 238,501</b>

**Administrative Fund Budget**  
**014-9145**

	<b>FY2007</b>	<b>FY2008</b>	<b>FY2009</b>	<b>FY2009</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Actual</b>
<b>Balance July 1</b>	\$ 25,308	\$ 42,739	\$ 54,863	\$ 54,863
<b>Revenue</b>				
Admin. Cost (estimated)	454,906	466,553	477,002	477,002 (1)
Admin. Costs (Prior Yr)	(5,706)	(17,793)	(23,829)	(23,829) (2)
Annual Fee (\$5,000 per)	70,000	70,000	70,000	70,000 (3)
Interest	5,343	6,087	5,000	2,336
Donation - E-Script	-	-	-	-
State/Federal	-	-	-	-
Advances In	-	-	-	<u>80,000</u>
<b>Total Revenue</b>	<u>524,543</u>	<u>524,847</u>	<u>528,173</u>	<u>605,509</u>
<b>Total Balance and Revenue</b>	<u><b>\$ 549,851</b></u>	<u><b>\$ 567,586</b></u>	<u><b>\$ 583,036</b></u>	<u><b>\$ 660,372</b></u>
<b>Expenditures</b>				
Salaries	334,080	342,934	410,000	466,433
Benefits	136,275	141,088	152,000	158,847
Purchased Services	28,420	23,960	30,000	28,204
Supplies	7,636	4,741	12,000	6,788
Equipment	700	-	3,000	-
Other	-	-	-	-
Advances Out	-	-	-	-
<b>Total Expenditures</b>	<u><b>\$ 507,112</b></u>	<u><b>\$ 512,723</b></u>	<u><b>\$ 607,000</b></u>	<u><b>\$ 660,273</b></u>
<b>Cash Balance</b>	<u><b>\$ 42,739</b></u>	<u><b>\$ 54,863</b></u>	<u><b>\$ (23,964)</b></u>	<u><b>\$ 98</b></u>
<b>Encumbrances</b>	<u><b>\$ 3,322</b></u>	<u><b>\$ 29,908</b></u>	<u><b>\$ 29,908</b></u>	<u><b>\$ 6</b></u>

(1) Estimated Admin. Costs FY09 - Column H (semi-annual payments in July 2008 and January 2009)

(2) Admin. Excess Costs FY09 - Column G (Adjustments applied to July 2008 invoices)

(3) Annual Fee FY09 - Column D (semi-annual payments in July 2008 and January 2009)

**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**

	<b>FY2007</b>	<b>FY2008</b>	<b>FY2009</b>	<b>FY2009</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Actual</b>
<b>Balance July 1</b>	\$ 292,206	\$ 389,575	\$ 468,811	\$ 468,811
<b>Revenue</b>				
Capital Costs Fees	93,275	91,850	90,000	89,700 (1)
Interest	16,718	19,868	16,000	5,612
Miscellaneous (Auction)	-	36	-	25
State/Federal	-	-	-	-
Advances In	-	-	-	-
<b>Total Revenue</b>	<u>109,993</u>	<u>111,754</u>	<u>106,000</u>	<u>95,337</u>
<b>Total Balance and Revenue</b>	<u><b>\$ 402,199</b></u>	<u><b>\$ 501,329</b></u>	<u><b>\$ 574,811</b></u>	<u><b>\$ 564,148</b></u>
<b>Expenditures</b>				
Contracted Services	6,971	28,770	190,000	211,615
Supplies - Startup New Programs	-	-	5,000	11,343
Equipment	5,653	3,748	210,000	249,929
Other	-	-	-	-
Advances Out	-	-	-	-
<b>Total Expenditures</b>	<u><b>\$ 12,624</b></u>	<u><b>\$ 32,518</b></u>	<u><b>\$ 405,000</b></u>	<u><b>\$ 472,888</b></u>
<b>Cash Balance</b>	<u><b>\$ 389,575</b></u>	<u><b>\$ 468,811</b></u>	<u><b>\$ 169,811</b></u>	<u><b>\$ 91,261</b></u>
<b>Encumbrances</b>	<u><b>\$ 2,180</b></u>	<u><b>\$ 177,356</b></u>	<u><b>\$ 25,000</b></u>	<u><b>\$ 12,863</b></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 2008 and January 2009.



**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**

	<b>FY2007</b>	<b>FY2008</b>	<b>FY2009</b>	<b>FY2009</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Actual</b>
<b>Balance July 1</b>	\$ 76,788	\$ 59,513	\$ 54,199	\$ 54,199
<b>Revenue</b>				
Tuition Adult Students	124,469	153,056	145,000	142,734
Services Provided Other Entities	230	374	500	-
Donations/Misc.	-	137	-	-
Interest	3,445	3,019	3,000	1,773
State Reimbursement***	61,066	57,459	56,187	51,579
Federal Reimbursement	-	-	-	-
Advances In	-	-	-	-
<b>Total Revenue</b>	<u>189,210</u>	<u>214,045</u>	<u>204,687</u>	<u>196,086</u>
<b>Total Balance and Revenue</b>	<u><b>\$ 265,999</b></u>	<u><b>\$ 273,558</b></u>	<u><b>\$ 258,886</b></u>	<u><b>\$ 250,286</b></u>
<b>Expenditures</b>				
Salaries *	138,331	143,425	150,359	139,905
Benefits **	25,019	26,593	25,600	31,833
Purchase Services	23,948	18,490	18,900	14,793
Supplies	19,188	30,851	28,000	32,513
Equipment	-	-	-	-
Refund of Prior Year Receipt	-	-	-	-
Advances Out	-	-	-	-
<b>Total Expenditures</b>	<u><b>\$ 206,485</b></u>	<u><b>\$ 219,359</b></u>	<u><b>\$ 222,859</b></u>	<u><b>\$ 219,043</b></u>
<b>Ending Cash Balance</b>	<u><b>\$ 59,513</b></u>	<u><b>\$ 54,199</b></u>	<u><b>\$ 36,027</b></u>	<u><b>\$ 31,242</b></u>
<b>Encumbrances</b>	<u><b>\$ 4,424</b></u>	<u><b>\$ 5,711</b></u>	<u><b>\$ 5,711</b></u>	<u><b>\$ 5,592</b></u>

\*Adult Ed Director 100% beginning in FY04

\*\*Adult Ed Director 100% beginning in FY04

\*\*\*In FY06 State put us on "guarantee" instead of "reimbursement" program where FY06 payments are received throughout the year instead of having to wait until the following year. It is uncertain if we will be on "guarantee" program in future years. FY06 includes FY05 reimbursement and most of FY06 reimbursement.

**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
2. program costs, and
3. 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 calculation 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 – includes retirement, 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 furniture and computer 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 24B Disclosure Items: Voc Ed, and Line 22E 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**

	<b>FY2007</b>	<b>FY2008</b>	<b>FY2009</b>	<b>FY2009</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Actual</b>
Salaries - Certificated & Aides	\$ 1,730,040	\$ 1,702,224	\$ 1,814,484	\$ 1,788,161
Benefits - Certificated & Aides	590,610	612,727	677,755	666,428
Contracted Services	153,169	193,000	193,500	227,604
Supplies/Textbooks	121,897	95,759	135,000	113,891
Equipment	135,235	108,319	120,000	91,102
<b>Total Expenditures</b>	<b>\$ 2,730,951</b>	<b>\$ 2,712,029</b>	<b>\$ 2,940,739</b>	<b>\$ 2,887,187</b>
Line 24B Disclosure Items: Voc Ed	\$ 1,232,663	\$ 1,253,961	\$ 1,275,000	\$ 1,182,970
Line 22E Other Adjustments VEC	<u>840,352</u>	<u>766,718</u>	<u>770,000</u>	<u>862,686</u>
Total	\$ 2,073,015	\$ 2,020,680	\$ 2,045,000	\$ 2,045,656
Restricted Weighted Funds (75% rule)	\$ 346,549	\$ 354,683	\$ 375,000	\$ 351,599
General Fund				
Tuition - Vocational 001-1224	\$ 111,212	\$ 62,758	\$ 204,889	\$ 204,889

**SF3- Vocational Funding Budget**  
**75% Rule**

	<b>FY2007</b>	<b>FY2008</b>	<b>FY2009</b>	<b>FY2009</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Actual</b>
Current fiscal year's 75% of weighted funds	\$ 346,549	\$ 354,683	\$ 375,000	\$ 351,599
Add'l carryover/POs from prior year yet to spend	\$ 42,488	\$ -	\$ 4,464	\$ 4,464
Total weighted funds to be spent	<u>\$ 389,037</u>	<u>\$ 354,683</u>	<u>\$ 379,464</u>	<u>\$ 356,063</u>

General Fund

001-1300-400 Purchased Services	153,169	146,141	156,000	180,160
001-1300-500 Supplies	121,897	95,759	135,000	113,891
001-1300-600 Equipment	<u>135,235</u>	<u>108,319</u>	<u>120,000</u>	<u>91,102</u>
Sub-total	410,301	350,220	411,000	385,153
Remaining 75%	(21,263)	4,464	(31,536)	(29,090)
Other qualifying expenditures	-	-	-	-
Expenditures under/(over) 75% Rule	<u>\$ (21,263)</u>	<u>\$ 4,464</u>	<u>\$ (31,536)</u>	<u>\$ (29,090)</u>

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

<b>Grant Name</b>	<b>USAS Codes</b>	<b>FY2007 Actual</b>	<b>FY2008 Actual</b>	<b>FY2009 Estimate</b>	<b>FY2009 Actual</b>
MS-NWOTP MINI-GRANT	499-9989	9,531	4,807	7,000	16,834
MS-Ford PAS Prof Dev Grant	499-9990		1,000	-	-
MS-HS of Business Start Up	499-9991		5,000	3,125	3,575
Sub-total State		9,531	10,807	10,125	20,409
Perkins HS Critical Transitions	524-9666	964	-	-	-
Carl Perkins	524-9009	236,795	218,024	215,000	228,102
Sub-total Federal		237,760	218,024	215,000	228,102
Lowe's Skills USA Downtown Pk	019-9983	-	10,000	-	-
MS-WCOTP MINI-GRANT	019-9984	8,530	11,246	10,000	3,426
Lowe's Grant for Kinder Village	019-9985	1,784	-	2,360	-
Electric Car Project	019-9986			8,500	8,060
Electric Car ECLIPSe Grant	019-9987			500	500
Sub-total Local		10,314	21,246	21,360	11,986
Grand Total		<u>\$257,605</u>	<u>\$250,076</u>	<u>\$246,485</u>	<u>\$260,497</u>

**Secor Trust Fund Budget**  
**007-9114**

	<b>USAS Codes</b>	<b>FY2007 Actual</b>	<b>FY2008 FYTD</b>	<b>FY2009 Estimate</b>	<b>FY2009 Actual</b>
<b>Beg. Balance</b>		\$ 16,249	\$ 22,022	\$ 15,218	\$ 15,218
<b>Revenue</b>					
Interest	1410	959	1,045	900	440
Van Rental	1810	-	-	-	-
Donations (March)	1820	14,139	15,677	15,000	12,000
Total Revenues		15,098	16,722	15,900	12,440
Total Balance and Revenue		<u>\$ 31,348</u>	<u>\$ 38,745</u>	<u>\$ 31,118</u>	<u>\$ 27,658</u>
<b>Expenditures</b>					
Contracted Services	423	-	-	-	-
Supplies	510	8,472	9,162	10,000	13,314
Equipment	640	853	14,365	10,000	5,369
Total Expenditures		9,325	23,527	20,000	18,683
<b>Ending Balance</b>		22,022	15,218	11,118	8,975
Encumbrances 6/30		3,546	4,403	4,403	4,824
Cash Available		<u>\$ 18,477</u>	<u>\$ 10,815</u>	<u>\$ 6,715</u>	<u>\$ 4,151</u>

**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.

Findlay City School District  
1219 West Main Cross  
Findlay, Ohio 45840-3377

[www.findlaycityschools.org](http://www.findlaycityschools.org)

Published July 2009