



**Findlay City Schools**  
**Final 4<sup>th</sup> Quarter Reports**  
**Fiscal Year Ending June 30, 2011**

Submitted to Millstream Superintendent Advisory Council  
By Michael T. Barnhart, Findlay City School Treasurer  
Prepared July 21, 2011



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## **PRINCIPAL OFFICIALS**

### **BOARD OF EDUCATION**

**Rick Hoffman, President**

**Barb Dysinger, Member**

**Barb Lockard, Vice-President**

**Shane Pochard, Member**

**Jeff Shrader, Member**

### **Administration**

**Mike Barnhart, Treasurer**

**Bill Haggerty, Adult Education Director**

**Ron Keller, Counselor Millstream Career & Technology Center**

**Craig Kupferberg, Assistant Superintendent**

**Jennifer Miller, Assistant Treasurer**

**Christopher Renn, Director Millstream Career & Technology Center**

**Victoria Swartz, Findlay High School Principal**

**Jeff Walton, Tech Prep Grants**

**Dean Wittwer, Superintendent**

### **Superintendent Advisory Council**

**Arcadia, Laurie Walles**

**Carey, Mark Vehre**

**Leipsic, Alice Dewar**

**McComb, Mike Lamb**

**Ottawa-Glandorf, Kevin Brinkman**

**Riverdale, Eric Hoffman**

**Vanlue, Rodney Russell**

**Hardin County, Ron Pepple**

**Arlington, Kevin Haught**

**Cory Rawson, Robert Hlasko**

**Liberty Benton, Jim Kanable**

**Miller City, Bill Kreinbrink**

**Pandora, Todd Schmutz**

**Van Buren, Tim Myers**

**Hancock County, Larry Busdeker**

**Putnam County, Jan Osborn**

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**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.

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**Rental Fees** -- Beginning with the 2010-11 school year, all participating districts began to annually pay rent for Millstream facilities based on the pupil enrollment of the upper four grades of each high school, including Findlay. The rent is \$25 per pupil for 2010-11. It will then grow to \$50 per pupil for 2012-13 once the new building is constructed, and then become \$75 per pupil in 2013-14. These revenues are not part of the Administrative Fund. They are placed into the mandated 034 maintenance fund for OSFC buildings.

**Administrative Fund Budget  
 014-9145**

	<b>FY2009</b>	<b>FY2010</b>	<b>FY2011</b>	<b>FY2011</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>FYTD</b>
<b>Balance July 1</b>	█ \$ 54,863	█ \$ 98	\$ 12,449	\$ 12,449
<b>Revenue</b>				
Admin. Cost (estimated)	477,002	568,004	563,041	563,039 (1)
Admin. Costs (Prior Yr)	(23,829)	113,272	24,574	24,574 (2)
Annual Fee (\$5,000 per)	70,000	70,000	70,000	70,000 (3)
Interest	2,336	3,655	2,000	2,145
Donation - E-Script	-	-	-	-
State/Federal	-	-	-	-
Advances In	<u>80,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Revenue</b>	█ <u>605,509</u>	█ <u>754,931</u>	█ <u>659,615</u>	█ <u>659,758</u>
<b>Total Balance and Revenue</b>	<b><u>\$ 660,372</u></b>	<b><u>\$ 755,029</u></b>	<b><u>\$ 672,064</u></b>	<b><u>\$ 672,208</u></b>
<b>Expenditures</b>				
Salaries	466,433	456,114	425,000	459,255
Benefits	158,847	177,976	165,000	165,397
Purchased Services	28,204	24,386	30,000	22,205
Supplies	6,788	4,103	10,000	6,879
Equipment	-	-	3,000	3,461
Other	-	-	-	-
Advances Out	<u>-</u>	<u>80,000</u>	<u>-</u>	<u>-</u>
<b>Total Expenditures</b>	<b><u>\$ 660,273</u></b>	<b><u>\$ 742,579</u></b>	<b><u>\$ 633,000</u></b>	<b><u>\$ 657,197</u></b>
<b>Cash Balance</b>	<b><u>\$ 98</u></b>	<b><u>\$ 12,449</u></b>	<b><u>\$ 39,064</u></b>	<b><u>\$ 15,011</u></b>
<b>Encumbrances</b>	<b><u>\$ 6</u></b>	<b><u>\$ 756</u></b>	<b><u>\$ 10,000</u></b>	<b><u>\$ 1,657</u></b>

(1) Estimated Admin. Costs FY11 - Column H (semi-annual payments in July 2010 and January 2011)

(2) Admin. Excess Costs FY11 - Column G (Adjustments applied to July 2010 invoices)

(3) Annual Fee FY11 - Column D (semi-annual payments in July 2010 and January 2011)

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

<u>School</u>	<b>A</b> <b>Oct. 08</b> <b>9-12</b> <b>Students</b>	<b>B</b> <b>Oct. 09</b> <b>9-12</b> <b>Students</b>	<b>C</b> <b>FY10 Actual</b> <b>Total</b> <b>Col D+E</b>	<b>D</b> <b>FY10 Actual</b> <b>Annual</b> <b>Fee</b>	<b>E</b> <b>FY10 Actual</b> <b>Adm. Cost Col B*</b> <b>\$113,7607</b>	<b>F</b> <b>FY10 Est.</b> <b>Col A*</b> <b>\$106,0900</b>
Arcadia	203	197	\$ 27,411	\$ 5,000	\$ 22,411	\$ 21,536
Arlington	218	217	29,686	5,000	24,686	23,128
Carey	321	309	40,152	5,000	35,152	34,055
Cory-Rawson	245	230	31,165	5,000	26,165	25,992
Leipsic	255	238	32,075	5,000	27,075	27,053
Liberty-Benton	414	425	53,348	5,000	48,348	43,921
McComb	228	247	33,099	5,000	28,099	24,189
Miller City	148	144	21,382	5,000	16,382	15,701
Ottawa-Glandorf	610	592	72,346	5,000	67,346	64,715
Pandora-Gilboa	217	171	24,453	5,000	19,453	23,022
Riverdale	325	343	44,020	5,000	39,020	34,479
Van Buren	313	328	42,314	5,000	37,314	33,206
Vanlue	91	85	14,670	5,000	9,670	9,654
Findlay	1766	1683	\$ 196,459	5,000	191,459	187,355
<b>Total</b>	<b>5,354</b>	<b>5,209</b>	<b>\$662,579</b>	<b>\$ 70,000</b>	<b>\$592,579</b>	<b>\$568,006</b>

<u>School</u>	<b>G</b> <b>FY10 Actual</b> <b>Over/Under</b> <b>Col E-F</b>	<b>H</b> <b>FY11 Est.</b> <b>Col B*</b> <b>\$108,09</b>	<b>I</b> <b>FY11 Est.</b> <b>1st Install</b> <b>Col H/2</b>	<b>Invoice</b> <b>Jul-10</b> <b>FY11 Est net</b> <b>FY10 Over/Under</b> <b>Col I(+/-)Col G</b>	<b>Invoice</b> <b>Jan-11</b> <b>FY11 Est.</b> <b>2nd Install</b> <b>Col H/2</b>
Arcadia	\$ 875	\$ 21,294	\$ 10,647	\$ 11,521	\$ 10,647
Arlington	1,558	23,456	11,728	13,286	11,728
Carey	1,097	33,400	16,700	17,797	16,700
Cory-Rawson	173	24,861	12,430	12,603	12,430
Leipsic	22	25,725	12,863	12,885	12,863
Liberty-Benton	4,427	45,938	22,969	27,396	22,969
McComb	3,910	26,698	13,349	17,259	13,349
Miller City	680	15,565	7,782	8,463	7,782
Ottawa-Glandorf	2,631	63,989	31,995	34,626	31,995
Pandora-Gilboa	(3,568)	18,483	9,242	5,673	9,242
Riverdale	4,541	37,075	18,537	23,078	18,537
Van Buren	4,107	35,454	17,727	21,834	17,727
Vanlue	15	9,188	4,594	4,609	4,594
Findlay	4,104	181,915	90,958	95,062	90,958
<b>Total</b>	<b>\$ 24,574</b>	<b>\$ 563,041</b>	<b>\$ 281,520</b>	<b>\$ 306,094</b>	<b>\$ 281,520</b>

**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>FY2009</b>	<b>FY2010</b>	<b>FY2011</b>	<b>FY2011</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>FYTD</b>
<b>Balance July 1</b>	✓ \$ 468,811	✓ \$ 91,261	\$ 87,328	\$ 87,328
<b>Revenue</b>				
Capital Costs Fees	89,700	88,100	90,000	86,600 ✓ (1)
Interest	5,612	2,148	2,000	1,252
Miscellaneous (Auction)	25	-	-	-
State/Federal	-	-	-	-
Advances In	-	-	-	-
<b>Total Revenue</b>	<u>95,337</u>	<u>90,248</u>	<u>92,000</u>	<u>87,852</u>
<b>Total Balance and Revenue</b>	<u>\$ 564,148</u>	<u>\$ 181,508</u>	<u>\$ 179,328</u>	<u>\$ 175,181</u>
<b>Expenditures</b>				
Contracted Services	211,615	94,180	103,500	134,009
Supplies - Startup New Programs	11,343	-	-	-
Equipment	249,929	-	70,000	-
Other	-	-	-	-
Advances Out	-	-	-	-
<b>Total Expenditures</b>	✓ <u>\$ 472,888</u>	✓ <u>\$ 94,180</u>	✓ <u>\$ 173,500</u>	✓ <u>\$ 134,009</u>
<b>Cash Balance</b>	<u>\$ 91,261</u>	<u>\$ 87,328</u>	<u>\$ 5,828</u>	<u>\$ 41,171</u>
<b>Encumbrances</b>	<u>\$ 12,863</u>	<u>\$ 6,708</u>	<u>\$ 5,000</u>	<u>\$ -</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 2010 and January 2011.



**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 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 MSN-Millstream North (within Findlay High School) or Millstream Tech.

**Adult Education Fund Budget**  
**014-9147**

	<b>FY2009</b>	<b>FY2010</b>	<b>FY2011</b>	<b>FY2011</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>FYTD</b>
<b>Balance July 1</b>	\$ 54,199	\$ 31,242	\$ 34,043	\$ 34,043
<b>Revenue</b>				
Tuition Adult Students	142,734	131,505	126,115	105,034
Services Provided Other Entities	-	-	-	-
Donations/Misc.	-	-	-	-
Interest	1,773	1,278	1,200	725
State Reimbursement***	51,579	45,508	41,000	53,514
Federal Reimbursement	-	-	-	-
Advances In	-	-	-	-
<b>Total Revenue</b>	<u>196,086</u>	<u>178,291</u>	<u>168,315</u>	<u>159,272</u>
<b>Total Balance and Revenue</b>	<u>\$ 250,286</u>	<u>\$ 209,533</u>	<u>\$ 202,358</u>	<u>\$ 193,316</u>
<b>Expenditures</b>				
Salaries *	139,905	106,029	103,500	96,662
Benefits **	31,833	24,122	23,965	21,673
Purchase Services	14,793	16,020	11,850	14,694
Supplies	32,513	29,318	29,000	18,949
Equipment	-	-	-	654
Refund of Prior Year Receipt	-	-	-	-
Advances Out	-	-	-	-
<b>Total Expenditures</b>	<u>\$ 219,043</u>	<u>\$ 175,490</u>	<u>\$ 168,315</u>	<u>\$ 152,633</u>
<b>Ending Cash Balance</b>	<u>\$ 31,242</u>	<u>\$ 34,043</u>	<u>\$ 34,043</u>	<u>\$ 40,683</u>
<b>Encumbrances</b>	<u>\$ 5,592</u>	<u>\$ 8,427</u>	<u>\$ 8,500</u>	<u>\$ 3,893</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 w here 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.

**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>Expenditures</b>	<b>FY2009 Actual</b>	<b>FY2010 Actual</b>	<b>FY2011 Estimate</b>	<b>FY2011 FYTD</b>
Salaries - Certificated & Aides	\$ 1,788,161	\$ 1,759,350	\$ 1,742,769	\$ 1,631,199
Benefits - Certificated & Aides	666,428	664,120	689,187	623,059
Contracted Services	227,604	133,538	210,500	153,902
Supplies/Textbooks	113,891	100,915	100,000	104,745
Equipment	<u>91,102</u>	<u>110,869</u>	<u>90,000</u>	<u>81,155</u>
<b>Total Expenditures</b>	<b><u>\$ 2,887,187</u></b>	<b><u>\$ 2,768,792</u></b>	<b><u>\$ 2,832,456</u></b>	<b><u>\$ 2,594,061</u></b>
Line 24B Disclosure Items: Voc Ed	\$ 1,182,970	N/A	N/A	N/A
Line 22E Other Adjustments VEC	<u>862,686</u>	<u>833,731</u>	<u>870,000</u>	<u>822,457</u>
Total	\$ 2,045,656	\$ 833,731	\$ 870,000	\$ 822,457
Restricted Weighted Funds (75% rule)	\$ 351,599	\$ 332,935	\$ 330,000	\$ 343,542
General Fund				
Tuition - Vocational 001-1224	\$ 204,889	\$ 194,022	\$ 184,209	\$ 184,209

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

	<b>FY2009 Actual</b>	<b>FY2010 Actual</b>	<b>FY2011 Estimate</b>	<b>FY2011 FYTD</b>
Current fiscal year's 75% of weighted funds	\$ 351,599	\$ 332,935	\$ 330,000	\$ 343,542
Add'l carryover/POs from prior year yet to spend	<u>\$ 4,464</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total weighted funds to be spent	<u>\$ 356,063</u>	<u>\$ 332,935</u>	<u>\$ 330,000</u>	<u>\$ 343,542</u>
<b>General Fund</b>				
001-1300-400 Purchased Services	180,160	90,611	124,000	59,460
001-1300-500 Supplies	113,891	100,915	100,000	104,745
001-1300-600 Equipment	<u>91,102</u>	<u>110,869</u>	<u>90,000</u>	<u>81,155</u>
Sub-total	385,153	302,395	314,000	245,360
Remaining 75%	(29,090)	30,540	16,000	98,182
Other qualifying expenditures	-	-	-	-
Expenditures under/(over) 75% Rule	\$ (29,090)	\$ 30,540	\$ 16,000	\$ 98,182

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

<b>Grant Name</b>	<b>USAS Codes</b>	<b>FY2009 Actual</b>	<b>FY2010 Actual</b>	<b>FY2011 Estimate</b>	<b>FY2011 FYTD</b>
MS-NWOTP MINI-GRANT	499-9989	16,834	202	11,000	201
MS-HS of Business Start Up	499-9992	3,575	4,033	-	-
Sub-total State		20,409	4,235	11,000	201
Perkins Federal Grant	524-9011	228,102	212,161	201,035	204,575
Sub-total Federal		228,102	212,161	201,035	204,575
Electric Car 5K from Cooper	019-9982			5,000	-
MS-WCOTP MINI-GRANT	019-9984	3,426	1,628	719	310
Lowe's Grant for Kinder Village	019-9985	-	2,360	-	-
Electric Car Project	019-9986	8,060	662	1,620	-
Electric Car ECLIPSe Grant	019-9987	500	-	-	-
Electric Car 25K from Cummins	019-9988			25,000	361
Sub-total Local		11,986	4,649	32,339	671
<b>Grand Total</b>		<b>\$260,497</b>	<b>\$221,045</b>	<b>\$244,374</b>	<b>\$205,446</b>

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

	<b>USAS Codes</b>	<b>FY2009 Actual</b>	<b>FY2010 Actual</b>	<b>FY2011 Estimate</b>	<b>FY2011 FYTD</b>
<b>Beg. Balance</b>		\$ 15,218	\$ 8,975	\$ 9,423	\$ 9,423
<b>Revenue</b>					
Interest	1410	440	339	250	200
Van Rental	1810	-	-	-	-
Donations (March)	1820	12,000	22,681	22,000	20,913
Total Revenues		12,440	23,020	22,250	21,113
Total Balance and Revenue		\$ 27,658	\$ 31,994	\$ 31,673	\$ 30,537
<b>Expenditures</b>					
Contracted Services	423	-	-	7,500	-
Supplies	510	13,314	16,184	8,000	14,845
Equipment	640	5,369	6,387	8,000	8,147
\$500 Award	880	-	-	500	500
Total Expenditures		18,683	22,571	24,000	23,492
<b>Ending Balance</b>		8,975	9,423	7,673	7,044
Encumbrances 6/30		4,824	2,565	2,565	2,387
Cash Available		\$ 4,151	\$ 6,858	\$ 5,108	\$ 4,657

**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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