



**Findlay City Schools**

**4<sup>th</sup> Quarter Final Reports**

**Fiscal Year Ending June 30, 2015**

**By Michael T. Barnhart, Findlay City School Treasurer  
Prepared July 20, 2015  
Sent via email**

## **PRINCIPAL OFFICIALS**

### **BOARD OF EDUCATION**

**Barb Dysinger, President**                      **Jane Robertson, Vice-President**  
**Barbara Lockard, Member**                      **Shane Pochard, Member**  
**Kathy Siebenaler Wilson, Member**

### **Administration**

**Mike Barnhart, Treasurer**  
**Craig Kupferberg, Assistant Superintendent**  
**Ed Kurt, Superintendent**  
**Jennifer Miller, Assistant Treasurer**  
**Christopher Renn, Director Millstream Career Center**  
**Victoria Swartz, Findlay High School Principal**  
**Tami Wallace, Career Tech & Adult Ed Supervisor**  
**Jeff Walton, Tech Prep Grants**

### **Superintendent Advisory Council**

<b>Arcadia, Laurie Walles</b>	<b>Arlington, Kevin Haught</b>
<b>Carey, Mike Wank</b>	<b>Cory Rawson, Robert Hlasko</b>
<b>Findlay Digital Academy, Sandy White</b>	<b>Findlay**, Ed Kurt</b>
<b>Leipsic, Greg Williamson</b>	<b>Liberty Benton, Jim Kanable</b>
<b>McComb, Meri Skilliter</b>	<b>Miller City, Kerry Johnson</b>
<b>Ottawa-Glandorf, Don Horstman</b>	<b>Pandora, Todd Schmutz</b>
<b>Riverdale, Eric Hoffman</b>	<b>Van Buren, Tim Myers</b>
<b>Vanlue, Rodney Russell</b>	<b>Hancock County*, Larry Busdeker</b>
<b>Putnam County*, Jan Osborn</b>	

\*Ex-Officio Non-Voting Members

\*\*As fiscal agent, Findlay is allowed an additional voting representative to the superintendent

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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, coordinator, technology personnel, career assessment teacher and two 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:

- $\text{Prior FY expenditures} + \text{estimated increase/decrease} - \text{annual fee per school district of } \$5,000 \times 15 (\$75,000) / \text{prior year's enrollment} = \text{estimated excess cost per student}$
- $\text{Estimated excess cost per student} \times \text{district's prior October's enrollment} / \text{two billing payments} = \text{semi-annual estimated excess costs.}$

**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 are calculated and billed during the month of July. The formula for the calculation is:

- $\text{Total expenditures} - \text{the annual fee per school district } \$5,000 \times 15 (\$75,000) - \text{advances out} / \text{by total number of students} = \text{excess cost per student}$
- $\text{Excess cost per student} \times \text{district's October enrollment} - \text{estimated excess cost payments by district} = \text{excess cost due (or credit)}$

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 was \$25 per pupil for 2010-11. It then rose to \$50 per pupil for 2012-13 once the new building was constructed, and then became \$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>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2015</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Actual</b>
<b>Balance July 1</b>	\$ 2,829	\$ 118,008	\$ 136,026	\$ 136,026
<b>Revenue</b>				
Admin. Cost (estimated)	498,017	464,165	413,042	412,743 (1)
Admin. Costs (Prior Yr)	38,178	(74,522)	(89,496)	(89,496) (2)
Annual Fee (\$5,000 per)	70,000	75,000	75,000	75,000 (3)
Interest	2,477	1,677	1,500	1,520
Refund of Prior Year Expense	-	1,366	-	-
State/Federal	-	-	-	-
Advances In	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Revenue</b>	<u>608,672</u>	<u>467,686</u>	<u>400,046</u>	<u>399,767</u>
<b>Total Balance and Revenue</b>	<u><b>\$ 611,501</b></u>	<u><b>\$ 585,694</b></u>	<u><b>\$ 536,072</b></u>	<u><b>\$ 535,794</b></u>
<b>Expenditures</b>				
Salaries	300,024	278,210	295,000	303,096
Benefits	160,446	132,166	150,000	126,086
Purchased Services	28,325	34,183	30,000	45,149
Supplies	4,699	5,109	10,000	4,308
Equipment	-	-	3,000	-
Other	-	-	-	-
Advances Out	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Expenditures</b>	<u><b>\$ 493,494</b></u>	<u><b>\$ 449,667</b></u>	<u><b>\$ 488,000</b></u>	<u><b>\$ 478,638</b></u>
<b>Cash Balance</b>	<u><b>\$ 118,008</b></u>	<u><b>\$ 136,026</b></u>	<u><b>\$ 48,072</b></u>	<u><b>\$ 57,156</b></u>
<b>Encumbrances</b>	<u><b>\$ 5,609</b></u>	<u><b>\$ 8,471</b></u>	<u><b>\$ 10,000</b></u>	<u><b>\$ 2,311</b></u>

(1) Estimated Admin. Costs FY15 = Column H (semi-annual payments in July 2014 and January 2015)

(2) Admin. Excess Costs FY15 = Column G (Adjustments applied to July 2014 invoices)

(3) Annual Fee FY15 = Column D (semi-annual payments in July 2014 and January 2015)

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

<u>School</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
	<u>Oct. 2012</u>	<u>Oct. 2013</u>	<u>FY14 Actual</u>	<u>FY14 Actual</u>	<u>FY14 Actual</u>	<u>FY14 Est.</u>
	<u>9-12</u>	<u>9-12</u>	<u>Total</u>	<u>Annual</u>	<u>Adm. Cost Col B*</u>	<u>Col A*</u>
	<u>Students</u>	<u>Students</u>	<u>Col D+E</u>	<u>Fee</u>	<u>\$73.9280</u>	<u>\$90.7100</u>
Arcadia	193	192	\$ 19,194	\$ 5,000	\$ 14,194	\$ 17,507
Arlington	194	184	18,603	5,000	13,603	17,598
Carey	282	307	27,696	5,000	22,696	25,580
Cory-Rawson	205	206	20,229	5,000	15,229	18,596
Findlay Digital	134	155	16,459	5,000	11,459	12,155
Leipsic	207	218	21,116	5,000	16,116	18,777
Liberty-Benton	441	439	37,454	5,000	32,454	40,003
McComb	247	210	20,525	5,000	15,525	22,405
Miller City	140	131	14,685	5,000	9,685	12,699
Ottawa-Glandorf	534	521	43,516	5,000	38,516	48,439
Pandora-Gilboa	165	176	18,011	5,000	13,011	14,967
Riverdale	314	307	27,696	5,000	22,696	28,483
Van Buren	325	317	28,435	5,000	23,435	29,481
Vanlue	80	86	11,358	5,000	6,358	7,257
Findlay	1656	1619	\$ 124,689	5,000	119,689	150,216
<b>Total</b>	<b>5,117</b>	<b>5,068</b>	<b>\$449,667</b>	<b>\$ 75,000</b>	<b>\$374,667</b>	<b>\$464,163</b>

<u>School</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>Invoice</u>	<u>Invoice</u>
	<u>FY14 Actual</u>	<u>FY15 Est.</u>	<u>FY15 Est.</u>	<u>Jul-14</u>	<u>Jan-15</u>
	<u>Over/Under</u>	<u>Col B*</u>	<u>1st Install</u>	<u>FY15 Est net</u>	<u>FY15 Est.</u>
	<u>Col E-F</u>	<u>\$81.50</u>	<u>Col H/2</u>	<u>Col I(+/-)Col G</u>	<u>2nd Install</u>
	<u>Col E-F</u>	<u>\$81.50</u>	<u>Col H/2</u>	<u>Col I(+/-)Col G</u>	<u>Col H/2</u>
Arcadia	\$ (3,313)	\$ 15,648	\$ 7,824	\$ 4,511	\$ 7,824
Arlington	(3,995)	14,996	7,498	3,503	7,498
Carey	(2,884)	25,021	12,510	9,626	12,510
Cory-Rawson	(3,366)	16,789	8,395	5,028	8,395
Findlay Digital	(696)	12,633	6,316	5,620	6,316
Leipsic	(2,661)	17,767	8,884	6,223	8,884
Liberty-Benton	(7,549)	35,779	17,889	10,341	17,889
McComb	(6,880)	17,115	8,558	1,677	8,558
Miller City	(3,015)	10,677	5,338	2,323	5,338
Ottawa-Glandorf	(9,923)	42,462	21,231	11,308	21,231
Pandora-Gilboa	(1,956)	14,344	7,172	5,216	7,172
Riverdale	(5,787)	25,021	12,510	6,723	12,510
Van Buren	(6,046)	25,836	12,918	6,872	12,918
Vanlue	(899)	7,009	3,505	2,606	3,505
Findlay	(30,526)	131,949	65,974	35,448	65,974
<b>Total</b>	<b>\$ (89,496)</b>	<b>\$ 413,042</b>	<b>\$ 206,521</b>	<b>\$ 117,025</b>	<b>\$ 206,521</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>FY2013 Actual</b>	<b>FY2014 Actual</b>	<b>FY2015 Estimate</b>	<b>FY2015 Actual</b>	
<b>Balance July 1</b>	\$ 22,204	\$ 118,921	\$ 206,759	\$ 206,759	
<b>Revenue</b>					
Capital Costs Fees	83,175	86,225	85,000	85,925	(1)
Interest	1,250	1,613	1,000	2,267	
Miscellaneous (Auction)	32,439	-	-	-	
State/Federal	-	-	-	-	
Advances In	-	-	-	-	
<b>Total Revenue</b>	<u>116,864</u>	<u>87,838</u>	<u>86,000</u>	<u>88,192</u>	
<b>Total Balance and Revenue</b>	<u><b>\$ 139,068</b></u>	<u><b>\$ 206,759</b></u>	<u><b>\$ 292,759</b></u>	<u><b>\$ 294,951</b></u>	
<b>Expenditures</b>					
Contracted Services	20,147	-	10,000	-	
Supplies - Startup New Programs	-	-	10,000	-	
Equipment	-	-	150,000	23,176	
Other	-	-	-	-	
Advances Out	-	-	-	-	
<b>Total Expenditures</b>	<u><b>\$ 20,147</b></u>	<u><b>\$ -</b></u>	<u><b>\$ 170,000</b></u>	<u><b>\$ 23,176</b></u>	
<b>Cash Balance</b>	<u><b>\$ 118,921</b></u>	<u><b>\$ 206,759</b></u>	<u><b>\$ 122,759</b></u>	<u><b>\$ 271,775</b></u>	
<b>Encumbrances</b>	<u><b>\$ -</b></u>	<u><b>\$ -</b></u>	<u><b>\$ 5,000</b></u>	<u><b>\$ 11,794</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 October 2014 and January 2015.

**Adult Education Fund**  
(014-9147)

Accreditation: Millstream Career 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: 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.

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

	<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2015</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Actual</b>
<b>Balance July 1</b>	\$ 17,740	\$ 28,181	\$ 35,806	\$ 35,806
<b>Revenue</b>				
Tuition Adult Students	85,197	55,861	99,000	36,042
Services Provided Other Entities	-	-	-	-
Donations/Misc.	-	803	-	-
Interest	356	331	500	296
State Reimbursement***	47,009	48,858	47,000	43,646
Federal Reimbursement	-	-	-	-
Advances In	-	-	-	-
<b>Total Revenue</b>	<u>132,562</u>	<u>105,852</u>	<u>146,500</u>	<u>79,984</u>
<b>Total Balance and Revenue</b>	<u>\$ 150,303</u>	<u>\$ 134,033</u>	<u>\$ 182,306</u>	<u>\$ 115,789</u>
<b>Expenditures</b>				
Salaries *	80,511	67,547	85,000	50,790
Benefits **	17,819	13,966	19,000	14,297
Purchase Services	8,060	8,424	9,000	7,928
Supplies	15,732	8,290	16,000	5,401
Equipment	-	-	-	-
Refund of Prior Year Receipt	-	-	-	-
Advances Out	-	-	-	-
<b>Total Expenditures</b>	<u>\$ 122,122</u>	<u>\$ 98,227</u>	<u>\$ 129,000</u>	<u>\$ 78,416</u>
<b>Ending Cash Balance</b>	<u>\$ 28,181</u>	<u>\$ 35,806</u>	<u>\$ 53,306</u>	<u>\$ 37,374</u>
<b>Encumbrances</b>	<u>\$ 21,144</u>	<u>\$ 11,540</u>	<u>\$ 8,500</u>	<u>\$ 2,278</u>

\*Adult Ed Director 100% beginning in FY04. \$21,043 of combined Supervisor/Adult Ed position in FY15 (26.61%)

\*\*Adult Ed Director 100% beginning in FY04. Same proportion of Supervisor/Adult Ed position in FY15 (26.61%)

\*\*\*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. Part of FY11 guarantee was returned to ODE in FY12 (\$1,555).

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**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 purchases, 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>FY2013 Actual</b>	<b>FY2014 Actual</b>	<b>FY2015 Estimate</b>	<b>FY2015 Actual</b>
Salaries - Certificated & Aides	\$ 1,486,417	\$ 1,554,971	\$ 1,547,000	\$ 1,483,910
Benefits - Certificated & Aides	520,439	523,559	529,500	499,238
Contracted Services	232,806	439,966	277,500	175,929
Supplies/Textbooks	130,842	156,695	127,000	216,098
Equipment	88,768	120,006	120,000	416,040
<b>Total Expenditures</b>	<b>\$ 2,459,271</b>	<b>\$ 2,795,197</b>	<b>\$ 2,601,000</b>	<b>\$ 2,791,214</b>

Line 22E Other Adjustments VEC            775,014      1,197,172      1,250,000      1,145,730

Restricted Weighted Funds (75% rule) \$ 342,191    \$ 539,601    \$ 550,000    \$ 564,256

**General Fund**

Tuition - Vocational 001-1224            \$ 39,865    \$ 93,833    \$ 22,312    \$ 22,312

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

	<b>FY2013 Actual</b>	<b>FY2014 Actual</b>	<b>FY2015 Estimate</b>	<b>FY2015 Actual</b>
Current fiscal year's 75% of weighted funds	\$ 342,191	\$ 539,601	\$ 550,000	\$ 564,256
Add'l carryover/POs from prior year yet to spend	\$ -	\$ -	\$ -	\$ -
<b>Total weighted funds to be spent</b>	<b>\$ 342,191</b>	<b>\$ 539,601</b>	<b>\$ 550,000</b>	<b>\$ 564,256</b>

General Fund

001-1300-400 Purchased Services	100,372	268,081	92,366	9,317
001-1300-500 Supplies	130,842	156,695	127,000	216,098
001-1300-600 Equipment	88,768	120,006	120,000	416,040
Sub-total	319,983	544,782	339,366	641,455
Remaining 75%	22,209	(5,181)	210,634	(77,199)

Other qualifying expenditures

Expenditures under/(over) 75% Rule    \$ 22,209    \$ (5,181)    \$ 210,634    \$ (77,199)

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

<b>Grant Name</b>	<b>USAS Codes</b>	<b>FY2013 Actual</b>	<b>FY2014 Actual</b>	<b>FY2015 Estimate</b>	<b>FY2015 Actual</b>
MS-NWOTP MINI-GRANT	499-9989	-	4,799	15,998	1,221
<b>Subtotal State</b>		-	<b>4,799</b>	<b>15,998</b>	<b>1,221</b>
Perkins Federal Grant	524-9012	229,905	177,246	206,000	222,244
<b>Subtotal Federal</b>		<b>229,905</b>	<b>177,246</b>	<b>206,000</b>	<b>222,244</b>
Electric Car 5K from Cooper	019-9982	-	-	5,000	-
MS-WCOTP MINI-GRANT	019-9984	-	694	-	-
Electric Car Project	019-9986	-	-	-	-
Electric Car ECLIPSe Grant	019-9987	-	-	-	-
Electric Car 25K from Cummins	019-9988	-	199	8,762	3,360
<b>Subtotal Local</b>		-	<b>893</b>	<b>13,762</b>	<b>3,360</b>
<b>GRAND TOTAL</b>		<b><u>\$229,905</u></b>	<b><u>\$182,938</u></b>	<b><u>\$235,760</u></b>	<b><u>\$226,824</u></b>

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

	<b>USAS Codes</b>	<b>FY2013 Actual</b>	<b>FY2014 Actual</b>	<b>FY2015 Estimate</b>	<b>FY2015 Actual</b>
<b>Beg. Balance</b>		\$ 23,899	\$ 20,481	\$ 8,988	\$ 8,988
<b><u>Revenue</u></b>					
Interest	1410	249	107	100	66
Van Rental/Prior Yr Refund	1810	-	1,439	-	-
Donations (March)	1820	20,491	21,034	21,000	21,686
Total Revenues		<u>20,740</u>	<u>22,580</u>	<u>21,100</u>	<u>21,752</u>
Total Balance and Revenue		<u>\$ 44,639</u>	<u>\$ 43,062</u>	<u>\$ 30,088</u>	<u>\$ 30,739</u>
<b><u>Expenditures</u></b>					
Contracted Services	423	-	-	500	-
Supplies	510	17,499	15,535	15,500	7,918
Equipment	640	5,812	17,543	10,000	6,513
\$1000 Annual Award	880	846	996	1,000	1,000
Total Expenditures		<u>24,157</u>	<u>34,074</u>	<u>27,000</u>	<u>15,431</u>
<b>Ending Balance</b>		<u>20,481</u>	<u>8,988</u>	<u>3,088</u>	<u>15,308</u>
Encumbrances 6/30		<u>17,183</u>	<u>7,196</u>	<u>3,000</u>	<u>11,345</u>
Cash Available		\$ 3,299	\$ 1,792	\$ 88	\$ 3,963

**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-vocational 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  
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Findlay, Ohio 45840

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

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