



*Findlay City Schools*

*Fiscal Year Ending June 30, 2005*

Submitted to Millstream Superintendent Advisory Council  
By Michael T. Barnhart, Findlay City School Treasurer  
Prepared July 29, 2005

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## **PRINCIPAL OFFICIALS**

### **BOARD OF EDUCATION**

**Martha Rothey, President**

**John Cavallero, Member**

**Jeffery Shrader, Member**

**Julie Brown, Vice-President**

**Paul Miserlian, Member**

### **Administration**

**Robert J. Lotz, Superintendent**

**Mary Anne Ashworth, Assistant Superintendent**

**Michael T. 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, Prep Tech Grants**

### **Superintendent Advisory Council**

**Arcadia, Laurie Walles**

**Carey, Ray Funk**

**Leipsic, Ron Bash**

**McComb, Tim Scherer**

**Ottawa, Kevin Brinkman**

**Riverdale, Joyce Plummer**

**Vanlue, Tim Kruse**

**Hardin County, Ron Morrison**

**Arlington, Dave Rossman**

**Cory Rawson, Rich Steiner**

**Liberty Benton, Denny Recker**

**Miller City, Bill Kreinbrink**

**Pandora, Joanne Kerekes**

**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.

**MILLSTREAM CAREER & TECHNOLOGY CENTER**  
**Findlay City School District**  
**Fiscal Year Ending June 30, 2005**

**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. 02</u> <u>9-12</u> <u>Students</u>	<u>Oct. 03</u> <u>9-12</u> <u>Students</u>	<u>FY04 Actual</u> <u>Total</u> <u>Col D+E</u>	<u>FY04 Actual</u> <u>Annual</u> <u>Fee</u>	<u>FY04 Actual</u> <u>Adm. Cost Col B*</u> <u>\$73.5464</u>	<u>FY04 Est.</u> <u>Col A*</u> <u>\$80</u>
Arcadia	211	205	\$ 20,077	\$ 5,000	\$ 15,077	\$ 16,880
Arlington	220	221	21,254	5,000	16,254	17,600
Carey	337	346	30,447	5,000	25,447	26,960
Cory-Rawson	265	250	23,387	5,000	18,387	21,200
Leipsic	256	261	24,196	5,000	19,196	20,480
Liberty-Benton	384	386	33,389	5,000	28,389	30,720
McComb	255	264	24,416	5,000	19,416	20,400
Miller City	135	152	16,179	5,000	11,179	10,800
Ottawa-Glandorf	660	674	54,570	5,000	49,570	52,800
Pandora-Gilboa	195	191	19,047	5,000	14,047	15,600
Riverdale	328	311	27,873	5,000	22,873	26,240
Van Buren	288	297	26,843	5,000	21,843	23,040
Vanlue	98	110	13,090	5,000	8,090	7,840
Findlay	1,731	1,731	\$ 132,309	5,000	127,309	138,480
Total	5,363	5,399	\$467,077	\$ 70,000	\$397,077	\$429,040

<u>School</u>	<u>Revised</u> <u>G</u> <u>FY04 Actual</u> <u>Over/Under</u> <u>Col E-F</u>	<u>Revised</u> <u>H</u> <u>FY05 Est.</u> <u>Col B*</u> <u>\$75.1991</u>	<u>Revised</u> <u>I</u> <u>FY05 Est.</u> <u>1st Install</u> <u>Col H/2</u>	<u>Revised</u> <u>Invoice</u> <u>Jul-04</u> <u>FY05 Est.</u> <u>1st Install</u> <u>Col I(+/-)Col G</u>	<u>Revised</u> <u>Invoice</u> <u>Jan-05</u> <u>FY05 Est.</u> <u>2nd Install</u> <u>Col H/2</u>
	Arcadia	\$ (1,803)	\$ 15,416	\$ 7,708	\$ 5,905
Arlington	(1,346)	16,619	8,310	6,963	8,310
Carey	(1,513)	26,019	13,009	11,496	13,009
Cory-Rawson	(2,813)	18,800	9,400	6,586	9,400
Leipsic	(1,284)	19,627	9,813	8,529	9,813
Liberty-Benton	(2,331)	29,027	14,513	12,182	14,513
McComb	(984)	19,853	9,926	8,943	9,926
Miller City	379	11,430	5,715	6,094	5,715
Ottawa-Glandorf	(3,230)	50,684	25,342	22,112	25,342
Pandora-Gilboa	(1,553)	14,363	7,182	5,629	7,182
Riverdale	(3,367)	23,387	11,693	8,326	11,693
Van Buren	(1,197)	22,334	11,167	9,970	11,167
Vanlue	250	8,272	4,136	4,386	4,136
Findlay	(11,171)	130,170	65,085	53,914	65,085
Total	\$ (31,963)	\$ 406,000	\$ 203,000	\$ 171,037	\$ 203,000

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

	<b>FY2003</b>	<b>FY2004</b>	<b>FY2005</b>	<b>FY2005</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>FYTD</b>
<b>Balance July 1</b>	\$ 41,097	\$ 32,530	\$ 45,859	\$ 45,859
<b>Revenue</b>				
Admin. Cost (estimated)	422,422	409,052	406,000	405,999 (1)
Admin. Costs (Prior Yr)	(30,637)		(31,963)	(31,963) (2)
Annual Fee (\$5,000 per)	70,000	70,000	70,000	70,000 (3)
Interest	2,079	1,353	1,796	2,043
Donation - E-Script	3	-	-	-
State/Federal	-	-	-	-
Advances In	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Revenue</b>	<u>463,867</u>	<u>480,405</u>	<u>445,833</u>	<u>446,079</u>
<b>Total Balance and Revenue</b>	<u>504,964</u>	<u>512,935</u>	<u>491,692</u>	<u>491,938</u>
<b>Expenditures</b>				
Salaries	315,199	308,599	312,000	325,227
Benefits	102,732	115,186	119,000	134,430
Purchase Services	26,987	19,516	21,000	22,254
Supplies	24,056	19,586	20,000	14,211
Equipment	3,210	4,190	4,000	3,888
Other	250	-	-	-
Advances Out	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Expenditures</b>	<u>472,434</u>	<u>467,077</u>	<u>476,000</u>	<u>500,010</u>
<b>Cash Balance</b>	<u>\$ 32,530</u>	<u>\$ 45,859</u>	<u>\$ 15,692</u>	<u>\$ (8,072)</u>
<b>Encumbrances</b>	<u>\$ 3,869</u>	<u>\$ 4,881</u>	<u>\$ -</u>	<u>\$ 2,139</u>

(1) Estimated Admin. Costs FY05 - Column H (semi-annual payments in July 2004 and January 2005)

(2) Admin. Excess Costs FY05 - Column G (Adjustments applied to July 2004 invoices)

(3) Annual Fee FY05 - Column D (semi-annual payments in July 2004 and January 2005)

**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>FY2003</b>	<b>FY2004</b>	<b>FY2005</b>	<b>FY2005</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>FYTD</b>
<b>Balance July 1</b>	\$ 24,818	\$ 44,807	\$ 144,405	\$ 144,405
<b>Revenue</b>				
Capital Costs Fees	90,800	94,325	90,800	88,000 (1)
Interest	550	1,296	400	3,663
Miscellaneous (Auction)	12,721	-	-	-
State/Federal	14,731	-	14,731	-
Advances In	-	7,476	-	-
	<u>118,802</u>	<u>103,097</u>	<u>105,931</u>	<u>91,663</u>
<b>Total Revenue</b>				
	<u>118,802</u>	<u>103,097</u>	<u>105,931</u>	<u>91,663</u>
<b>Total Balance and Revenue</b>	<u>143,620</u>	<u>147,904</u>	<u>250,336</u>	<u>236,068</u>
<b>Expenditures</b>				
Contracted Services	621	53	1,000	-
Supplies - Startup New Programs	17,458	946	18,500	6,070
Equipment	80,733	2,500	110,822	8,917
Other	-	-	-	-
Advances Out	-	-	-	-
	<u>98,812</u>	<u>3,499</u>	<u>130,322</u>	<u>14,987</u>
<b>Total Expenditures</b>				
	<u>98,812</u>	<u>3,499</u>	<u>130,322</u>	<u>14,987</u>
<b>Cash Balance</b>	\$ 44,807	\$ 144,405	\$ 120,014	\$ 221,081
<b>Encumbrances</b>	\$ 500	\$ -	\$ -	\$ 3,918

(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 2004 and January 2005.

**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>FY2003 Actual</b>	<b>FY2004 Actual</b>	<b>FY2005 Estimate</b>	<b>FY2005 FYTD</b>
<b>Balance July 1</b>	\$ 63,124	\$ 12,499	\$ 16,159	\$ 16,159
<b>Revenue</b>				
Tuition Adult Students	71,833	128,514	140,000	137,479
Services Provided Other Entities	19,800	1,120	2,500	-
Donations/Misc.		8,746	-	-
Interest	511	509	500	1,147
State Reimbursement	99,413	59,903	58,162	58,162
Federal Reimbursement	-	-	-	-
Advances In	15,000	-	-	-
<b>Total Revenue</b>	<u>206,557</u>	<u>198,793</u>	<u>201,162</u>	<u>196,787</u>
<b>Total Balance and Revenue</b>	<u>269,681</u>	<u>211,292</u>	<u>217,321</u>	<u>212,946</u>
<b>Expenditures</b>				
Salaries *	86,521	121,631	130,000	126,909
Benefits **	19,253	27,145	28,750	26,635
Purchase Services	23,660	20,094	23,500	13,248
Supplies	8,137	11,263	15,000	20,119
Equipment	4,590	-	-	-
Refund of Prior Year Receipt	40,020	-	-	-
Advances Out	75,000	15,000	-	-
<b>Total Expenditures</b>	<u>257,182</u>	<u>195,133</u>	<u>197,250</u>	<u>186,912</u>
<b>Ending Cash Balance</b>	\$ 12,499	\$ 16,159	\$ 20,071	\$ 26,035
<b>Encumbrances</b>	\$ 161	\$ 422	\$ -	\$ 2,612

\*Adult Ed Director 100% FY04 and FY05

\*\*Adult Ed Director 100% FY04 and FY05



**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/withdrawing from 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 for each program and number of classes in each room.

- 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 over \$1,000.

**3. State Funding**

Effective with the 1998-99 school year, unit funding was eliminated and per pupil fund 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 23F 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>FY2003 Actual</b>	<b>FY2004 Actual</b>	<b>FY2005 Estimate</b>	<b>FY2005 FYTD</b>
Salaries - Certificated & Aides	\$ 1,833,936	\$ 1,843,417	\$ 1,850,000	\$ 1,859,295
Benefits - Certificated & Aides	569,739	678,519	637,000	657,226
Contracted Services	42,336	38,552	42,000	73,647
Supplies/Textbooks	47,399	65,244	116,000	90,784
Equipment	26,419	27,904	28,000	89,905
<b>Total Expenditures</b>	<b>\$ 2,519,828</b>	<b>\$ 2,653,635</b>	<b>\$ 2,673,000</b>	<b>\$ 2,770,857</b>
Line 25B Disclosure Items: Voc Ed	\$ 1,115,222	\$ 1,053,551	\$ 1,108,986	\$ 1,101,436
Line 23F Other Adjustments VEC	<u>694,681</u>	<u>727,430</u>	<u>744,452</u>	<u>799,578</u>
Total	\$ 1,809,903	\$ 1,780,981	\$ 1,853,438	\$ 1,901,014
Restricted Weighted Funds (75% rule)	\$ 248,476	\$ 272,671	\$ 272,671	\$ 313,848
General Fund				
Tuition - Vocational 001-1224	\$ 41,360	\$ 41,000	\$ 102,000	\$ 103,359

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

	<b>FY2003 Actual</b>	<b>FY2004 Actual</b>	<b>FY2005 Estimate</b>	<b>FY2005 FYTD</b>
	<u>\$ 248,476</u>	<u>\$ 272,671</u>	<u>\$ 272,671</u>	<u>\$ 313,848</u>
<u>General Fund</u>				
001-1300-400	42,336	38,552	42,000	73,647
001-1300-500	47,399	65,244	116,000	90,784
001-1300-600	26,419	27,904	28,000	89,905
Sub-total	116,154	131,699	186,000	254,336
Remaining 75%	132,322	140,972	86,671	59,512
<u>Millstream Capital Outlay</u>				
014-1300-400-9146	621	53	1,000	-
014-1300-500-9146	17,458	946	18,500	6,070
014-1300-600-9146	80,733	2,500	-	8,917
014-1300-800-9146	-	-	-	-
Sub-total	98,812	3,499	19,500	14,987
Expenditures under/over 75% Rule	\$ 33,509	\$ 137,473	\$ 67,171	\$ 44,525

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

<b>Grant Name</b>	<b>USAS Codes</b>	<b>FY2003 Actual</b>	<b>FY2004 Actual</b>	<b>FY2005 Estimate</b>	<b>FY2005 FYTD</b>
Career Development	461-900X	\$ 39,322	\$ 23,612	\$ 22,196	\$ 22,196
MS-NWOTP E-Commerce	461-9985	17,500	-	-	-
MS-WCOTP Info Tech	461-9986	10,000	10,000	3,000	3,000
MS-WCOTP Engineering	461-9987	10,000	-	-	-
MS-NWOTP Engineering	461-9992	7,040	-	-	-
MS-NWOTP Med Tech	461-9993	6,000	-	-	-
MS-NWOTP Info Tech	461-9994	6,000	-	-	-
MS-NWOTP MINI-GRANT	499-9989	-	-	13,800	13,952
MS-NWOTP Med Office Mgmt	461-9996	-	-	3,404	6,490
MS-Equipment Supplement	461-999X	-	7,726	7,936	-
Sub-total State		95,862	41,338	50,335	45,638
Carl Perkins	524-9005	214,556	220,111	220,111	222,385
WIA	599-9902	120,061	-	-	-
Sub-total Federal		334,617	220,111	220,111	222,385
NW Central Ohio Tech	019-9891				
MS-WCOTP MINI-GRANT	019-9984	11,300	11,000	1,000	11,083
MS-WCOTP Med Tech	019-9988	7,000	-	-	-
MS-NWOTP MINI-GRANT	019-9989	11,600	-	-	-
MS-Collaboration Stipends	019-9995		1,057	-	-
MS-WCOTP Shadow Day	019-9999	2,487	-	-	-
Sub-total Local		32,387	12,057	1,000	11,083
<b>Grand Total</b>		<b>\$ 462,866</b>	<b>\$ 273,506</b>	<b>\$ 271,446</b>	<b>\$ 279,106</b>

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

	<b>USAS Codes</b>	<b>FY2003 Actual</b>	<b>FY2004 Actual</b>	<b>FY2005 Estimate</b>	<b>FY2005 FYTD</b>
<b>Beg. Balance</b>		\$ 19,963	\$ 20,478	\$ 17,245	\$ 17,245
<b>Revenue</b>					
Interest	1410	272	208	154	243
Van Rental	1810	-	-	-	193
Donations (March)	1820	13,000	12,000	13,000	12,000
Total Revenues		13,272	12,208	13,154	12,436
Total Balance and Revenue		\$ 33,235	\$ 32,686	\$ 30,399	\$ 29,681
<b>Expenditures</b>					
Contracted Services	423	8,668	-	8,668	-
Supplies	510	3,405	8,474	3,434	10,914
Equipment	640	684	6,967	694	2,608
Total Expenditures		12,757	15,441	12,796	13,521
<b>Ending Balance</b>		20,478	17,245	17,603	16,160
Encumbrances 6/30		-	5,725	5,543	3,898
Cash Available		\$ 20,478	\$ 11,520	\$ 12,060	\$ 12,262

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

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