



**Findlay City Schools**  
**Final 4<sup>th</sup> Quarter Reports**  
**Fiscal Year Ending June 30, 2007**

By Michael T. Barnhart, Findlay City School Treasurer  
Prepared May 17, 2007

**MILLSTREAM CAREER & TECHNOLOGY CENTER**  
**Findlay City Schools**  
**Fiscal Year Ending June 30, 2007**

---

## **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**

**Julie Brown, President**

**Eric Browning, Member**

**Martha Rothey, Member**

**Jeff Shrader, Vice-President**

**Barbara Dysinger, Member**

### **Administration**

**Dean Wittwer, Superintendent**

**Paul Blaine, Interim Assistant Superintendent**

**Mike Barnhart, Treasurer**

**Jennifer Miller, Assistant Treasurer**

**Craig Kupferberg, Findlay High School Principal**

**Kathy Siebenaler Wilson, Director Millstream Career & Technology Center**

**Edie Wannemacher, Asst. Director Millstream Career & Technology Center**

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

**Bill Haggerty, Adult Education Director**

**Jeff Walton, Prep Tech Grants**

### **Superintendent Advisory Council**

**Arcadia, Laurie Walles**

**Carey, Ray Funk**

**Leipsic, Alice Dewar**

**McComb, Tim Scherer**

**Ottawa-Glandorf, 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, Dale Lewellen**

**Van Buren, Tim Myers**

**Hancock County, Larry Busdeker**

**Putnam County, Jan Osborn**

---

**Administrative Fund**  
(014-9145)

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

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

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

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

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

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

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

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

**MILLSTREAM CAREER & TECHNOLOGY CENTER**  
**Findlay City School District**  
**Fiscal Year Ending June 30, 2007**

**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>G</u>
	Oct. 04 9-12 <u>Students</u>	Oct. 05 9-12 <u>Students</u>	FY06 Actual Total <u>Col D+E</u>	FY06 Actual Annual <u>Fee</u>	FY06 Actual Adm. Cost Col B* <u>\$79.1585</u>	FY06 Est. Col A* <u>\$81.6000</u>	FY06 Actual Over/Under <u>Col E-F</u>
Arcadia	209	219	\$ 22,336	\$ 5,000	\$ 17,336	\$ 17,054	\$ 281
Arlington	218	228	23,048	5,000	18,048	17,789	259
Carey	350	342	32,072	5,000	27,072	28,560	(1,488)
Cory-Rawson	269	296	28,431	5,000	23,431	21,950	1,481
Leipsic	276	286	27,639	5,000	22,639	22,522	118
Liberty-Benton	381	420	38,247	5,000	33,247	31,090	2,157
McComb	256	253	25,027	5,000	20,027	20,890	(863)
Miller City	140	138	15,924	5,000	10,924	11,424	(500)
Ottawa-Glandorf	612	628	54,712	5,000	49,712	49,939	(228)
Pandora-Gilboa	211	201	20,911	5,000	15,911	17,218	(1,307)
Riverdale	317	298	28,589	5,000	23,589	25,867	(2,278)
Van Buren	291	275	26,769	5,000	21,769	23,746	(1,977)
Vanlue	108	118	14,341	5,000	9,341	8,813	528
Findlay	1,779	1810	\$ 148,277	5,000	143,277	145,166	(1,890)
<b>Total</b>	<b>5,417</b>	<b>5,512</b>	<b>\$506,322</b>	<b>\$ 70,000</b>	<b>\$436,322</b>	<b>\$442,027</b>	<b>\$ (5,706)</b>

<u>School</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>K</u>	<u>L</u>	<u>Invoice</u>
	FY07 Est. Col B* <u>\$82.53</u>	FY07 Est. 1st Install <u>Col H/2</u>	INCORRECT Jul-06 Invoice that used Oct 2004 ADM instead of 2005	Jul-06 Invoice Should have Been <u>Col I(+/-)Col G</u>	Difference to be added or credited to Jan-07 Invoice <u>Col K - J</u>	Invoice Jan-07 FY07 Est. 2nd Install <u>Col H/2 + L</u>
Arcadia	\$ 18,074	\$ 9,037	\$ 8,114	\$ 9,318	\$ 1,204	\$ 10,241
Arlington	18,817	9,408	8,464	9,668	1,204	10,613
Carey	28,225	14,113	13,588	12,625	-963	13,149
Cory-Rawson	24,429	12,214	10,444	13,695	3,251	15,466
Leipsic	23,604	11,802	10,715	11,920	1,204	13,006
Liberty-Benton	34,663	17,331	14,792	19,488	4,697	22,028
McComb	20,880	10,440	9,939	9,578	-361	10,079
Miller City	11,389	5,695	5,435	5,194	-241	5,454
Ottawa-Glandorf	51,829	25,914	23,760	25,687	1,927	27,841
Pandora-Gilboa	16,589	8,294	8,192	6,988	-1,204	7,090
Riverdale	24,594	12,297	12,307	10,019	-2,288	10,009
Van Buren	22,696	11,348	11,298	9,371	-1,927	9,421
Vanlue	9,739	4,869	4,193	5,397	1,204	6,074
Findlay	149,379	74,690	69,067	72,800	3,733	78,423
<b>Total</b>	<b>\$ 454,905</b>	<b>\$ 227,453</b>	<b>\$ 210,307</b>	<b>\$ 221,747</b>	<b>\$ 11,440</b>	<b>\$ 238,893</b>

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

	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2007</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>FYTD</b>
<b>Balance July 1</b>	\$ 45,859	\$ (8,072)	\$ 25,308	\$ 25,308
<b>Revenue</b>				
Admin. Cost (estimated)	405,999	442,028	454,905	454,906 (1)
Admin. Costs (Prior Yr)	(31,963)	24,010	(5,706)	(5,706) (2)
Annual Fee (\$5,000 per)	70,000	70,000	70,000	70,000 (3)
Interest	2,043	3,664	4,000	5,343
Donation - E-Script	-	-	-	-
State/Federal	-	-	-	-
Advances In	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Revenue</b>	<b>446,079</b>	<b>539,702</b>	<b>523,199</b>	<b>524,543</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Balance and Revenue</b>	<b>\$ 491,938</b>	<b>\$ 531,630</b>	<b>\$ 548,507</b>	<b>\$ 549,851</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Expenditures</b>				
Salaries	325,227	330,119	345,000	334,080
Benefits	134,430	141,288	137,861	136,275
Purchase Services	22,254	23,999	25,000	28,420
Supplies	14,211	10,916	14,000	7,636
Equipment	3,888	-	3,000	700
Other	-	-	-	-
Advances Out	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Expenditures</b>	<b>\$ 500,010</b>	<b>\$ 506,322</b>	<b>\$ 524,861</b>	<b>\$ 507,112</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Cash Balance</b>	<b>\$ (8,072)</b>	<b>\$ 25,308</b>	<b>\$ 23,646</b>	<b>\$ 42,739</b>
<b>Encumbrances</b>	<b>\$ 2,139</b>	<b>\$ 2,764</b>	<b>\$ 2,764</b>	<b>\$ 3,322</b>
	<hr/>	<hr/>	<hr/>	<hr/>

(1) Estimated Admin. Costs FY07 - Column H (semi-annual payments in July 2006 and January 2007)

(2) Admin. Excess Costs FY07 - Column G (Adjustments applied to July 2006 invoices)

(3) Annual Fee FY07 - Column D (semi-annual payments in July 2006 and January 2007)

**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>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2007</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>FYTD</b>
<b>Balance July 1</b>	\$ 144,405	\$ 221,081	\$ 292,206	\$ 292,206
<b>Revenue</b>				
Capital Costs Fees	88,000	92,550	90,000	93,275 (1)
Interest	3,663	9,807	11,301	16,718
Miscellaneous (Auction)	-	-	-	-
State/Federal	-	-	-	-
Advances In	-	-	-	-
<b>Total Revenue</b>	<u>91,663</u>	<u>102,357</u>	<u>101,301</u>	<u>109,993</u>
<b>Total Balance and Revenue</b>	<u><b>\$ 236,068</b></u>	<u><b>\$ 323,438</b></u>	<u><b>\$ 393,507</b></u>	<u><b>\$ 402,199</b></u>
<b>Expenditures</b>				
Contracted Services	-	21,386	10,000	6,971
Supplies - Startup New Programs	6,070	3,753	10,000	-
Equipment	8,917	6,092	225,075	5,653
Other	-	-	-	-
Advances Out	-	-	-	-
<b>Total Expenditures</b>	<u><b>\$ 14,987</b></u>	<u><b>\$ 31,232</b></u>	<u><b>\$ 245,075</b></u>	<u><b>\$ 12,624</b></u>
<b>Cash Balance</b>	<u><b>\$ 221,081</b></u>	<u><b>\$ 292,206</b></u>	<u><b>\$ 148,432</b></u>	<u><b>\$ 389,575</b></u>
<b>Encumbrances</b>	<u><b>\$ 3,918</b></u>	<u><b>\$ -</b></u>	<u><b>\$ 5,000</b></u>	<u><b>\$ 2,180</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 2006 and January 2007.



**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>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2007</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>FYTD</b>
<b>Balance July 1</b>	\$ 16,159	\$ 26,035	\$ 76,788	\$ 76,788
<b>Revenue</b>				
Tuition Adult Students	137,479	126,802	127,000	124,469
Services Provided Other Entities	-	336	500	230
Donations/Misc.	-	-	-	-
Interest	1,147	2,943	3,000	3,445
State Reimbursement***	58,162	115,870	60,000	61,066
Federal Reimbursement	-	-	-	-
Advances In	-	-	-	-
<b>Total Revenue</b>	<u>196,787</u>	<u>245,951</u>	<u>190,500</u>	<u>189,210</u>
<b>Total Balance and Revenue</b>	<u><b>\$ 212,946</b></u>	<u><b>\$ 271,986</b></u>	<u><b>\$ 267,288</b></u>	<u><b>\$ 265,999</b></u>
<b>Expenditures</b>				
Salaries *	126,909	130,655	134,437	138,331
Benefits **	26,635	26,529	27,067	25,019
Purchase Services	13,248	20,419	24,260	23,948
Supplies	20,119	15,575	17,300	19,188
Equipment	-	2,020	2,000	-
Refund of Prior Year Receipt	-	-	-	-
Advances Out	-	-	-	-
<b>Total Expenditures</b>	<u><b>\$ 186,912</b></u>	<u><b>\$ 195,198</b></u>	<u><b>\$ 205,064</b></u>	<u><b>\$ 206,485</b></u>
<b>Ending Cash Balance</b>	<u><b>\$ 26,035</b></u>	<u><b>\$ 76,788</b></u>	<u><b>\$ 62,224</b></u>	<u><b>\$ 59,513</b></u>
<b>Encumbrances</b>	<u><b>\$ 2,612</b></u>	<u><b>\$ 3,228</b></u>	<u><b>\$ 3,228</b></u>	<u><b>\$ 4,424</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. \$9,105 of FY06 reimbursement received in FY07.

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

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

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

1. Student Enrollment

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

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

2. Program Costs

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

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

3. State Funding

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

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

**General Fund Budget**  
**001-1300 & 001-2214**

<b>Expenditures</b>	<b>FY2005 Actual</b>	<b>FY2006 Actual</b>	<b>FY2007 Estimate</b>	<b>FY2007 FYTD</b>
Salaries - Certificated & Aides	\$ 1,859,295	\$ 1,786,382	\$ 1,827,887	\$ 1,730,040
Benefits - Certificated & Aides	657,226	700,595	674,417	590,610
Contracted Services	73,647	58,845	84,000	153,169
Supplies/Textbooks	90,784	99,402	113,000	121,897
Equipment	89,905	122,049	120,000	135,235
<b>Total Expenditures</b>	<b>\$ 2,770,857</b>	<b>\$ 2,767,273</b>	<b>\$ 2,819,304</b>	<b>\$ 2,730,951</b>
Line 25B Disclosure Items: Voc Ed	\$ 1,101,436	\$ 1,307,524	\$ 1,327,784	\$ 1,232,663
Line 23D Other Adjustments VEC	799,578	840,758	875,000	840,352
Total	\$ 1,901,014	\$ 2,148,282	\$ 2,202,784	\$ 2,073,015
Restricted Weighted Funds (75% rule)	\$ 313,848	\$ 356,823	\$ 356,823	\$ 346,549
General Fund				
Tuition - Vocational 001-1224	\$ 103,359	\$ 116,659	\$ 111,212	\$ 111,212

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

	<b>FY2005 Actual</b>	<b>FY2006 Actual</b>	<b>FY2007 Estimate</b>	<b>FY2007 FYTD</b>
Current fiscal year's 75% of weighted funds	\$ 313,807	\$ 356,823	\$ 356,823	\$ 346,549
Add'l carryover/POs from prior year yet to spend	\$ -	\$ -	\$ 42,488	\$ 42,488
Total weighted funds to be spent	<u>\$ 313,807</u>	<u>\$ 356,823</u>	<u>\$ 399,311</u>	<u>\$ 389,037</u>
<b>General Fund</b>				
001-1300-400 Purchased Services	73,647	58,845	84,000	153,169
001-1300-500 Supplies	90,784	99,402	113,000	121,897
001-1300-600 Equipment	89,905	122,049	120,000	135,235
Sub-total	254,336	280,297	317,000	410,301
Remaining 75%	59,471	76,527	82,311	(21,263)
Other qualifying expenditures	<u>76,559</u>	<u>34,039</u>	<u>-</u>	<u>-</u>
Expenditures under/(over) 75% Rule	\$ (17,088)	\$ 42,488	\$ 82,311	\$ (21,263)

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

<b>Grant Name</b>	<b>USAS Codes</b>	<b>FY2005 Actual</b>	<b>FY2006 Actual</b>	<b>FY2007 Estimate</b>	<b>FY2007 FYTD</b>
Career Development	461-900X	\$ 22,196	\$ -	\$ -	\$ -
MS-WCOTP Info Tech	461-9986	3,000	-	-	-
MS-NWOTP MINI-GRANT	499-9989	13,952	5,901	12,000	9,531
MS-NWOTP Med Office Mgmt	461-9996	6,490	102	-	-
MS-Equipment Supplement	461-999X	-	12,025	7,500	-
Sub-total State		<u>45,638</u>	<u>18,028</u>	<u>19,500</u>	<u>9,531</u>
Perkins HS Critical Transitions	524-9666	-	18,897	964	964
Carl Perkins	524-9007	222,385	230,686	258,991	236,795
Sub-total Federal		<u>222,385</u>	<u>249,583</u>	<u>259,955</u>	<u>237,760</u>
Lowe's Skills USA Downtown Pk	019-9983	-	-	-	-
MS-WCOTP MINI-GRANT	019-9984	11,083	9,764	10,000	8,530
Lowe's Grant for Kinder Village	019-9985	-	-	4,144	1,784
Sub-total Local		<u>11,083</u>	<u>9,764</u>	<u>14,144</u>	<u>10,314</u>
Grand Total		<u>\$ 279,106</u>	<u>\$ 277,375</u>	<u>\$ 293,599</u>	<u>\$ 257,605</u>

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

	<b>USAS Codes</b>	<b>FY2005 Actual</b>	<b>FY2006 Actual</b>	<b>FY2007 Estimate</b>	<b>FY2007 FYTD</b>
<b>Beg. Balance</b>		\$ 17,245	\$ 16,160	\$ 16,249	\$ 16,249
<b>Revenue</b>					
Interest	1410	243	555	600	959
Van Rental	1810	193	-	-	-
Donations (March)	1820	12,000	12,000	12,000	14,139
Total Revenues		<u>12,436</u>	<u>12,555</u>	<u>12,600</u>	<u>15,098</u>
Total Balance and Revenue		<u>\$ 29,681</u>	<u>\$ 28,715</u>	<u>\$ 28,849</u>	<u>\$ 31,348</u>
<b>Expenditures</b>					
Contracted Services	423	-	112	-	-
Supplies	510	10,914	10,446	11,000	8,472
Equipment	640	2,608	1,908	2,000	853
Total Expenditures		<u>13,521</u>	<u>12,465</u>	<u>13,000</u>	<u>9,325</u>
<b>Ending Balance</b>		<u>16,160</u>	<u>16,249</u>	<u>15,849</u>	<u>22,022</u>
Encumbrances 6/30		<u>3,898</u>	<u>390</u>	<u>390</u>	<u>3,546</u>
Cash Available		<u>\$ 12,262</u>	<u>\$ 15,859</u>	<u>\$ 15,459</u>	<u>\$ 18,477</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  
227 South West Street  
Findlay, Ohio 45840-3377

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

Published July 2007