



**Findlay City Schools**

**Final 4th Quarter Reports**

**Fiscal Year Ending June 30, 2020**

**By Michael T. Barnhart, Findlay City School Treasurer  
Prepared July 25, 2020**

## **PRINCIPAL OFFICIALS**

### **BOARD OF EDUCATION**

**Kathy Siebenaler Wilson, President**

**Susan Russel, Vice President**

**Chris Aldrich, Member**

**Matt Cooper, Member**

**Laura Eier, Member**

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**Mike Barnhart, Treasurer**

**Pam Hamlin, Director Millstream Career Center**

**Ryan Imke, High School Principal**

**Ed Kurt, Superintendent**

**Troy Roth, Assistant Superintendent**

**Justin Shank, Assistant Career Tech Director & Adult Ed**

### **Superintendent Advisory Council**

**Arcadia, Bruce Kidder**

**Arlington, Kevin Haught**

**Carey, Mike Wank**

**Cory Rawson, Heath Huffman**

**Findlay\*\*, Ed Kurt**

**Leipsic, Greg Williamson**

**Liberty Benton, Mark Kowalski**

**McComb, Tony Fenstermaker**

**Miller City, Kerry Johnson**

**Ottawa-Glandorf, Don Horstman**

**Pandora-Gilboa, Todd Schmutz**

**Riverdale, Jeff Young**

**Van Buren, Tim Myers**

**Vanlue, Traci Conley**

**Hancock County\*, Larry Busdeker**

**Putnam County\*, Jan Osborn**

\*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:

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

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

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

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>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2020</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>FYTD</b>
<b>Balance July 1</b>	\$ 38,579	\$ 63,062	\$ (27,699)	\$ (27,699)
<b>Revenue</b>				
Admin. Cost (estimated)	537,007	550,030	674,027	674,024 (1)
Admin. Costs (Prior Yr)	11,231	(10,569)	80,191	80,191 (2)
Annual Fee (\$5,000 per)	75,000	75,000	70,000	70,000 (3)
Interest	2,183	-	-	-
Donation/Refund Prior Year Expense	500	-	-	100
State/Federal	-	-	-	-
Advances In	-	-	-	-
<b>Total Revenue</b>	<u>625,921</u>	<u>614,461</u>	<u>824,218</u>	<u>824,315</u>
<b>Total Balance and Revenue</b>	<u><b>\$ 664,500</b></u>	<u><b>\$ 677,523</b></u>	<u><b>\$ 796,519</b></u>	<u><b>\$ 796,616</b></u>
<b>Expenditures</b>				
Salaries	401,018	434,167	440,000	449,456
Benefits	160,441	235,121	265,000	234,619
Purchased Services	34,346	27,696	30,000	12,832
Supplies	5,633	5,563	6,000	5,254
Equipment	-	2,674	3,000	(309)
Other	-	-	-	-
Advances Out	-	-	-	-
<b>Total Expenditures</b>	<u><b>\$ 601,438</b></u>	<u><b>\$ 705,221</b></u>	<u><b>\$ 744,000</b></u>	<u><b>\$ 701,853</b></u>
<b>Cash Balance</b>	<u><b>\$ 63,062</b></u>	<u><b>\$ (27,699)</b></u>	<u><b>\$ 52,519</b></u>	<u><b>\$ 94,763</b></u>
<b>Encumbrances</b>	<u><b>\$ 945</b></u>	<u><b>\$ 3,664</b></u>	<u><b>\$ 5,000</b></u>	<u><b>\$ 750</b></u>

(1) Estimated Admin. Costs FY20 = Column H (semi-annual payments in July 2019 and January 2020)

(2) Admin. Excess Costs FY20 = Column G (Adjustments applied to July 2019 invoices)

(3) Annual Fee FY20 = Column D (semi-annual payments in July 2019 and January 2020)

**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. 2017</u> <u>9-12</u> <u>Students</u>	<u>Oct. 2018</u> <u>9-12</u> <u>Students</u>	<u>FY19 Actual</u> <u>Total</u> <u>Col D+E</u>	<u>FY19 Actual</u> <u>Annual</u> <u>Fee</u>	<u>FY19 Actual</u> <u>Adm. Cost Col B*</u> <u>\$128.6166</u>	<u>FY19 Est.</u> <u>Col A*</u> <u>\$112.8500</u>
Arcadia	197	189	\$ 29,309	\$ 5,000	\$ 24,309	\$ 22,231
Arlington	194	188	29,180	5,000	24,180	21,893
Carey	283	292	42,556	5,000	37,556	31,937
Cory-Rawson	180	152	24,550	5,000	19,550	20,313
Findlay Digital	167	163	25,965	5,000	20,965	18,846
Leipsic	209	196	30,209	5,000	25,209	23,586
Liberty-Benton	411	431	60,434	5,000	55,434	46,381
McComb	226	216	32,781	5,000	27,781	25,504
Miller City	139	132	21,977	5,000	16,977	15,686
Ottawa-Glandorf	476	497	68,922	5,000	63,922	53,717
Pandora-Gilboa	164	161	25,707	5,000	20,707	18,507
Riverdale	291	311	45,000	5,000	40,000	32,839
Van Buren	341	349	49,887	5,000	44,887	38,482
Vanlue	76	68	13,746	5,000	8,746	8,577
Findlay	1520	1555	\$ 204,999	5,000	199,999	171,532
<b>Total</b>	<b>4,874</b>	<b>4,900</b>	<b>\$705,221</b>	<b>\$ 75,000</b>	<b>\$630,221</b>	<b>\$550,031</b>

<u>School</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>Invoice</u> <u>Jul-19</u>	<u>Invoice</u> <u>Jan-20</u>
	<u>FY19 Actual</u> <u>Over/Under</u> <u>Col E-F</u>	<u>FY20 Est.</u> <u>Col B*</u> <u>\$142.29</u>	<u>FY20 Est.</u> <u>1st Install</u> <u>Col H/2</u>	<u>FY20 Est plus</u> <u>FY19 Over/Under</u> <u>Col I(+/-)Col G</u>	<u>FY20 Est.</u> <u>2nd Install</u> <u>Col H/2</u>
Arcadia	\$ 2,077	\$ 26,893	\$ 13,446	\$ 15,523	\$ 13,446
Arlington	2,287	26,751	13,375	15,662	13,375
Carey	5,620	41,549	20,774	26,394	20,774
Cory-Rawson	(763)	21,628	10,814	10,051	10,814
Findlay Digital	2,119	-	-	2,119	-
Leipsic	1,623	27,889	13,944	15,568	13,944
Liberty-Benton	9,052	61,327	30,663	39,716	30,663
McComb	2,277	30,735	15,367	17,644	15,367
Miller City	1,291	18,782	9,391	10,682	9,391
Ottawa-Glandorf	10,206	70,718	35,359	45,565	35,359
Pandora-Gilboa	2,200	22,909	11,454	13,654	11,454
Riverdale	7,160	44,252	22,126	29,287	22,126
Van Buren	6,405	49,659	24,830	31,235	24,830
Vanlue	169	9,676	4,838	5,007	4,838
Findlay	28,467	221,261	110,630	139,097	110,630
<b>Total</b>	<b>\$ 80,191</b>	<b>\$ 674,028</b>	<b>\$ 337,014</b>	<b>\$ 417,204</b>	<b>\$ 337,014</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**

	FY2018 Actual	FY2019 Actual	FY2020 Estimate	FY2020 Actual
<b>Balance July 1</b>	\$ 329,763	\$ 22,785	\$ 101,087	\$ 101,087
<b>Revenue</b>				
Capital Costs Fees	83,850	83,625	83,000	79,700 (1)
Interest	2,525	-	-	-
Miscellaneous (Auction)	17,000	-	-	-
State/Federal	-	-	-	-
Advances In	-	-	-	-
<b>Total Revenue</b>	<u>103,375</u>	<u>83,625</u>	<u>83,000</u>	<u>79,700</u>
<b>Total Balance and Revenue</b>	<u><b>\$ 433,139</b></u>	<u><b>\$ 106,410</b></u>	<u><b>\$ 184,087</b></u>	<u><b>\$ 180,787</b></u>
<b>Expenditures</b>				
Contracted Services	2,550	108	5,000	-
Supplies - Startup New Programs	99,134	-	15,000	-
Equipment	308,670	5,214	80,000	-
Other	-	-	-	-
Advances Out	-	-	-	-
<b>Total Expenditures</b>	<u><b>\$ 410,354</b></u>	<u><b>\$ 5,322</b></u>	<u><b>\$ 100,000</b></u>	<u><b>\$ -</b></u>
<b>Cash Balance</b>	<u><b>\$ 22,785</b></u>	<u><b>\$ 101,087</b></u>	<u><b>\$ 84,087</b></u>	<u><b>\$ 180,787</b></u>
<b>Encumbrances</b>	<u><b>\$ 4,314</b></u>	<u><b>\$ -</b></u>	<u><b>\$ 5,000</b></u>	<u><b>\$ -</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 and January.

**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>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2020</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Actual</b>
<b>Balance July 1</b>	\$ 58,224	\$ 72,707	\$ 76,131	\$ 76,131
<b>Revenue</b>				
Tuition Adult Students	19,705	5,988	30,000	4,992
Services Provided Other Entities	-	-	-	-
Donations/Misc.	-	-	-	-
Interest	654	-	-	-
State Reimbursement***	40,833	39,374	-	-
Federal Reimbursement	-	-	-	-
Advances In	-	-	-	-
<b>Total Revenue</b>	<u>61,192</u>	<u>45,362</u>	<u>30,000</u>	<u>4,992</u>
<b>Total Balance and Revenue</b>	<b><u>\$ 119,416</u></b>	<b><u>\$ 118,069</u></b>	<b><u>\$ 106,131</u></b>	<b><u>\$ 81,122</u></b>
<b>Expenditures</b>				
Salaries *	31,876	29,408	40,000	26,119
Benefits **	9,537	8,380	12,000	7,803
Purchase Services	3,926	1,161	9,000	173
Supplies	1,370	2,990	16,000	3,211
Equipment	-	-	-	-
Refund of Prior Year Receipt	-	-	-	-
Advances Out	-	-	-	-
<b>Total Expenditures</b>	<b><u>\$ 46,710</u></b>	<b><u>\$ 41,939</u></b>	<b><u>\$ 77,000</u></b>	<b><u>\$ 37,305</u></b>
<b>Ending Cash Balance</b>	<b><u>\$ 72,707</u></b>	<b><u>\$ 76,131</u></b>	<b><u>\$ 29,131</u></b>	<b><u>\$ 43,817</u></b>
<b>Encumbrances</b>	<b><u>\$ 220</u></b>	<b><u>\$ 305</u></b>	<b><u>\$ 8,500</u></b>	<b><u>\$ 120</u></b>

\*Adult Ed Director 100% beginning in FY04. \$21,939 of Asst Career Tech Director position in FY20 (24.36%)

\*\*Adult Ed Director 100% beginning in FY04. Same proportion of Supervisor/Adult Ed position in FY20 (24.36%)

\*\*\*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 State foundation payments. Line M (Career Tech Education Funding) and part of Line X (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>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2020</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Actual</b>
Salaries - Certificated & Aides	\$ 1,694,491	\$ 1,691,826	\$ 1,735,700	\$ 1,731,728
Benefits - Certificated & Aides	644,336	647,250	687,000	606,622
Contracted Services	387,716	307,492	310,350	256,501
Supplies/Textbooks	221,446	193,469	236,700	162,351
Equipment	15,198	109,972	117,000	119,963
<b>Total Expenditures</b>	<b>\$ 2,963,187</b>	<b>\$ 2,950,010</b>	<b>\$ 3,086,750</b>	<b>\$ 2,877,164</b>

Other Adjustments VEC	1,227,405	1,357,142	1,300,000	-
Restricted Weighted Funds (75% rule)	\$ 695,783	\$ 596,538	\$ 600,000	\$ 640,911
General Fund				
Tuition - Vocational 001-1224	\$ (114,552)	\$ (156,742)	\$ 30,000	\$ (302,489)

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

	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2020</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Actual</b>
Current fiscal year's 75% of weighted funds	\$ 695,783	\$ 596,538	\$ 600,000	\$ 640,911
Add'l carryover/POs from prior year yet to spend	\$ -	\$ -	\$ -	\$ -
Total weighted funds to be spent	<b>\$ 695,783</b>	<b>\$ 596,538</b>	<b>\$ 600,000</b>	<b>\$ 640,911</b>
<u>General Fund</u>				
001-1300-400 Purchased Services	229,610	136,651	155,350	97,725
001-1300-500 Supplies	221,446	193,469	236,700	162,351
001-1300-600 Equipment	323,868	109,972	117,000	119,963
001-2700-400 (Electric, Water, Gas)	131,234	118,286	115,500	95,459
Sub-total	906,158	558,378	624,550	475,498
Remaining 75%	(210,375)	38,160	(24,550)	165,413
Other qualifying expenditures	-	-	-	-
Expenditures under/(over) 75% Rule	<b>\$(210,375)</b>	<b>\$ 38,160</b>	<b>\$ (24,550)</b>	<b>\$ 165,413</b>

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

<b>Grant Name</b>	<b>USAS Codes</b>	<b>FY2018 Actual</b>	<b>FY2019 Actual</b>	<b>FY2020 Estimate</b>	<b>FY2020 Actual</b>
MS-NWOTP MINI-GRANT	499-9989	-	-	4,339	2,170
<b>Subtotal State</b>		-	-	<b>4,339</b>	<b>2,170</b>
Perkins Federal Grant	524-9020	209,091	199,475	185,000	184,815
<b>Subtotal Federal</b>		<b>209,091</b>	<b>199,475</b>	<b>185,000</b>	<b>184,815</b>
Electric Car 5K from Cooper	019-9982	-	-	4,972	-
MS-WCOTP MINI-GRANT	019-9984	-	-	-	-
Electric Car Project	019-9986	-	-	-	-
Electric Car ECLIPSe Grant	019-9987	-	-	-	-
Electric Car 25K from Cummins	019-9988	-	-	4,902	-
<b>Subtotal Local</b>		-	-	<b>9,874</b>	-
<b>GRAND TOTAL</b>		<b><u>\$209,091</u></b>	<b><u>\$199,475</u></b>	<b><u>\$199,213</u></b>	<b><u>\$186,985</u></b>

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

	<b>USAS Codes</b>	<b>FY2018 Actual</b>	<b>FY2019 Actual</b>	<b>FY2020 Estimate</b>	<b>FY2020 Actual</b>
<b>Beg. Balance</b>		\$ 21,883	\$ 26,233	\$ 30,384	\$ 30,384
<b>Revenue</b>					
Interest	1410	168	-	-	-
Van Rental/Prior Yr Refund	1810	-	-	-	-
Donations (March)	1820	20,000	15,000	20,000	15,000
<b>Total Revenues</b>		<b>20,168</b>	<b>15,000</b>	<b>20,000</b>	<b>15,000</b>
<b>Total Balance and Revenue</b>		<b><u>\$ 42,051</u></b>	<b><u>\$ 41,233</u></b>	<b><u>\$ 50,384</u></b>	<b><u>\$ 45,384</u></b>
<b>Expenditures</b>					
Contracted Services	423	-	708	2,000	-
Supplies	510	7,348	10,141	18,000	4,257
Equipment	640	7,487	-	10,000	4,851
\$1000 Annual Award	880	983	-	1,000	-
<b>Total Expenditures</b>		<b>15,818</b>	<b>10,849</b>	<b>31,000</b>	<b>9,108</b>
<b>Ending Balance</b>		<b><u>26,233</u></b>	<b><u>30,384</u></b>	<b><u>19,384</u></b>	<b><u>36,277</u></b>
Encumbrances 6/30		<u>11,465</u>	-	<u>3,000</u>	<u>1,704</u>
<b>Cash Available</b>		<b>\$ 14,768</b>	<b>\$ 30,384</b>	<b>\$ 16,384</b>	<b>\$ 34,573</b>

**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  
2019 Broad Avenue  
Findlay, Ohio 45840

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

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