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Governing Authority Regular Meeting  
Location: 251 Erdiel Dr., Dayton, OH 45415  
July 11, 2023 | 5:30PM

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## Agenda

### 1. Call to Order/Roll Call

- Tiffany Tungate, President
- Lauren Davenport, Vice President
- Keith Tungate, Secretary
- Alysia Goss
- Alicia Behrens

### 2. Approval of Agenda

### 3. Approval of Minutes

- Regular Meeting - May 16, 2023

### 4. General Action Items

- Resolution and 2023-2024 Substitute Teacher Qualifications
- Resolution and 2023-2024 Calamity Day Plan
- Resolution and 2023-2024 Career Tech Waiver
- Resolution and School's Policy Manual
- Resolution and Student Handbook
- Resolution Acknowledging Approval of the Assessments, Academic Prevention and Intervention Services Policy
- Resolution and Monthly Residency Verifications – May and June 2023

### 5. Financial Reports and Action Items

- Financial Report - April and May 2023

### 6. Reports

- School Report
- Management Company Report
- Committee Reports: Subcommittee/Ambassador/Other
- Sponsor Report

### 7. Other Business

- Accept Resignation of David Frey from the Governing Authority
- Annual Report on Incidents of Bullying and Preventive Practices

### 8. Public Participation

- *Public Participation is Limited to 20 minutes. Any individual wishing to address the Governing Authority must register with the Secretary prior to the meeting. Upon recognition by the presiding officer, comments are limited to two minutes.*

### 9. Adjournment

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Regular Meeting Minutes | May 16, 2023 | 5:30PM  
 Location: 4128 Cedar Ridge Rd., Dayton, OH 45414  
 Approved on July 11, 2023

#### Governing Authority Roll Call:

• Tiffany Tungate, President	Present
• Lauren Davenport, Vice President	Present
• Keith Tungate, Secretary	Present
• David Frey	Present
• Alysia Goss	Present
• Alicia Behrens	Absent

#### Administrative Support Personnel Present:

- Lisa Brown, Director
- Chris Wheeler, Executive Director of School Operations
- David Hoskin, Treasurer
- Jacci Gilliland, Director of School/Sponsor Relations and Compliance

#### Sponsor Representative Present:

- None

### Minutes

#### 1. Call to Order/Roll Call

- Mr. Frey called the meeting to order at 5:44 PM and called the roll.

#### 2. Approval of Agenda

- Ms. Tungate moved that the Agenda be approved. The motion was seconded and carried unanimously.

#### 3. Approval of Minutes

- Ms. Tungate moved that the Minutes of the Regular Meeting held on March 14, 2023 be approved. The motion was seconded and carried unanimously.

#### 4. General Action Items

- Ms. Tungate moved that the following General Action Items be approved:
  - Resolution and Ohio Department of Education's Special Education Model Policies and Procedures for the 2023-2024 School Year
  - Resolution and 2023-2024 EMIS Designee
  - Resolution and 2023-2024 Governing Authority Regular Meeting Calendar
  - Resolution and Summer Food Program
  - Resolution and Approval of Diplomas to 2023 Graduates



- Resolution and Approval of Sponsorship Contract with Buckeye Community Hope Foundation
- Resolution and Monthly Residency Verifications for March and April 2023

The motion was seconded and carried unanimously.

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#### 5. Treasurer's Report/Financials and Fiscal Action Items

- Mr. Hoskin presented the Treasurer's Report and Financials.
- Ms. Davenport moved that the Treasurer's Report and Financials for February and March 2023 be approved. The motion was seconded and carried unanimously.
- Ms. Davenport moved that the Resolution and May Submission of the Five-Year Forecast be approved. The motion was seconded and carried unanimously.

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#### 6. Reports

- Ms. Brown presented the School Report. Enrollment and staffing was discussed. End of Course exams are taking place. Ms. Brown reviewed recent and upcoming events including graduation, prom and field day.
- Mr. Wheeler presented the Management Company Report. He referred the Governing Authority to the written report. Mr. Wheeler highlighted the SAM annual meeting and provided an update on implementation of UKG Kronos and Infinite Campus.

#### 7. Other Business

- None

#### 8. Public Participation

- None

#### 9. Adjournment

- Mr. Frey adjourned the meeting at 6:10 PM.

Signed:

DocuSigned by:  
*Tiffany Jungate*

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Governing Authority President/Secretary/Presiding Member

SATHSD

Authorizer Monthly Compliance Review

April

Compliance By Category

	Total Items for Year	YTD Items	# of Items Compliant	Compliance % YTD
Health, Safety, and Environment	27	25	25	100%
Human Capital	25	23	23	100%
Financial	28	23	23	100%
Governance	24	21	21	100%
Admissions, Enrollment and Students	23	21	21	100%
Educational Program	23	18	18	100%
TOTAL	150	131	131	100%

Board Meetings

\*Required 6 per Year

Board Members

\*Required Minimum 5 at all times

	Mtg (Y/N)	Proper Notice	# of Members	# of Members in Attendance	Attendance %
July	Y	Y	4	4	100%
August	N				#DIV/0!
September	Y	Y	4	4	100%
October	N				#DIV/0!
November	Y	Y	5	5	100%
December	N				#DIV/0!
January	Y	Y	6	6	100%
February	N				#DIV/0!
March	Y	Y	6	6	100%
April	N				#DIV/0!
May	Y	Y			#DIV/0!
June					#DIV/0!
	Total		25	25	100%

Annual Report Status	Complete
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Board Member Training			
	Sunshine	Hours	Complete for Year
David Frey	Y	4	Y
Lauren Davenport			
Tiffany Tungate			
Robert Tungate			
Alysia Goss	Y	6	Y
Alicia Behrens	Y	6	Y

Site Visits				
	Date	Building Walkthrough	Classroom Walkthrough	Staff File Review
July				
August	8/2/2022	Completed	n/a	Completed
September				
October	10/24/2022	Completed	Completed	Completed
November				
December	12/14/2022	Completed	Completed	Completed
January				
February	2/1/2023	Completed	Completed	Completed
March				
April				
May	5/22/2023			
June				

Comments

If anyone else has completed board training I will update this chart as soon as I get the certificate of confirmation of completion. Please let me know if anyone needs access to the Buckeye board training portal. Thanks.



Summit Academy  
SCHOOLS

Summit Academy Transition High School – Dayton  
251 Erdiel Dr., Dayton, OH 45415-3632

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## Governing Authority Resolution July 11, 2023

Resolved, the Governing Authority hereby sets the following qualifications for substitutes employed to work in the school for the 2023-2024 school year. Each substitute shall have a high school diploma and successfully complete a criminal background check. In addition, each substitute shall have good moral character, a positive attitude, and related experience as deemed by the principal.

Signed:

DocuSigned by:  
*Tiffany Jungate*  
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Governing Authority President/Secretary/Presiding Member



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## Governing Authority Resolution

### July 11, 2023

Resolved, the Governing Authority hereby approves the following plan for the 2023-2024 School Year:

#### Plan for Work Missed Due to Calamity Days

The School shall submit the following plan to the Ohio Department of Education. If indicated by the School's Sponsor, submission of the plan to the Ohio Department of Education may occur through submission to the School's Sponsor. This plan will allow students to access and complete lessons posted on the School's website (or via Blizzard Bags) in order to make up days or hours in the school year in which the School must close for any of the reasons authorized by Section 3314.08(L)(4) of the Revised Code to be in compliance with the minimum number of hours required under Chapter 3314. of the Revised Code. The plan shall provide for making up any number of hours, up to a maximum number of hours equivalent to three school days.

1. By November 1, 2023, each teacher will have prepared a sufficient number of lessons for each course taught by the teacher to cover the number of make-up hours specified above. Each teacher shall designate the order in which the lessons are to be posted on the School's website or completed via Blizzard Bags. The Superintendent may grant teachers up to one professional development day to create lesson plans for those lessons.
2. To the extent possible and necessary, each teacher shall update or replace, based on current instructional progress, one or more of the lesson plans developed under this plan before they are posted to the School's website or distributed via Blizzard Bags.
3. As soon as practical after a school closure, the School shall make the designated lessons available to students on the School's website.
4. Students will have a two-week period from the date of posting to complete each lesson. Teachers shall grade the lessons in the same manner that other lessons are graded. A student may receive an incomplete or failing grade if the lesson is not completed on time.
5. In addition to posting the classroom lessons online, the School is authorized to distribute printed copies of the lessons (Blizzard Bags). Each classroom teacher shall prepare paper copies in conjunction with the lessons to be posted online and update the paper copies whenever the teacher updates online lesson plans. The School Director may determine the method and time of Blizzard Bag distribution depending upon the circumstances. The method of distribution may include, but is not limited to, distribution to students by a specific deadline via pick-up at the School or distributing the lessons directly to students to take home prior to an anticipated closure.

6. In order to accommodate students that do not have access to a computer at the student's residence and the student was not able to receive the distributed Blizzard Bags, the School Director may allow a student to complete lessons at school, after school reopens. Students permitted to complete lessons in this manner shall be granted a two-week period from the date of reopening to complete the lessons. The School may provide the student with access to a computer before, during, or after the school day in order to complete the lessons. In the alternative, the School may provide the student with substantially similar paper lessons.

If authorized by law, the School may use Blizzard Bags in other situations, including but not limited to the School's Remote Learning Plan, to make up any number of hours necessary to comply with the number of hours in the school year as required by Chapter 3314. of the Revised Code.

Signed:

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\_\_\_\_\_  
Governing Authority President/Secretary/Presiding Member



Summit Academy  
SCHOOLS

Summit Academy Transition High School – Dayton  
251 Erdiel Dr., Dayton, OH 45415-3632

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## Governing Authority Resolution July 11, 2023

Resolved, the Governing Authority hereby specifies its intent not to provide Career Technical Education to students enrolled in grades seven or eight for the 2023-2024 school year and directs the School, through its management company, to submit a signed copy of this resolution to the Ohio Department of Education in accordance with Section 3313.90 of the Ohio Revised Code.

Signed:

DocuSigned by:  
*Tiffany Jungate*

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\_\_\_\_\_  
Governing Authority President/Secretary/Presiding Member



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## Governing Authority Resolution July 11, 2023

Whereas, the Governing Authority last approved a comprehensive policy manual in 2017 and since updated that policy manual as needed; and,

Whereas, the Governing Authority desires to approve a new policy manual to update and revise existing policies for the efficient administration of Governing Authority policies; and,

Whereas, the Governing Authority has reviewed the policies of the policy manual as listed in the attached Table of Contents; Therefore, Be It

Resolved that the Governing Authority approves the Policies as listed in the Policy Manual Table of Contents, as attached, and rescinds the previously existing policy manual and policies, effective July 1, 2023.

Signed:

DocuSigned by:  
*Tiffany Jungate*

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Governing Authority President/Secretary/Presiding Member



## **I. Governance and Organization**

1001	Headings, Terms, and Definitions
1002	Amended and Restated Code of Regulations
1003	Ethics and Conflicts of Interest
1004	Governing Authority
1005	Mission, Vision, and Philosophy
1006	Public Meetings
1007	Public Records
1008	Records Retention and Disposal

## **II. Management and Operations**

2001	Management Company Roles, Responsibilities and Delegation Authority
2002	Federal Grants Procurement Monitoring and Administration
2003	Fixed Assets – Title I and Federal Grant Assets Policy
2004	Deposits
2005	Purchasing, Invoicing
2006	Credit Cards
2007	Gifts, Donations, and Grants
2008	Personal Information Systems and Security
2009	Media

## **III. Intentionally Left Blank**

## **IV. Education Program**

4001	Education Program
4002	Admissions and Enrollment
4003	Assessments, Academic Prevention and Intervention Services
4004	Attendance, Truancy, and Withdrawal
4005	Career Advising and Student Success Plans
4006	Children in Foster Care
4007	College Credit Plus - Advance Standing Programs
4008	Credit Flex
4009	Face Coverings (Masks)
4010	Graduation
4011	Harassment, Intimidation, and Bullying
4012	PBIS, Restraint, and Seclusion
4013	Promotion and Retention
4014	(ODE Model) Special Education Policies and Procedures
4015	Students At-Risk of Not Qualifying for High School Diploma
4016	Title I Programs and Services




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4017	Title IX Grievance Procedures – Employee and Student
4018	Test Administration and Materials Security
4019	Transportation of Students in Private Vehicle
4020	Student Records and Confidentiality
4021	Suspension, Expulsion, Removal, and Permanent Exclusion
4022	Access of Transgendered Persons
4023	Assistance to English Language Learners and Immigrant Students
4024	Visitors and Volunteers

## **V. Students and Families**

5002	Homeless Children and Youth
5003	Missing and Absent Children
5004	Parent and Family Engagement in Title I Programs
5005	Parental Involvement – Use of Evidence Based Research
5006	Parent and Foster Care Giver Engagement and Involvement
5007	Reporting Child Abuse and Neglect
5008	Athletics and Return to Play
5009	Technology and Internet Acceptable Use

## **VI. Health, Safety, and Security**

6001	AED and CPR Training
6002	Bloodborne Pathogens
6003	Public Conduct on School Premises
6004	Emergency Preparedness
6005	Food Program
6006	Head Lice and Bed Bugs
6007	Health Examinations and Immunizations
6008	Peanut and Other Food Allergies
6009	Reporting Accidents
6010	Health, Wellness, and Safety
6011	Use of Medications
6012	Use of Drugs, Alcohol, Tobacco, and Other Stimulants



Summit Academy  
SCHOOLS

Summit Academy Transition High School – Dayton  
251 Erdiel Dr., Dayton, OH 45415-3632

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## Governing Authority Resolution July 11, 2023

Resolved, the Governing Authority hereby approves the Student Handbook, as attached.

Signed:

DocuSigned by:  
A handwritten signature in black ink that reads "Tiffany Jungate".  
CC7EF65E9433447...  
\_\_\_\_\_  
Governing Authority President/Secretary/Presiding Member

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## **SECTION I: INTRODUCTION**

### **I. WELCOME**

We welcome you to Summit Academy. It is our desire that our students will grow academically, socially, and physically during the school year. Our school is dedicated to providing opportunities which will enable our students to reach their maximum potential. This handbook has been adopted by the Governing Authority and prepared to provide you with a ready reference regarding the rules, policies, and procedures of our school. Please contact the School Director with any questions you may have or for additional information you may not find here.

To increase the educational success of each student, it is very important that teachers, parents/guardians, and administrators communicate openly and frequently concerning the progress of students. As parents/guardians, you play a key role in the education of your child by giving words of encouragement, showing an interest in your child's work, and by attending school activities. Your involvement and participation in school activities (such as parent organizations and special programs) will demonstrate to your children that you value their education.

While this Handbook serves as a policy applicable to students, Summit Academy's Governing Authority has other policies and procedures to cover many aspects of the School's programs and operations. Please note that all policies of the Governing Authority are applicable to students and parents/guardians. This Handbook is not intended to cover all applicable policies and/or provisions. Where there is a conflict with other policies, the provisions of those policies take precedence. For more information on all of the School's policies, contact the School Director or visit the School's website.

### **II. MISSION STATEMENT**

The Mission of Summit Academy is to build hope, success, and well-being through education and advocacy for students with special needs.

### **III. FULL-VALUE CONTRACT**

Safety – I will keep others and myself safe at all times, both physically and emotionally.

Respect – I will value the Summit Academy Code of Conduct. I will not disrespect

anyone in the group but will help to build up others. When I help someone, I am helped.

Full Participation – I will participate in all scheduled activities without complaint, and to the best of my abilities.

Honest Feedback – I will offer honest opinions to others in the group in an affirming (nice) way. I also will accept others' comments to me, as this will help me grow.

#### **IV. EQUAL EDUCATIONAL OPPORTUNITY**

It is the policy of the School to provide an equal opportunity for all children to achieve their maximum potential. Summit Academy students access special education services through proper evaluation and placement procedures subject to applicable federal and state laws and regulations. Parent/Guardian involvement in these procedures is required. More importantly, the School wants the parent/guardian to be an active participant. Students who are identified as individuals with exceptional needs, according to the Individuals with Disabilities Education Act (IDEA) criteria, are not addressed under this policy. The needs of such students are provided for under the School's special education policies and procedures, as well as state and federal laws and regulations.

### **SECTION II: GENERAL INFORMATION**

#### **I. ADMISSION AND ENROLLMENT**

All educational programs are available to students without regard to race, creed, color, disability, or sex, and admission shall not be limited based on intellectual ability, measures of achievement or aptitude, or athletic ability. Applications for enrollment will be accepted on an ongoing basis. If the number of new applicants exceeds the number of available openings, a waiting list will be maintained for each learning level. As spots become available, applicants will be admitted through a lottery selection process. For more specific information, please refer to the School's Admission and Enrollment policy. Parents/Guardians are required to re-enroll their child each school year so that appropriate staffing can be maintained.

#### **II. CALAMITY DAYS/EMERGENCY CLOSING**

If weather, road, or other emergency conditions make it necessary to close the School, it will be announced over local television stations, through an automated

calling system, social media platforms, and/or a school-specific communication system. In the event of a school closing, all after-school and evening activities shall be canceled. Please make sure the School's office has up-to-date contact information for you. Please DO NOT contact the School, as this will only delay the communication necessary for making this decision.

### **III. COMMUNICATIONS**

Students may bring homework samples, classroom notices, or special announcements regarding school activities. Please ask your child regularly for any newsletters or other communications so that you do not miss important information. You may also check the School website and/or the School-specific communication system for more information.

### **IV. CONFERENCES WITH PARENTS/GUARDIANS**

Summit Academy welcomes the opportunity to meet and speak with parents and guardians regarding student progress. If you wish to have a conference with your child's teacher, please call the School office and leave a number where you can be reached during the day. The teacher will contact you to set up a time. Whenever possible, try to schedule an appointment during school hours. Please do not wait until a problem has developed to ask for a conference.

### **V. LOCKERS AND/OR STORAGE COMPARTMENTS**

Lockers and any other storage compartments are collectively referred to as "storage compartments." Students may have assigned storage compartments. The School office will assign and keep records of storage compartment assignments. Rules for storage compartment use by students:

- A. Storage compartments must be kept clean.
- B. Do not give your lock combination to another student.
- C. Use your storage compartment only in the morning, before or after lunch, or at the end of the day unless otherwise instructed.
- D. Do not change or share storage compartments without authorization from the office.
- E. No outside decorations are permitted on any storage compartment at any time without special authorization from the office.

Summit Academy reserves the right to search storage compartments (or lockers) at any time within the discretion of the School Director or his/her designee.

Additionally, staff members are responsible for periodically checking students' storage compartments. Storage compartment clean-out times for students will be assigned by the office.

## **VI. LOST AND FOUND**

Articles brought to the School by the student are the student's responsibility. All articles found are located in the Lost and Found area. If your child is missing any article of clothing, have your child check there. IT IS VERY IMPORTANT THAT YOU LABEL ALL ARTICLES OF CLOTHING, including hats, gloves, coats, sweatshirts, lunch bags, or backpacks (any item that the child may remove). All unclaimed articles are given to a charitable organization at the conclusion of the school year.

## **VII. MATERIALS FEE**

A materials fee is charged to each student at the beginning of each school year or upon enrollment. Summit Academy strives to keep this fee to a minimum. These fees help support additional educational experiences for your child. This fee may vary each year, and the amount will be announced at the time of open enrollment. The entire amount must be paid, or payment arrangements made, no later than October 1<sup>ST</sup> of the current school year. Special financial circumstances must be put in writing and brought to the attention of the School Director. The School Director will consider the special circumstances and may waive or refund school fees. Any refunded fees will be on a prorated basis depending on the timing of enrollment, withdrawal, or the time remaining in the school year.

## **VIII. OFFICE TELEPHONE USE**

Students are allowed to use the office telephone only if it is an emergency. A School Director must give permission to use the office phone. Please make sure you and your child are aware of any clubs he/she is in, the pick-up time on club meeting days, and who will be picking up your child. Cell phone use is addressed below.

## **IX. PARENT/TEACHER ORGANIZATION**

The Summit Academy parent/teacher organization is referred to as PTST (Parents, Teachers & Students Together). The purpose of this organization is to unite the parents/guardians, students, and staff to promote the social and academic welfare of the School community. The PTST assists the staff and students by supporting the funding for additional programs, special events, equipment, and

supplies, as well as volunteers for field trips, classrooms, or other school activities. We encourage all parents/guardians to join PTST. Your participation in or support for this organization ensures the success of our School.

## **X. SAFETY DRILLS AND PROCEDURES**

Summit Academy will comply with all federal, state, and local laws, statutes, and ordinances concerning safety and will conduct evacuation, safety, and severe weather drills accordingly. Specific instructions on how to proceed in any of these situations will be provided to the students by the staff. The staff will oversee the safe, prompt, and orderly execution of the required actions during all drills. Severe weather drills will be conducted during the tornado season (April-July in Ohio) using the procedures prescribed by the State of Ohio. You will be notified if an actual emergency occurs.

## **XI. SOLICITATION**

Sale of any item on school property or at a school function is prohibited unless approved by the School Director or designee in advance.

## **XII. STUDENT RECORDS**

Confidential records contain educational and behavioral information that have restricted access based on the federal Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parent/guardian or adult student. In some exceptions, state and federal laws authorize the release of such information without consent.

## **XIII. AUTOMATED CALLING SYSTEM**

School announcements, cancellations, and important messages are sent directly to your home and/or mobile phones through our automated calling system and school-specific communication systems (e.g., Facebook, Class Dojo, or Class Tag). Be sure that the main office has your preferred phone number(s). Also, individual teachers can use this system to deliver personal classroom messages for your child.

## **XIV. VISITATION**

Visitation policies exist to provide a safe environment for our students. Summit Academy strives to ensure the safety of our students and staff. All doors to the School are locked during the school day. Visitors wishing to enter the School must

adhere to the following visitation policies. Any violators will be requested to leave the School grounds. Failure to do so may result in criminal prosecution.

All visitors entering the building while school is in session shall first state the nature of their business through the intercom before entering the building. The visitor will report to the office, and secure permission before contacting any student or making a delivery to the School. Visitors must sign-in if they are not picking up a student or making a delivery.

#### A. Visitors to the School

The School welcomes and encourages parents, guardians, and others to visit the School. However, controls are necessary to protect the integrity of the educational program and provide for the safety of students, staff, and others. Visitors must check-in at the office and wear a badge at all times within the building.

The School Director or his/her designee has the authority to prohibit the entry of any person to the School or to expel any person when there is reason to believe the presence of such person is detrimental to the good order of the School or who may be legally prevented from being on School grounds. If a person refuses to leave or creates a disturbance, the School Director or his/her designee is authorized to request assistance from local law enforcement to remove the individual.

#### B. Classroom Observation

Parents or Guardians wishing to visit and/or observe their student must make prior arrangements with the School Director before observing.

Although observation by outside parties in classrooms is not strictly prohibited, such visits can create disruptions, which are detrimental to the education of the student population we serve. If, by mutual agreement between the School and requestor, an observation is deemed necessary, the Classroom Observation Policy will be enforced.

**Classroom Observation Policy** – Parents or guardians wishing to observe their child's classroom may do so by calling the School office in advance to arrange a mutually convenient date and time for the visit. Due to the nature of other students' disabilities and the School's responsibility to protect everyone's privacy rights, scheduling a visit will usually take a number of days. To keep disruption of the classroom to a minimum, visits will be limited to one instructional period in the least intrusive area of the classroom, as designated by the IEP coordinator or designee. Observers are expected to leave the

classroom promptly at the end of the instructional period. Parents or guardians visiting classrooms must leave their personal belongings (coats, purses, briefcases, etc.) in the School office or locked in their vehicle. Video and/or audio recording is illegal and will not be permitted under any circumstances. All parents or guardians visiting a classroom will be required to complete a **Student Observation Request Form** before entering the classroom. All classroom observers must sign in at the office at the time of arrival.

## **XV. VOLUNTEERING**

The School Director or his/her designee has the authority and discretion on whether to accept the services of volunteers, when in their opinion, it benefits the School. Volunteers shall not have unsupervised access to students, except in an emergency, unless they have undergone a criminal background check. All Volunteers (both new and current) are hereby notified that the School may require submission of fingerprints at any time in order to conduct a criminal background check. If a criminal background check shows a violation on the list of prohibited offenses, the School shall not utilize the services of that Volunteer.

## **XVI. WITHDRAWALS**

A student who fails to participate in 72 consecutive hours of learning opportunities will be automatically withdrawn unless the student's absence is excused. Otherwise, a parent or guardian may withdraw a student voluntarily by signing a Voluntary Withdrawal form with the School Director or designee.

Parents/Guardians wishing to withdraw their student from school for any reason should notify the office and complete a **Voluntary Withdrawal form** so that all records can be organized for a proper transfer. A **Record Release form**, completed in advance, must be sent to us from the receiving school before any records can be sent. Records will be transferred to the new district upon receipt of the signed authorization according to legal requirements. School property should be returned, and fees should be paid before withdrawing. For more specific information, see the School's Attendance, Truancy and Withdrawal policy, available in the School office.

## **SECTION III: ACADEMIC INFORMATION/USE OF TECHNOLOGY**

### **I. REPORT CARDS**

Report cards will be distributed quarterly. Please refer to the school calendar for

specific dates.

## II. HOMEWORK

Please refer to your School Director or your student's teacher(s) for the homework policy specific to your student.

## III. MARTIAL ARTS

Summit Academy Therapeutic Martial Arts Mission Statement:

***The Summit Academy Therapeutic Martial Arts program is specifically designed to enhance the physical, emotional, and social growth of all students, increase self-confidence, build self-esteem, self-respect, and respect for others. The program utilizes the fundamentals of martial arts for special needs students.***

The Therapeutic Martial Arts program was designed to be a program for special needs students diagnosed with ADHD and Asperger syndrome and is one of the School's foundations of success. Summit Academy adapted to a Japanese style called Kwanmukan, which is a mixture of Korean Tae Kwon Do, Japanese Jiu-Jitsu, and Japanese Shotokan Karate.

The program's main purpose is to be utilized as one of the major components for structure and culture throughout the School and has been proven to increase student participation in PE classes. Therapeutic Martial Arts adapts martial arts movements for cross-lateral conditioning, which enhances brain activity by crossing the midline of the body while connecting cross laterally with physical activity. The body sends a signal to the synapse of the brain and causes the transmitters to relax and connect cross laterally in the brain. This, in turn, causes the brain stimulus to relax to help enhance concentration.

Besides the brain advantage, the Therapeutic Martial Arts program helps with building self-esteem and self-confidence in our students, which enables them to succeed in the classroom and achieve academic success. It builds self-respect and respect for others and helps with self-control in behavioral situations.

*This section applies only if the School has implemented a Martial Arts program.*

## IV. TECHNOLOGY

**The use of technology and computer resources at the School is a revocable**

**privilege. Failure to abide by the School's Technology and Internet Acceptable Use policy may render a student ineligible to use the School's technology and/or computer resources and may bring additional disciplinary action.**

Generally, all users are expected to use the technology available at the School in a manner appropriate to the School's academic goals and mission. Technology includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, email and all other similar networks and devices.

Users are expected to be responsible and use technology to which they have access appropriately and in accordance with the School's policies. Obscene, pornographic, threatening, or other inappropriate use of technology, including, but not limited to, email, instant messaging, web pages, and the use of hardware and/or software that disrupts or interferes with the safety and welfare of the school community is prohibited, even if such use takes place after school hours or off school property (i.e., home, business, private property, etc.).

**Failure to adhere to the School's policy and the guidelines below may result in disciplinary action.**

#### A. COMPUTER/INTERNET USAGE AND SAFETY

At the time of enrollment and at the beginning of each school year, Parents/Guardians will be given a permission form outlining the School's **Technology and Internet Acceptable Use policy**. Please be sure to familiarize yourself with this form, as it describes the terms and conditions for acceptable use to ensure safe Internet use for our students. Parents/Guardians will be asked to sign the permission form before the student is granted Internet access. Students will also complete a basic Internet and online safety lesson as required by the Children's Internet Protection Act (CIPA).

#### B. SOCIAL NETWORKING

In this age of social networking, many have experienced the effects of a culture of disrespect promoted by thoughtless, hurtful comments posted on social networking sites. Some students may choose to use their words as weapons to hurt, embarrass, and intimidate others without considering that the published messages are harmful to all parties. Immature words posted in anger and/or for "fun" become part of a digital footprint that is forever imprinted on an electronic

page in history.

We ask that all parents/guardians, as partners in the education of their children, monitor social networking activity at home and encourage them to use social media responsibly. Social networking sites are not private; they are public, and our children may represent themselves in ways that are inappropriate. It is recommended that you have your child grant you access to their account(s).

Though we have blocked social networking sites on school equipment, we must strive to eliminate the harmful effects a negative post could have on our students' welfare and reduce distractions to our educational environment.

Social networking is not permitted during school hours. Students using social network tools such as Instagram, Snapchat, Facebook, Twitter, Flickr or YouTube, or posting comments on blogs, should be mindful of how they represent themselves, their peers, and their school. Any student found using a social networking site during the school day via any device will receive disciplinary action. Any messages posted by students about other students that include slurs based on race, ethnicity, religion, disability, gender, or sexual orientation will be considered discrimination and will result in disciplinary action. Summit Academy strictly prohibits harassment, intimidation, and bullying on school property, at school-related events, or on school-related vehicles. Discipline may result for a student who violates this policy, which was developed collaboratively with input from Parents/Guardians, School employees and volunteers, students, and community members. Please report acts or suspicions of bullying and harassment to the SafeSchools alert system at 234-231-0554.

## **V. TESTING**

The School will make every reasonable effort to ensure that it uses high-quality academic assessments, accountability systems, and teacher preparation and training, and ensure that the foregoing and the School's curriculum and instructional materials are aligned with applicable academic standards. The School will enable all interested parties, including students, parents or guardians, teachers, and administrators to measure the School's progress in meeting its goals for student academic achievement.

The School will make every reasonable effort to use assessments to improve and strengthen accountability, teaching, and learning to ensure that its students are meeting the applicable academic standards.

Statewide testing will be administered according to the Ohio Department of Education's guidelines, which may include online or paper and pencil assessments. Students on IEPs will have testing accommodations as prescribed on the IEP.

## **SECTION IV: ATTENDANCE**

### **I. ACCIDENT OR ILLNESS AT SCHOOL**

Emergency Medical forms must be on file for all students. It is essential that the information be accurate and kept up to date throughout the year. Only those persons named on the Emergency Contact form can be contacted in the event of an emergency. Every attempt will be made to contact the parent or guardian first.

Parents/Guardians are responsible for notifying the School office to update the emergency contact information as changes occur.

### **II. ARRIVAL/DISMISSAL**

Students must arrive at the designated arrival time and must be picked up at the designated pickup time as designated by the School. Adult supervision is not available before or after school. Parents/Guardians providing transportation for their child must drop off or pick up their child at the designated area. Parents/Guardians who arrive early should not block the flow of traffic around the building. If a student is to ride home with another student, a note must be sent to school that morning.

Students may not plan after-school activities on the spur of the moment and expect to call home for permission. (Please also refer to section "Signing-In/Signing-Out Students").

Early Dismissal—Students will only be released for early dismissal to the parent/guardian or an adult who has been pre-authorized by the parent/guardian.

### **III. ATTENDANCE POLICY/CALL-OFF PROCEDURE**

A parent or guardian must call or email the School to inform the School that his/her child or children will be absent from school. This phone call should take place within the first hour that the School is in session or as soon as practical. If a parent or guardian fails to call or email the School, School personnel will call the

parent or guardian to inform him/her of the student's absence.

In cases where telephone communication could not be made, School personnel will initiate written (including electronic) communication to the home of the parent/guardian on the day of the student's absence.

Parents or guardians shall provide the School with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers for such purposes.

To comply with the Governing Authority's policy and the Missing Children's Act, those who receive an answering service or voicemail message must state their name, the student's name, grade, and reason for the absence. The parent/guardian must follow-up with a written note or physician's note for the student's file. If a student has a physical condition or impairment that could cause periodic or frequent absences from school, the parent/guardian is required to notify the School at the beginning of the school year or within five (5) school days after the condition or impairment develops. The notification shall be in the form of a written statement signed and dated by the student's treating physician. It must also include the expected duration of the condition or impairment. Students failing to participate in 72 consecutive hours of learning opportunities without a legitimate excuse must be automatically withdrawn by the School.

#### **IV. SIGNING-IN/SIGNING-OUT STUDENTS**

If you must drop off your student late or pick up him/her early, you must come into the office to sign-in/sign-out the student. Do not call and ask to "have your child ready." Students cannot be pulled out of class and wait for parents or guardians to arrive. Upon arriving late, the student must come into the office for an admittance note.

#### **V. TRUANCY**

The School Director or designee may act as the School's attendance officer or delegate that duty as permitted by law. The School's attendance officer shall investigate possible attendance violations, and is authorized under Ohio law to serve warrants, to enter places where children of compulsory school age are employed, and to take such other actions as may be necessary to enforce the compulsory education laws.

A student shall be deemed "excessively absent" if he/she is absent with a non-

medical excuse or without a legitimate excuse for 38 or more hours in one school month or 65 or more hours in a school year. Within seven days of a student becoming excessively absent from school, the attendance officer shall notify the student's parent or guardian of the student's absences in writing, and the student may be provided with an intervention plan.

A student is habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive hours, for 42 or more hours in one school month, or 72 or more hours in one school year.

Legitimate excuses for the absence of a student otherwise habitually truant include but are not limited to the student's enrollment in another school; the student's absence was excused in accordance with applicable law or policy; or the student has received an age and schooling certificate.

If the student is habitually truant and the student's parent or guardian has failed to cause the student's attendance, the School will assign the student to an absence intervention Team (AIT) within 10 days. The School Director or designee selects the AIT members, who shall include a representative of the School who knows the student and the student's parent, guardian, custodian, guardian ad litem, or temporary custodian. Members may also include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

More information is contained in the School's Attendance, Truancy, and Withdrawal policy, which is available by request.

## **VI. VACATIONS**

Vacations are encouraged to be taken during the interim breaks. If it is necessary to take a vacation during the school year, the School Director or designee must approve the absence prior to leaving or the absence will be considered unexcused. A maximum of 5 excused vacation days will be allowed under this policy. If vacation days cause the student to exceed 15 days of absence, a warning letter will be sent. Exceptions are made for students of active-duty military personnel who may have additional excused absences at the discretion of the School's administration for visitations relative to leave or deployment. Please refer to the School office for appropriate forms and required authorizations.

## **SECTION V: STUDENT ACTIVITIES**

### **I. SCHOOL ACTIVITIES/CLUBS**

Students who attend after-school activities must have written parent/guardian permission. Forms will be distributed prior to the beginning of the club or activity and must be submitted before school starts the day of the event. The forms must be complete, or a note from the student's parent or guardian must include the student's name, parent/guardian phone number, and the name of the adult who will pick up the student at the conclusion of the event. Students who do not have written permission will not be permitted to remain on school property. Students staying for an after-school activity must report to the activity area directly after dismissal.

### **II. FIELD TRIPS**

Field trips are academic activities that are held off school grounds. Field trips are chosen to provide sound educational experiences. Medications normally administered at school will be administered while on field trips. The Code of Student Conduct applies to all field trips. Attendance rules also apply to all field trips. While the School encourages the student's participation in trips, alternative assignments will be provided for any student whose parent or guardian does not give permission to attend. Students who violate School rules may lose the privilege to go on field trips.

Summit Academy depends on parent/guardian chaperones to help with the supervision of students and to provide a safe and successful trip. We invite any family member or friend to be involved in the students' experiences. We do ask, however, that chaperones do not bring other children along when they volunteer. Occasionally a small fee will be requested, depending on the field trip. All student conduct policies apply to field trips, as this is an extension of our school day. A **Field Trip Permission Slip** must be completed by the guardian for each event.

### **III. MEALS/LUNCH PERIOD**

Summit Academy participates in both the National School Lunch Program or Community Eligibility Provision (CEP) which provides breakfast and lunch for students. We encourage parents/guardians to complete the NSLP application or Household Survey each year. Students may also bring their lunches each day. We discourage students from bringing such items as soda pop, energy drinks, chips, cookies, cakes, or candy of any kind. PLEASE DO NOT SEND GLASS BOTTLES OR

METAL UTENSILS TO SCHOOL. Please contact your School administration for School specific guidelines.

Applications and/or the Household Survey for the School's meal program are available in the School office. Parents/guardians may appeal adverse decisions to NLSP by following the hearing procedures, also available in the School office.

## **SECTION VI: MEDICAL INFORMATION**

### **I. COMMUNICABLE DISEASES**

The School recognizes that controlling the spread of communicable diseases through both casual and non-causal contact is imperative. To protect the health and safety of the students, School personnel, and the community at large, the School shall follow all state statutes and health department regulations.

Please refer to the Ohio Department of Public Health's Communicable Disease Chart for further information.

<http://www.odjfs.state.oh.us/forms/num/JFS08087/pdf/>

**CASUAL CONTACT**—The School Director may exclude from the building, or isolate in the School, any student who appears to be ill or has been exposed to a communicable disease. Specific diseases shall include but not be limited to; lice, scabies, diphtheria, scarlet fever, and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Ohio Department of Public Health.

**NON-CASUAL CONTACT**—The School has an obligation to protect the safety of its staff and students. This can best be accomplished by assuring that all persons in the school community understand the method of transmission and prevention of diseases that are not contracted through airborne pathogens, but rather, through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), AIDS-related complex, HIV (Human Immunodeficiency Virus), Hepatitis A, B, C, and other diseases that may be specified by the State Board of Health. The School will seek to keep students in school unless there is definitive evidence to warrant exclusion. The School is also committed to assuring the confidential status of individuals who may have been diagnosed with a bloodborne communicable disease.

## **II: IMMUNIZATIONS**

To safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the School requires all students to be immunized in accordance with state statutes, unless specifically exempt for medical or other reasons. A student may also be exempted from immunization if a parent or guardian objects for good cause, including religious conviction. Each student must have received the immunizations required by law or have an authorized waiver.

Students may be enrolled for 14 calendar days without providing acceptable immunization records. After 14 days, students (including those in kindergarten) for whom proper records have not been provided must be excluded from school per Section 3313.67 and 3313.671 of the Revised Code.

Please make the necessary appointments with medical providers so your child may attend school.

## **III. MEDICATION PROCEDURES**

### **A. Prescribed Medications**

Summit Academy is committed to providing for the safety and welfare of all students. Parents/Guardians should, with their physician's guidance, determine whether the medication schedule could be adjusted so that medications could be administered during non-school hours. When it is necessary for School personnel to administer any medication, whether prescribed or over the counter, the following procedures will be observed:

1. A Medication Authorization form must be completed and signed by both the parent/guardian and the student's physician. This should contain the name and address of the student, grade level of the student, and name of medication as well as dosage and times required. Special instructions, including storage and sterile requirements, date medication is to begin as well as date medication should terminate, if applicable, and possible reactions that should be reported to the physician must also be included in the form. It is very important to list the physician's name, address and phone number; and

2. The medication must be brought to the School office by a parent, guardian, or other adult. The medication must be in the original container with the pharmacy label on it, clearly noting the student's name, physician's name, current date, pharmacy name and phone number, name of medication, prescribed dosage, special handling, and storage. Students are not permitted to transport medication on the bus. Students are not permitted to bring their medication into the School on their own.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The inhaler may be used at school or at a school-sponsored activity or program, provided the aforementioned form is completed and on file in the School office. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or medication to any other student.

If there is a change in the student's medication, the School must be notified immediately, and the parent/guardian and physician must complete a new Medication Authorization form.

Any unused medication unclaimed by the parent or guardian will be destroyed by School personnel when it is no longer to be administered or at the end of the school year.

If the student does not need to take medication at school but is taking medication at home that might affect his/her behavior, please notify the School that medication is being taken at home, and the student's teacher will be informed of this fact.

Please consult your School Director regarding any unique medication requests.

#### B. Over the Counter (OTC) Medications

A physician must approve the OTC Medication request by completing the **Non-Prescription Medication Administered at School Form** and the student is not permitted to keep this medication in his/her possession. If a student is found using or possessing an OTC medication without parent/guardian and physician authorization, he/she will be brought to the School office and the parent/guardian will be contacted. The medication will be confiscated until a written authorization is received from both the parent/guardian and physician. Students shall not distribute medication of any kind to another student. Any unused medication

unclaimed by the parent will be destroyed by School personnel when a medication is no longer to be administered or at the end of the school year.

## **SECTION VII. TRANSPORTATION**

### **I. BUS REGULATIONS**

The following rules are to be observed by students riding school buses. Violations of these rules will result in disciplinary action and reported to parents/guardians through a Bus Conduct Report:

- Arrive at your designated bus stop before the bus is scheduled to arrive.
- Get on/off your assigned bus at your designated stop in an orderly manner.
- Board the bus and go directly to an available or assigned seat.
- Remain seated while the bus is in motion, keeping the aisles and exits clear.
- Observe classroom conduct and obey the driver promptly and respectfully. The bus is an extension of the classroom. The Code of Student Conduct rules are expected to be observed.
- Go directly to the bus when dismissed from school and go directly home from your bus stop.
- Use no profane language or gestures.
- Eating or drinking is not permitted on the bus when the bus is in motion.
- No tobacco, drugs, or alcohol should be in the possession of anyone on the school bus unless it is a medication given for a life-threatening condition (i.e., bee sting kit, asthmatic inhaler, etc.)
- You must NOT throw or pass objects on, from, or into the bus. Always keep all objects or parts of your body inside the bus.
- Keep noise to a minimum. You may talk quietly.
- No talking is permitted at railroad crossings or other places of danger as specified by the driver.
- Cross the street at least ten feet in front of the bus.
- Immediate removal is authorized when behavior poses a danger to persons or property or is a threat to the safe operation of the school bus.
- REMEMBER THAT RIDING THE BUS IS A PRIVILEGE.

In addition to the information listed above, the local district transportation has specific rules and guidelines in place that students are expected to follow.

### **II. DRIVING TO SCHOOL PRIVILEGES**

Students who possess a valid driver's license and insurance may be permitted to drive to

school by the School Director or his/her designee. A copy of the student's license and insurance must be provided to the School Director or his/her designee prior to the commencement of driving to school privileges.

### **III. FIELD TRIP TRANSPORTATION**

A field trip or school-sponsored trip shall be defined as any planned journey by one or more students away from school premises which is under the supervision of a professional staff member and an integral part of a course of study. Other school-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the School's total educational program. The School Director or designee shall approve all trips before they are taken. Students may be charged fees for school-sponsored trips, but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically. Students on all school-sponsored trips remain under the supervision of the School and are subject to the School's administrative guidelines and policies. The School and management company do not endorse, support, or assume liability in any way for any staff member, volunteer, or parent/guardian of the School who takes students on trips not approved by the School Director or designee. No staff member may solicit students of the School for such trips within the facilities or on the grounds of the School without permission from the School Director or designee. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the School's policies.

## **SECTION VIII. CODE OF CONDUCT AND DISCIPLINE**

### **I. HARASSMENT, INTIMIDATION, AND BULLYING**

Summit Academy prohibits acts of harassment, intimidation or bullying (including cyberbullying) of any student or other person associated with the School. Harassment, intimidation, bullying, or cyberbullying means any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and causes mental or physical harm to the other student; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. This also includes violence within a dating relationship. Sexual harassment includes unwelcome sexual advances or any form of improper physical contact or sexual remark.

Harassment (includes intimidation, bullying, and cyberbullying) of a student by other students is a violation of federal law and is contrary to the School's

commitment to provide a physically and psychologically safe environment in which to learn.

***The procedure for reporting harassment/intimidation/bullying may be obtained in the School office.***

Students must report acts of harassment, intimidation or bullying to teachers, school employees, and/or school administrators. Parents/Guardians of students should file written reports of suspected bullying/harassment with the School Director or other appropriate administrator. Teachers and other School staff who witness acts of harassment or receive reports of harassment will notify School administrators. When acts of harassment are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. False accusations can have serious effects on innocent individuals; therefore, all students are expected to act responsibly and honestly whenever they present harassment allegations or charges.

## **II. CELL PHONES**

Summit Academy prefers that students not bring cell phones or other personal communication devices to school. However, we understand that some families want the students to have these during transit times to and from school. It is mandatory that these devices are turned in to the School Director or designee before the start of the school day. Permission to have a device must be granted by the School Director or a designee on a case-by-case basis. Summit Academy will not accept responsibility for any devices brought into the School. In emergencies, parents/guardians should only contact students through the School office. Students found using personal devices during class times will have them confiscated, and they will only be released to the student's parent/guardian.

## **III. CODE OF STUDENT CONDUCT AND DISCIPLINE**

All students are expected to conform to the Student Code of Conduct and Discipline at school. This applies whenever students are on school premises, at school activities or functions -- whether on or off the school premises -- and during transportation to and from the School if paid for or provided by the School. Students are subject to the School's disciplinary process when they fail to adhere to the Student Code of Conduct. Students may also be subject to the School's disciplinary process for a violation of the Code of Student Conduct, regardless of where it occurs, if the misconduct is directed at the school staff or their property.

If any student is caught fighting, the parent/guardian will be called for immediate removal of the student. If a parent/guardian cannot be reached, Summit Academy may call the police to intervene. A conference will then be arranged with the parent/guardian to discuss further action, which could lead to suspension or expulsion, depending on the nature of the violation.

In accordance with Ohio law, a student may be subject to emergency removal if he/she breaks any of Summit Academy's Code of Conduct and is a danger to oneself, others, or property, or is an ongoing threat of disruption in the learning environment.

For violations of the Student Code of Conduct, a student may face disciplinary action including, but not limited to, suspension (both in-school and out-of-school), expulsion, removal and/or permanent exclusion.

For more information, the Student Code of Conduct is attached as Exhibit 1.

#### **IV. STUDENTS WITH DISABILITIES**

A student with a disability is a child who is receiving Special Education services for a disability as defined in the Operating Standards. These students may be suspended for not more than 10 days per school year without a manifestation determination review.

Repeated and/or serious violations may indicate that a change in placement or change to the student's Individualized Education Plan is warranted.

#### **V. DRESS CODE**

In general, school attire should ensure welfare and safety and enhance a positive image of our students and School. Students are expected to practice good personal hygiene and have clean clothing and footwear that meet Dress Code standards. Any form of dress or grooming that attracts undue attention, distracts from instruction and/or interferes with health and safety will be considered unacceptable and the student will be referred to the School Director. The School's Dress Code is attached as Exhibit 2.

#### **VI. PERSONAL PROPERTY**

Students are prohibited from bringing items such as digital music devices (iPods,

MP3 players, etc.) or pocket video games, etc., to school unless otherwise agreed upon by the IEP team. Exceptions to this rule may be special occasions whereby the School Director or teacher gives permission (i.e., video game day). Parents/Guardians should receive notice in advance.

No pocketknives, lighters, or weapons of any type are allowed, and possession of such items may result in legal prosecution. If the student brings items of this type to school, they will be confiscated, and the student's parent/guardian must come in to retrieve it. Further disciplinary action may result.

## **VII. SEARCH AND SEIZURE**

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of Summit Academy, provided there is a reasonable suspicion that the student is in violation of law or School rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. Anything found in a search that may be evidence of a violation of School rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items that have been confiscated. A metal detection device may also be used to ensure the safety of all students and will be used in accordance with School policy and corporate safety team guidelines.

## **VIII. USE OF DRUGS, ALCOHOL, TOBACCO, OR OTHER STIMULANTS**

The use of drugs (including all illegal substances), alcohol, tobacco, or other stimulants on school premises or at school sponsored activities or events is prohibited. Other stimulants include betel nuts and other types of stimulants that present a health hazard and can have serious consequences both for the user and the non-user.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including, but not limited to, a cigar, cigarette, pipe, snuff, or any other matter or substances that contain tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes. Additionally, "use of betel nuts" shall mean any and all use, possession, consumption or chewing of the areca nut (commonly known as the betel nut) or substances containing the areca nut. The School shall confiscate any prohibited items. Confiscated items will not be returned.

## EXHIBITS

### EXHIBIT 1. STUDENT CODE OF CONDUCT AND DISCIPLINE

It is the mission of Summit Academy to build hope, success, and well-being through education and advocacy for all of our students. In order to achieve these goals, students are expected to conduct themselves in accordance with law, School policies, student code of conduct, and the School's "Full-Value Contract". The Full-Value Contract sets the following standards:

Safety – I will keep others and myself safe at all times, both physically and emotionally.

Respect – I will value the Summit Academy Code of Conduct. I will not disrespect anyone in the group; but will help to build up others. When I help someone, I am helped.

Full Participation – I will participate in all scheduled activities without complaint, and to the best of my abilities.

Honest Feedback – I will offer honest opinions to others in the group in an affirming (nice) way. I also will accept other's comments to me, as this will help me grow.

Students may face discipline when their conduct does not fall within these standards.

#### **A. Student Code of Conduct**

All students are expected to:

- Be prompt and on-time to school and classes;
- Be attentive in classes;
- Fully participate;
- Refrain from disruptive activity, which includes but is not limited to talking at inappropriate times, running, pushing, fighting, inappropriate contact, yelling or other inappropriate behaviors;
- Refrain from lying;
- Refrain from leaving school grounds without permission;
- Act courteously to adults and other students, this includes refraining from using obscenities, vulgarities, engaging in verbal abuse, or using obscene or offensive gestures;
- Cooperate and follow the directions of teachers, administrators, staff, and parent volunteers;
- Work cooperatively with others regardless of the other's race, ability, gender, or ethnic background;
- Complete assignments and homework on-time; and

- Act at all times in a manner that conforms to the School's Mission and Full-Value Contract.

Conduct occurring at school, on school grounds, or at school related events that violates the Student Code of Conduct and/or the School's Full-Value Contract may subject the student to disciplinary action including loss of privileges.

## **B. Student Discipline Code**

Each of the behaviors described below are prohibited and may be subject to disciplinary action, including but not limited to suspension, expulsion, removal, or permanent exclusion.

### **Academic Misconduct**

"Academic Misconduct" is any action or attempted action that may result in an unfair academic advantage for oneself or an academic disadvantage to another student. This includes, but is not limited to, cheating, plagiarism, altering documents, gaining access to materials before they are available, or helping another student to gain an unfair academic advantage.

### **Bomb Threats or Other False Alarms/Reports**

Making a threat to bomb a school building or any premises at which a school sponsored activity is taking place is prohibited. Intentionally giving a false alarm of a fire, or tampering/interfering with a fire alarm is prohibited. False alarms or reports endanger not only the students and staff in the building, but also the safety responders responding to the false alarm/report.

### **Criminal Acts**

An act that is considered a criminal offense if committed by an adult, whether or not it results in an adjudication of delinquency or conviction. Criminal Acts include acts that are considered both misdemeanors and felonies if committed by an adult.

### **Dress Code**

Dress Code Violations.

### **Drugs, Alcohol, Tobacco and/or Other Stimulants**

Violations of the Governing Authority's policy on Drugs, Alcohol, Tobacco and/or Other

Stimulants. This includes, but is not limited to possessing, attempting to possess, using, transmitting, concealing, purchasing or attempting to purchase, selling or being under the influence of any alcoholic beverage, controlled substance, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

### **Electronic Equipment or Technology and Internet Acceptable Use**

Violations of the Governing Authority's policy Technology and Internet Acceptable Use. The School will provide any electronic equipment necessary for a student's participation in the education program. Students shall not use or possess electronic devices such as cell phones, PDA's, CD players, radios, music players, gaming devices, etc., without approval of the School Director during the school day.

### **Explosives or Fireworks**

Students are prohibited from possession of or using explosives or fireworks on school property or at any school related activity, competition, program, or event regardless of where it occurs. Explosives include any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

### **Firearms**

Students are prohibited from bringing a firearm, or possessing a firearm originally brought by another individual, on school property or at any school related activity, competition, program, or event regardless of where it occurs. A firearm under this policy has the same meaning as provided in the Gun-Free Schools Act, 20 U.S.C. 7151 (incorporating 18 U.S.C. 921a by reference). It means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. This term includes devices that reasonable resemble a firearm but does not include an antique firearm that has been rendered inoperable.

### **Gang Activity**

Gang activity includes initiations, hazing, intimidation, harassment or related activities of group affiliations that threaten the safety or well-being of persons or that are disruptive to the school

environment. Students shall not wear, carry or display gang paraphernalia or exhibit behavior or make gestures associated with gangs or gang activities.

### **Intimidation, Harassment, or Bullying**

Actions that violate the School's policy on Intimidation, Harassment or Bullying.

#### **Knives:**

Students are prohibited from bringing a knife, or possessing a knife originally brought by another individual, on school property or at any school related activity, competition, program, or event regardless of where it occurs.

A "knife" is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for or is readily capable of causing physical harm.

A "knife capable of causing serious bodily injury" is defined as any cutting instrument consisting of a sharp blade, or sharp blade fastened to a handle, razor blade, or similar device that is readily capable of causing any physical harm that:

- Carries a substantial risk of death;
- Involves some permanent incapacity, whether partial or total, or that involved some temporary, substantial incapacity;
- Involves some permanent disfigurement or that involves some temporary, serious disfigurement; or
- Involves acute pain of such duration as to result in substantial suffering or that involves any degree of prolonged or intractable pain.

### **Knowledge of Dangerous Weapons or Threats of Violence**

Students are required to report knowledge of dangerous weapons or threats of violence to a Teacher, Staff Member, or the School Director.

#### **Misconduct against a School Official**

Misconduct directed against a school official or employee, or his or her property, regardless of where it occurs is prohibited. Misconduct includes, but is not limited to, harassment, assault (verbal and/or physical), threats, and/or damaging or destruction of property.

#### **Misconduct occurring off School Grounds**

Students may be subject to discipline for misconduct even when it occurs off school property

owned or controlled by the governing authority when that activity is connected to activities or incidents that occurred on property owned or controlled by the Governing Authority.

### **Tobacco**

Possessing, attempting to possess, using, transmitting, concealing, purchasing, attempting to purchase, or selling of any tobacco product or paraphernalia on school property or at school events. Tobacco products include e-cigarettes and vapor-based nicotine.

### **Personal Property**

Students are prohibited from bringing items such as digital music devices (i-pods, MP3 players, etc.) or pocket video games, etc. to school unless otherwise agreed upon by the School Director and/or the IEP Team. Exceptions to this rule may be special occasions whereby the School director or teacher gives permission (i.e., video game day). Parents should receive notice in advance.

No pocketknives, lighters, or weapons of any type are allowed and possession of such items may result in legal prosecution. If the student brings items of this type to school, they will be confiscated—the parent/guardian must come in to retrieve it and further disciplinary action may result.

### **Weapons – Possession and/or Use**

Students are prohibited from possession or using any weapon on school property or at any school related activity, competition, program, or event regardless of where it occurs. A weapon is any device that may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or be any object used to threaten, harm, or harass another person. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

### **C. Discipline**

Violations of either the Student Code of Conduct or the Student Discipline Code may result in discipline of the student. It is important to note that the rules apply to actions occurring at school, on school grounds, or at any school related activity, competition, program, or event regardless of where it occurs. This also includes anything occurring on school transportation whether or not provided by the School or by the Student's resident school district.

The School shall provide prompt, reasonable discipline consistent with the severity of the incident. Discipline shall be fair and consistent for all students at the School. Because it is not possible to list every type of misbehavior that may occur. Incidents not described above may be addressed as necessary by School staff. School staff may impose either informal or formal discipline as warranted by the violation and all extenuating circumstances. The disciplinary process may include student conferences and/or parent/guardian/custodian conferences.

Informal Discipline includes, but is not limited to:

- Writing assignments;
- Changing of seating or location;
- Before-school or After-school detention;
- In-school discipline; and
- Other lesser forms of discipline determined by the School Director that occur during the school day.

Detentions may be either before or after school. A student and their parent/guardian/custodian will be given at least one day's notice. The student and their parent/guardian/custodian are responsible for transportation.

Formal Discipline includes, but is not limited to:

- Suspension;
- Expulsion,
- Removal, and
- Permanent Exclusion.

These types of formal discipline are covered in the School's policy on Suspension, Expulsion, Removal, and Permanent Exclusion. In addition, any acts that may be criminal will be reported to law enforcement in addition to any discipline imposed by the School.

#### **D. Search and Seizure**

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of Summit Academy, provided there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law and may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated. A metal detection device may also be used to ensure safety of all students and will be used in accordance with School policy and corporate safety team guidelines.

## EXHIBIT 2. DRESS CODE

Summit Academy strives for excellence in many different areas. If students are set up to succeed, **they will succeed**. With the assistance of our parents/guardians, we are asking that this begin with the way students are dressed when coming to school. Our Dress Code ensures a professional appearance of students during school hours. Therefore, students need to be in, dress code, at all times on any part of school property, including arrival and dismissal. Parents/Guardians are asked to assist the student to be in proper attire daily.

The principal and staff reserve the right to prohibit any type of dress or "fad" not specifically mentioned in this policy, if they do not feel it is appropriate for the school. If a parent/guardian is unsure about whether an item is a part of dress code, feel free to call the office to speak with a Staff Member **BEFORE YOU PURCHASE THE ITEM(S)**.

In general, school dress should ensure the welfare, safety, and enhance a positive image of our students and school. Students are expected to practice good personal hygiene and have clean clothing and footwear that meets dress code standards. Any form of dress or grooming that attracts undue attention, distracts from instruction and/or interferes with health and safety will be considered unacceptable and the student will be referred to the School Administrator.

**See Chart on the Following Page.**

<u>Head wear</u>	<u>Footwear</u>	<u>Shirts</u>	<u>Pants</u>
<u><b>Appropriate</b></u> <ul style="list-style-type: none"> <li>Headbands for hair</li> </ul>	<u><b>Appropriate</b></u> <ul style="list-style-type: none"> <li>Gym shoes</li> <li>Boots</li> <li>Flats</li> <li>Close toed Sandal with a strapped heel</li> <li>Close toed Shoe</li> </ul>	<u><b>Appropriate-In Uniform Days</b></u> <ul style="list-style-type: none"> <li>Uniform shirt- Includes any T-Shirt, Polo, Sweatshirt/Hoodie with Summit Academy on it</li> </ul> <u><b>Appropriate-Out of Uniform Days</b></u> <ul style="list-style-type: none"> <li>T-shirt (School Appropriate)</li> <li>Polo</li> <li>Dress shirt/oxfords</li> <li>Tunics</li> <li>Personal/Uniform hoodie</li> <li>Shirts that cover the chest</li> <li>Dresses (must cover the chest, have a sleeve, and be knee length)</li> </ul>	<u><b>Appropriate</b></u> <ul style="list-style-type: none"> <li>Jeans (no Skin showing)</li> <li>Shorts (knee length)</li> <li>Uniform pants</li> <li>Jogger dress pants</li> <li>Skirts (must be knee length)</li> </ul> <u><b>Appropriate-Out of Uniform Days</b></u> <ul style="list-style-type: none"> <li>Sweatpants</li> </ul>
<u><b>Inappropriate</b></u> <ul style="list-style-type: none"> <li>Bonnet</li> <li>Do-rags</li> <li>Bandanas</li> <li>Anything that covers whole head</li> <li>Hats</li> <li>Scarf</li> <li>Sweatband</li> </ul>	<u><b>Inappropriate</b></u> <ul style="list-style-type: none"> <li>Flip flops</li> <li>Sandal</li> <li>Slides</li> <li>Slippers</li> <li>High heels</li> <li>Wedges/Platforms</li> <li>Heelys</li> </ul>	<u><b>Inappropriate</b></u> <ul style="list-style-type: none"> <li>Tank tops/cami</li> <li>Spaghetti straps</li> <li>Pulling shirt into knot/rubber band</li> <li>Low cut Shirts</li> <li>Sleeveless (No cut out underarm)</li> </ul>	<u><b>Inappropriate</b></u> <ul style="list-style-type: none"> <li>Jeans/pants with skin showing</li> <li>Sagging Pants (Pants must be worn at the waist and not drop below the behind to expose undergarments)</li> <li>Yoga pants</li> <li>Leggings</li> </ul>

### **EXHIBIT III. SCHOOL SONG**

We have come from near and far,  
to discover who we are;  
and we hold in high esteem  
every dream we dare to dream.  
Bound in body, mind, and heart,  
we will strive to do our part;  
sowing seeds of love and trust,  
that will grow inside of us.  
Oh, hail to thee,  
Summit Academy!  
We pledge ourselves to you,  
as we live each day anew.

## **Exhibit IV. ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK**

### **STUDENTS/PARENTS/GUARDIANS**

I, \_\_\_\_\_, acknowledge receipt of the  
(PLEASE PRINT NAME)

Summit Academy Student and Parent Handbook.

Name of Parent/Guardian: \_\_\_\_\_  
(PLEASE PRINT NAME)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(PARENT/GUARDIAN SIGNATURE)

Name of Student: \_\_\_\_\_  
(PLEASE PRINT NAME)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(STUDENT SIGNATURE)

**PARENT/GUARDIAN: PLEASE COMPLETE THIS PAGE AND RETURN IT TO THE SCHOOL OFFICE**



Summit Academy  
SCHOOLS

Summit Academy Transition High School – Dayton  
251 Erdiel Dr., Dayton, OH 45415-3632

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## Governing Authority Resolution July 11, 2023

Resolved, the Governing Authority has reviewed and approves its Assessments, Academic Prevention, and Intervention Services Policy as part of the School's Policy Manual effective July 1, 2023, and hereby approves the policy for the 2023-2024 school year.

Signed:

DocuSigned by:  
A handwritten signature in black ink that reads "Tiffany Jungate".  
CC7EF65E9433447...

Governing Authority President/Secretary/Presiding Member



Summit Academy  
SCHOOLS

Summit Academy Transition High School – Dayton  
251 Erdiel Dr., Dayton, OH 45415-3632

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## Governing Authority Resolution July 11, 2023

Resolved, the Governing Authority hereby approves the Monthly Residency Verifications for May and June 2023.

Signed:

DocuSigned by:  
*Tiffany Jungate*

CC7EF65E9433447...  
Governing Authority President/Secretary/Presiding Member



# Summit Academy SCHOOLS

## MONTHLY RESIDENCY VERIFICATION FORM FOR BOARD APPROVAL

Month and Year: May/2023  
 Official School Name: Summit Academy Transation High School

*Each community school is required to perform annual and monthly residency verification checks pursuant to law and the Board's policies. The Board is required to review these forms at each meeting.*

### ANNUAL PROOF OF RESIDENCY IN FILE

*Note date and type of proof submitted to the school.*

#### FIRST STUDENT

Date: 8/17/22

Type: Mortgage Settlement Statement (HUD-1)

#### SECOND STUDENT

Date: 8/3/22

Type: AES Ohio Utility Bill

### MONTHLY VERIFICATION

*Note method of verification & details of contact. NO names, only confirming statements.*

#### FIRST STUDENT

Date: 5/1/23

Details: Annual Proof on file

#### SECOND STUDENT

Date: 5/1/23

Details: Annual Proof on file

### ADDRESS VERIFICATION

#### FIRST STUDENT

Current Address Verified: ☒ Yes ☐ No

New Address: ☐ Yes ☒ No

#### SECOND STUDENT

Current Address Verified: ☒ Yes ☐ No

New Address: ☐ Yes ☒ No

Completed By Signature: [Signature]

Completed By Printed: Maritza Girabb Date: 5/1/23

Director Signature: [Signature]

Director Printed: Lisa Brown Date: 5/1/23



# Summit Academy SCHOOLS

## MONTHLY RESIDENCY VERIFICATION FORM FOR BOARD APPROVAL

Month and Year: June 2023

Official School Name: Summit Academy THS - Dayton

*Each community school is required to perform annual and monthly residency verification checks pursuant to law and the Board's policies. The Board is required to review these forms at each meeting.*

### ANNUAL PROOF OF RESIDENCY IN FILE

*Note date and type of proof submitted to the school.*

#### FIRST STUDENT

Date: 8/1/22

Type: Center Point Utility Bill

#### SECOND STUDENT

Date: 9/6/22

Type: Spectrum Cable Bill

### MONTHLY VERIFICATION

*Note method of verification & details of contact. NO names, only confirming statements.*

#### FIRST STUDENT

Date: 6/5/23

Details: Proof of residency in file

#### SECOND STUDENT

Date: 6/5/23

Details: Proof of residency in file

### ADDRESS VERIFICATION

#### FIRST STUDENT

Current Address Verified: ☒ Yes ☐ No

New Address: ☐ Yes ☒ No

#### SECOND STUDENT

Current Address Verified: ☒ Yes ☐ No

New Address: ☐ Yes ☒ No

Completed By Signature: [Signature]

Completed By Printed: Maritza Girabb

Date: 6/5/23

Director Signature: [Signature]

Director Printed: Lisa Brown

Date: 6/5/23

# Summit Academy

## Board Meeting July 11, 2023

### Financial Highlights DAYTRA

	<u>April</u>	<u>May</u>
1. Medicaid Reimbursements	\$0.00	\$27.86
2. Federal Lunch/Breakfast	\$8,496.62	\$3,651.04
3. Federal Grants	\$46,158.57	\$34,526.44
4. State Grants	\$0.00	\$2,500.00



**Summit Academy**  
SCHOOLS

330	FY2023 BUDGET	FYTD MAY 2023	% OF BUDGET
<b>ENROLLMENT</b>			
TOTAL STUDENT FTE (CS FUNDING REPORTS)	98.32	77.53	79%
<b>OPERATIONAL REVENUES</b>			
General Fund Revenue (001)	\$ 1,731,375	\$ 1,293,022	75%
Capital Improvement Revenue (003)	\$ 45,073	\$ 31,976	71%
Food Services Revenue (006)	\$ 36,865	\$ 35,406	96%
Student Fee Revenue (009)	\$ 4,552	\$ 3,565	78%
Grant Revenue (400's, 500's)	\$ 1,282,824	\$ 342,458	27%
Other Revenue	\$ -	\$ -	0%
<b>TOTAL OPERATIONAL REVENUE</b>	<b>\$ 3,100,689</b>	<b>\$ 1,706,427</b>	<b>55%</b>
<b>OPERATIONAL EXPENDITURES</b>			
<b>GENERAL FUND EXPENDITURES</b>			
Personnel Services (Salaries and Wages)	\$ 542,725	\$ 467,022	86%
Fringe Benefits	\$ 154,225	\$ 146,574	95%
Purchased Services - Non-Employees	\$ 144,357	\$ 164,484	114%
Purchased Services - Management Company Fees	\$ 397,420	\$ 194,111	49%
Purchased Services - Sponsorship Fees	\$ 34,740	\$ 38,188	110%
Communications & Utilities	\$ 42,579	\$ 33,428	79%
Equipment Lease (Copiers, Computers, Vehicles, etc.)	\$ 7,136	\$ 6,267	88%
Rent / Lease (Building / Facility)	\$ 23,700	\$ 164,587	694%
Repairs and Maintenance	\$ 140,368	\$ 137,816	98%
Materials, Supplies, and Textbooks	\$ 26,494	\$ 20,211	76%
Capital Outlay (Equipment, Buses, etc.)	\$ 6,990	\$ 195	3%
All Other Objects	\$ 20,400	\$ 20,235	99%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 1,541,135</b>	<b>\$ 1,393,116</b>	<b>90%</b>
<b>OTHER EXPENDITURES</b>			
Capital Improvement Expenditures	\$ -	\$ 9,894	0%
Food Services Expenditures	\$ 65,550	\$ 63,234	96%
Student Fee Expenditures	\$ 4,552	\$ 4,014	88%
Grant Expenditures	\$ 1,346,767	\$ 471,050	35%
Other Expenditures	\$ -	\$ -	0%
<b>TOTAL OTHER EXPENDITURES</b>	<b>\$ 1,416,869</b>	<b>\$ 548,192</b>	<b>39%</b>
<b>TOTALS</b>			
TOTAL OPERATIONAL EXPENDITURES	\$ 2,958,004	\$ 1,941,308	66%
TOTAL EXCESS OR (SHORTFALL)	\$ 142,686	\$ (234,882)	-165%
REVENUE PER STUDENT	\$ 31,537	\$ 22,011	
EXPENSE PER STUDENT	\$ 30,085	\$ 25,041	
TOTAL EXCESS OR (SHORTFALL) PER STUDENT	\$ 1,451	\$ (3,030)	

# Summit Academy

Board Meeting July 11, 2023

## DAYTRA

**ENROLLMENT – 77.53 79% of Budget**

**May 2023 92% of Fiscal Year 23**

**REVENUE THROUGH MAY 2023 55% of Budget**

- General Fund (State Foundation and Medicaid – \$1,293,022) **75%**.
- Capital Improvement Fund (State Foundation - \$31,976) **71%**.

**EXPENSES THROUGH MAY 2023 66% of Budget**

- Purchased Services- Non-Employee - \$164,484 **114%**. Virtual IS \$47,030 originally budgeted in salaries and benefits.
- Sponsorship Fees - \$38,188 **110%**. The sponsor will be \$6,335 over budget.
- Rent/Lease (Building/Facility) - \$164,587 **694%**.
- Repairs and Maintenance – \$137,816 **98%**. Lease utilities and snow removal were over-budget.
- All Other Objects - \$20,235 **99%** – Audit, liability and property insurance payments.
- Capital Improvement - \$9,894 **Nothing Budgeted** Security gate, door and bathroom.

**REVENUE VS. EXPENSES THROUGH MAY 2023**

- Expenses exceeded revenues by \$234,882.
- Per pupil expenses exceeded revenues by \$3,030.

## April of Fiscal Year 2023

\*based on current enrollment

[illegible]

FUND				FUND	FUND				FUND	FUND			
FUND	BUDGETED REVENUE	YTD REVENUE	% OF BUDGET	FUND	BUDGETED REVENUE	YTD REVENUE	% OF BUDGET	FUND	BUDGETED REVENUE	YTD REVENUE	% OF BUDGET		
MISC. STATE GRANTS FY22	\$ -	\$ -	0%	EONC FY22	\$ -	\$ -	0%	EONC FY23	\$ 3,044.66	\$ 2,983.49	98%		
ESSER FY2022	\$ -	\$ -	0%	TITLE IV FY22	\$ -	\$ -	0%	TITLE IV FY23	\$ 10,000.00	\$ -	0%		
ESSER FY22	\$ -	\$ 42,290.14	0%	ESSER FY2022	\$ -	\$ -	0%	ESSER FY2023	\$ -	\$ -	0%		
ARP ESSER FY22	\$ -	\$ 28,514.04	0%	TITLE IA FY2022	\$ -	\$ -	0%	TITLE IA FY2023	\$ 5,258.12	\$ 138.95	0%		
IDEA B FY2022	\$ -	\$ 1,746.37	0%	ARP IDEA FY22	\$ -	\$ 864.46	0%	NC SSI FY2023	\$ -	\$ 36,944.15	0%		
NC SSI FY2022	\$ -	\$ -	0%	ESSER B FY23	\$ 227,177.14	\$ 44,725.61	20%	ARP IDEA FY23	\$ -	\$ 5,965.72	0%		
SIG FY2022	\$ -	\$ -	0%	ARP ESSER FY23	\$ 843,172.48	\$ 48,465.54	6%	SOIG FY2023	\$ -	\$ -	0%		
TITLE I FY2022	\$ -	\$ 14,296.01	0%	IDEA B FY2023	\$ 54,597.89	\$ 8,300.01	15%	STATE CONNECTIVITY GT	\$ 1,800.00	\$ 1,800.00	100%		
TITLE I FY2022	\$ -	\$ -	0%	TITLE I FY2023	\$ 104,683.66	\$ 55,384.85	53%	ESSER FY2023	\$ -	\$ -	0%		
SIG FY2022	\$ -	\$ 9,981.78	0%	TITLE I NEGLECTED FY2023	\$ -	\$ -	0%	ARP ESSER FY23	\$ -	\$ -	0%		

\$ -



Monthly Financial Report for Dayton Transition High School  
May of Fiscal Year 2023

330	FY2023 BUDGET	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	FYTD	% OF BUDGET
ENROLLMENT															
TOTAL STUDENT FTE (CS FUNDING REPORTS)	98.32	89.50	89.50	89.50	78.27	74.52	73.21	74.49	71.92	70.73	70.73	70.41		77.53	79%
OPERATIONAL REVENUES															
General Fund Revenue (001)	\$ 1,731,375	\$ 135,573	\$ 138,324	\$ 178,358	\$ 115,899	\$ 110,088	\$ 104,487	\$ 109,336	\$ 103,825	\$ 100,863	\$ 97,903	\$ 98,367	\$ -	\$ 1,293,022	75%
Capital Improvement Revenue (003)	\$ 45,073	\$ 3,703	\$ 3,703	\$ 3,703	\$ 3,039	\$ 2,782	\$ 2,682	\$ 2,772	\$ 2,535	\$ 2,382	\$ 2,382	\$ 2,313	\$ -	\$ 31,976	71%
Food Services Revenue (006)	\$ 36,865	\$ 3,360	\$ -	\$ -	\$ 6,463	\$ -	\$ 3,612	\$ 2,529	\$ 1,317	\$ 5,977	\$ 8,497	\$ 3,651	\$ -	\$ 35,406	96%
Student Fee Revenue (009)	\$ 4,552	\$ -	\$ 1,885	\$ 320	\$ 802	\$ 251	\$ -	\$ 44	\$ 88	\$ 48	\$ -	\$ 127	\$ -	\$ 3,565	78%
Grant Revenue (400's, 500's)	\$ 1,282,824	\$ 1,746	\$ 57,200	\$ -	\$ 44,979	\$ 31,707	\$ 41,199	\$ 29,619	\$ 15,627	\$ 37,195	\$ 46,159	\$ 37,026	\$ -	\$ 342,458	27%
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
TOTAL OPERATIONAL REVENUE	\$ 3,100,689	\$ 144,382	\$ 201,112	\$ 182,380	\$ 171,183	\$ 144,808	\$ 151,981	\$ 144,299	\$ 123,391	\$ 146,465	\$ 154,940	\$ 141,484	\$ -	\$ 1,706,427	55%
OPERATIONAL EXPENDITURES															
GENERAL FUND EXPENDITURES															
Personnel Services (Salaries and Wages)	\$ 542,725	\$ 41,603	\$ 49,751	\$ (20,956)	\$ 62,498	\$ 49,605	\$ 57,702	\$ 57,275	\$ 39,092	\$ 46,282	\$ 46,357	\$ 37,812	\$ -	\$ 467,022	86%
Fringe Benefits	\$ 154,225	\$ 12,753	\$ 12,692	\$ (1,177)	\$ 18,306	\$ 13,370	\$ 20,062	\$ 19,353	\$ 12,405	\$ 13,911	\$ 13,007	\$ 11,891	\$ -	\$ 146,574	95%
Purchased Services - Non-Employees	\$ 144,357	\$ 494	\$ 4,567	\$ 1,450	\$ 48,876	\$ 19,001	\$ 17,608	\$ 15,049	\$ 13,586	\$ 9,424	\$ 10,628	\$ 23,801	\$ -	\$ 164,484	114%
Purchased Services - Management Company Fees	\$ 397,420	\$ 22,970	\$ 21,986	\$ 19,071	\$ 19,361	\$ 19,672	\$ 14,828	\$ 21,288	\$ 12,018	\$ 15,014	\$ 15,208	\$ 12,694	\$ -	\$ 194,111	49%
Purchased Services - Sponsorship Fees	\$ 34,740	\$ 4,178	\$ 4,179	\$ 4,178	\$ 3,557	\$ 3,734	\$ 2,833	\$ 3,288	\$ 3,180	\$ 3,055	\$ 2,998	\$ 3,009	\$ -	\$ 38,188	110%
Communications & Utilities	\$ 42,579	\$ 3,276	\$ 974	\$ 2,271	\$ 4,316	\$ 2,057	\$ 4,892	\$ 6,680	\$ (754)	\$ 3,642	\$ 4,067	\$ 2,006	\$ -	\$ 33,428	79%
Equipment Lease (Copiers, Computers, Vehicles, etc.)	\$ 7,136	\$ 570	\$ 570	\$ 570	\$ 570	\$ 570	\$ 570	\$ 570	\$ 570	\$ 570	\$ 570	\$ 570	\$ -	\$ 6,287	88%
Rent / Lease (Building / Facility)	\$ 23,700	\$ 14,962	\$ 14,962	\$ 14,962	\$ 14,962	\$ 14,962	\$ 14,962	\$ 14,962	\$ 14,962	\$ 14,962	\$ 14,962	\$ 14,962	\$ -	\$ 164,587	694%
Repairs and Maintenance	\$ 140,368	\$ 11,071	\$ 11,563	\$ 10,892	\$ 11,439	\$ 10,606	\$ 13,178	\$ 13,360	\$ 13,853	\$ 17,842	\$ 11,687	\$ 12,325	\$ -	\$ 137,816	98%
Materials, Supplies, and Textbooks	\$ 26,494	\$ -	\$ 3,202	\$ 4,836	\$ 3,143	\$ 507	\$ 313	\$ 1,205	\$ -	\$ 714	\$ 341	\$ 1,988	\$ 3,637	\$ 20,211	76%
Capital Outlay (Equipment, Buses, etc.)	\$ 6,990	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82	\$ -	\$ -	\$ 195	3%
All Other Objects	\$ 20,400	\$ 6,100	\$ 2,891	\$ 1,947	\$ 3,135	\$ 2,084	\$ 915	\$ 1,095	\$ -	\$ 394	\$ 390	\$ 320	\$ 966	\$ 20,235	99%
TOTAL GENERAL FUND EXPENDITURES	\$ 1,541,135	\$ 117,976	\$ 127,337	\$ 38,045	\$ 190,601	\$ 136,168	\$ 147,863	\$ 154,127	\$ 110,019	\$ 125,434	\$ 121,875	\$ 123,673	\$ -	\$ 1,393,116	90%
OTHER EXPENDITURES															
Capital Improvement Expenditures	\$ -	\$ 2,721	\$ -	\$ -	\$ -	\$ 1,374	\$ -	\$ 4,953	\$ -	\$ 845	\$ -	\$ -	\$ -	\$ 9,894	0%
Food Services Expenditures	\$ 65,550	\$ -	\$ 238	\$ 9,976	\$ 7,781	\$ 5,435	\$ 5,212	\$ 6,520	\$ 6,659	\$ 8,991	\$ 3,608	\$ 8,814	\$ -	\$ 63,234	96%
Student Fee Expenditures	\$ 4,552	\$ -	\$ 88	\$ 283	\$ -	\$ 86	\$ 197	\$ -	\$ 2,330	\$ -	\$ 30	\$ 1,000	\$ -	\$ 4,014	88%
Grant Expenditures	\$ 1,346,767	\$ 25,578	\$ 33,155	\$ 113,310	\$ 16,652	\$ 29,800	\$ 30,191	\$ 9,408	\$ 36,804	\$ 66,879	\$ 42,369	\$ 66,903	\$ -	\$ 471,050	35%
Other Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
TOTAL OTHER EXPENDITURES	\$ 1,416,869	\$ 28,299	\$ 33,482	\$ 123,569	\$ 24,433	\$ 36,695	\$ 35,599	\$ 20,881	\$ 45,793	\$ 76,716	\$ 46,008	\$ 76,717	\$ -	\$ 548,192	39%
TOTALS															
TOTAL OPERATIONAL EXPENDITURES	\$ 2,958,004	\$ 146,275	\$ 160,819	\$ 161,614	\$ 215,033	\$ 172,863	\$ 183,462	\$ 175,008	\$ 155,812	\$ 202,149	\$ 167,882	\$ 200,389	\$ -	\$ 1,941,308	66%
TOTAL EXCESS OR (SHORTFALL)	\$ 142,686	\$ (1,893)	\$ 40,294	\$ 20,766	\$ (43,850)	\$ (28,055)	\$ (31,481)	\$ (30,709)	\$ (32,421)	\$ (55,685)	\$ (12,942)	\$ (58,905)	\$ -	\$ (234,882)	-165%
REVENUE PER STUDENT	\$ 31,537	\$ 1,613	\$ 2,247	\$ 2,038	\$ 2,187	\$ 1,943	\$ 2,076	\$ 1,937	\$ 1,716	\$ 2,071	\$ 2,191	\$ 2,009	\$ -	\$ 22,011	
EXPENSE PER STUDENT	\$ 30,885	\$ 1,634	\$ 1,797	\$ 1,806	\$ 2,747	\$ 2,320	\$ 2,506	\$ 2,349	\$ 2,166	\$ 2,858	\$ 2,374	\$ 2,846	\$ -	\$ 25,041	
TOTAL EXCESS OR (SHORTFALL) PER STUDENT	\$ 1,451	\$ (21)	\$ 450	\$ 232	\$ (560)	\$ (376)	\$ (430)	\$ (412)	\$ (451)	\$ (787)	\$ (183)	\$ (837)	\$ -	\$ (3,030)	
based on current enrollment**															
CASH															
Cash Balance - Beginning of Month	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Credits	\$ 133,364	\$ 189,798	\$ 171,074	\$ 159,558	\$ 133,501	\$ 140,674	\$ 132,981	\$ 112,442	\$ 134,464	\$ 143,996	\$ 130,540	\$ -	\$ -	\$ -	
Debits	\$ (133,364)	\$ (189,798)	\$ (171,074)	\$ (159,558)	\$ (133,501)	\$ (140,674)	\$ (132,981)	\$ (112,442)	\$ (134,464)	\$ (143,996)	\$ (130,540)	\$ -	\$ -	\$ -	
Cash Balance - End of Month	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
BANK RECONCILIATION COMPLETED?															
		YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
FEDERAL FUNDS															
FUND	BUDGETED REVENUE	YTD REVENUE	% OF BUDGET	FUND	BUDGETED REVENUE	YTD REVENUE	% OF BUDGET	FUND	BUDGETED REVENUE	YTD REVENUE	% OF BUDGET				
MISC. STATE GRANTS FY22	\$ -	\$ 2,500.00	0%	EONC FY22	\$ -	\$ -	0%	EONC FY23	\$ 3,044.66	\$ 2,983.49	98%				
ESSER FY2022	\$ -	\$ -	0%	TITLE IV FY22	\$ -	\$ -	0%	TITLE IV FY23	\$ 10,000.00	\$ -	0%				
ESSER II FY22	\$ -	\$ 42,290.14	0%	ECSE FY2022	\$ -	\$ -	0%	ECSE FY2023	\$ -	\$ -	0%				
ARP ESSER FY22	\$ -	\$ 28,514.04	0%	TITLE IIA FY2022	\$ -	\$ -	0%	TITLE IIA FY2023	\$ 5,258.12	\$ 138.95	3%				
IDEA B FY2022	\$ -	\$ 1,748.37	0%	ARP IDEA FY22	\$ -	\$ 894.46	0%	NC SSI FY2023	\$ -	\$ 39,944.15	0%				
NC SSI FY2022	\$ -	\$ -	0%	ESSER II FY23	\$ 227,177.14	\$ 44,725.81	20%	ARP IDEA FY23	\$ -	\$ 5,965.72	0%				
SIG FY2022	\$ -	\$ -	0%	ARP ESSER FY23	\$ 843,172.48	\$ 78,139.67	9%	SQIG FY2023	\$ -	\$ -	0%				
TITLE I FY2022	\$ -	\$ 14,296.01	0%	IDEA B FY2023	\$ 54,597.89	\$ 8,300.01	15%	STATE CONNECTIVITY GT	\$ 1,800.00	\$ 1,800.00	100%				
TITLE I NEGLECTED FY2022	\$ -	\$ -	0%	TITLE I FY2023	\$ 104,683.66	\$ 60,237.16	58%	ESSER FY2023	\$ -	\$ -	0%				
SQIG FY2022	\$ -	\$ 9,981.78	0%	TITLE I NEGLECTED FY2023	\$ -	\$ -	0%	ARP ECSE FY23	\$ -	\$ -	0%				

Total YTD Grant Revenue \$ 342,457.76  
\$ -

## APRIL FY23 CHECK REGISTER

CHECK NUMBER	CHECK DATE	NAME	BUDGET UNIT	ACCOUNT	DESCRIPTION	TRANSACTION AMOUNT	OPU
68116	04/06/23	JOSTEN'S	0010000110033000	519	SY22-23 BLANKET CAP	616.00	330
68133	04/06/23	GUARDIAN ALARM COMP	0010000276033000	429	MONITORING MAINTENA	530.25	330
68136	04/06/23	BLUE TECHNOLOGIES	0010000296033000	429	COPIER CLICK COUNTS	270.89	330
68144	04/06/23	ALPHA SECURITY LLC	0010000276033000	419	SECURITY SERVICES (	918.00	330
68157	04/06/23	AT T	0010000296033000	441	DAYTRA ALARM LINES	244.70	330
68167	04/06/23	CENTERPOINT ENERGY	0010000270033000	453	GAS SERVICES - ADD'	1,477.24	330
68169	04/06/23	VERIZON WIRELESS	0010000296033000	441	VERIZON - CELLULAR	60.00	330
68222	04/14/23	SUNBELT STAFFING	0010000214133000	413	TELE-SPED / S. DANI	1,520.00	330
68227	04/14/23	SOLIAANT HEALTH	0010000124033000	411	S. FRANZ - VIRT. IS	1,200.00	330
68228	04/14/23	SHC SERVICES INC	0010000218233000	413	SY23 HEALTH SRVC .	54.00	330
68234	04/14/23	UNIVERSAL TRANSPORT	0010000282133000	485	DAYTRA - FY22/23 TR	1,836.00	330
68239	04/14/23	PITNEY BOWES RESERV	0010000250033000	443	STAMPS_FEB-MAR	111.21	330
68257	04/21/23	BUCKEYE COMMUNITY H	0010000250033000	415	DAYTRA_SPONSOR FEES	2,997.81	330
68259	04/21/23	JOSTEN'S	0010000110033000	519	SY22-23 BLANKET DIP	140.10	330
68262	04/21/23	STAPLES ADVANTAGE	0010000110033000	512	DAYTRA_OFFICE SUPPL	(104.29)	330
68262	04/21/23	STAPLES ADVANTAGE	0010000110033000	512	DAYTRA_OFFICE SUPPL	18.42	330
68262	04/21/23	STAPLES ADVANTAGE	0010000110033000	512	DAYTRA_OFFICE SUPPL	104.29	330
68262	04/21/23	STAPLES ADVANTAGE	0010000110033000	512	DAYTRA_OFFICE SUPPL	104.29	330
68276	04/21/23	GUARDIAN ALARM COMP	0010000270033000	429	MONITORING MAINTENA	163.97	330
68287	04/21/23	OHIO MOBILE SHREDDI	0010000241533000	422	SHREDDING SERVICES	92.40	330
68289	04/21/23	ALPHA SECURITY LLC	0010000276033000	419	SECURITY SERVICES	688.50	330
68289	04/21/23	ALPHA SECURITY LLC	0010000276033000	419	SECURITY SERVICES	918.00	330
68313	04/21/23	MONTGOMERY CTY ENVI	0010000270033000	452	WATER SERVICES (540	1,073.49	330
68346	04/28/23	ST RITA CHURCH	0010000270033000	429	FY23 BLDG LEASE DAY	1,968.18	330
68346	04/28/23	ST RITA CHURCH	0010000270033000	839	FY23 BLDG LEASE DAY	14,962.42	330
68350	04/28/23	JOSTEN'S	0010000110033000	590	EXTRA CORDS / STOLE	244.96	330
68351	04/28/23	STAPLES ADVANTAGE	0010000110033000	512	DAYTRA_OFFICE SUPPL	(79.07)	330
68351	04/28/23	STAPLES ADVANTAGE	0010000110033000	512	DAYTRA_OFFICE SUPPL	(18.30)	330
68351	04/28/23	STAPLES ADVANTAGE	0010000110033000	511	COPY PAPER	51.03	330
68351	04/28/23	STAPLES ADVANTAGE	0010000110033000	511	COPY PAPER	255.15	330
68351	04/28/23	STAPLES ADVANTAGE	0010000110033000	511	COPY PAPER	(51.03)	330
68359	04/28/23	SINCLAIR COMMUNITY	0010000110033000	521	CCP / N. SWIATKOWSK	25.53	330
68380	04/28/23	BLUE TECHNOLOGIES	0010000296033000	429	COPIER CLICK COUNTS	237.93	330
68390	04/28/23	SUNBELT STAFFING	0010000214133000	413	TELE-SPED / S. DANI	1,292.00	330
68391	04/28/23	SOLIAANT HEALTH	0010000124033000	411	S. FRANZ - VIRT. IS	1,200.00	330
68396	04/28/23	AES OHIO	0010000270033000	451	ELECTRIC SERVICES	1,007.16	330
V2267	04/06/23	JACQUELYN K GILLILA	0010000230033000	433	3/14 148 X \$.655=\$9	48.47	330
V2273	04/06/23	JARED WESLEY	0010000296033000	439	3/18 HOTEL	29.24	330
V2273	04/06/23	JARED WESLEY	0010000296033000	439	3/19 LUNCH	4.78	330
V2274	04/06/23	STEVEN GARY WICK	0010000296033000	433	2/22 68-24=44 X \$.6	28.82	330
V2274	04/06/23	STEVEN GARY WICK	0010000296033000	433	3/7 68-24=44 X \$.65	28.82	330
V2274	04/06/23	STEVEN GARY WICK	0010000296033000	433	3/19 68 X \$.655=\$44	22.27	330
V2279	04/14/23	TDG FACILITIES SERV	0010000270033000	423	FY23 MAINT/JANITORI	7,766.98	330
V2280	04/16/23	LOWES PROX	0010000296033000	644	SUPPLIES NEEDED FOR	79.45	330
V2280	04/16/23	LOWES PROX	0010000296033000	644	SUPPLIES NEEDED FOR	2.66	330
V2282	04/16/23	PITNEY BOWES (SENDP	0010000250033000	443	POSTAGE SENDPRO_QTR	53.01	330
V2284	04/16/23	HP FINANCIAL SERVIC	0010000296033000	426	(ADM \$100.27 - SCH	100.10	330
V2286	04/16/23	DE LAGE LANDEN	0010000296033000	426	COPIER LEASES	469.61	330
V2287	04/21/23	AMAZON.COM	0010000110033000	511	GROW LIGHTS_FISH TA	48.79	330

## APRIL FY23 CHECK REGISTER

CHECK NUMBER	CHECK DATE	NAME	BUDGET UNIT	ACCOUNT	DESCRIPTION	TRANSACTION AMOUNT	OPU
V2289	04/21/23	MARI LYNN DEW	0010000241133000	431	3/13, 3/17 136 X \$.	178.16	330
V2289	04/21/23	MARI LYNN DEW	0010000241133000	431	3/20 71 X \$.655=\$46	23.25	330
V2289	04/21/23	MARI LYNN DEW	0010000241133000	431	3/27 144 X \$.655=\$9	47.16	330
V2297	04/21/23	CHARLES D SLUTZ	0010000241133000	431	3/17, 3/22 78 X \$.6	102.18	330
V2297	04/21/23	CHARLES D SLUTZ	0010000241133000	431	3/23 91 X \$.655=\$59	35.69	330
V2297	04/21/23	CHARLES D SLUTZ	0010000241133000	431	3/13 78 X \$.655=\$51	51.09	330
V2298	04/21/23	TDG FACILITIES SERV	0010000270033000	429	FY23 SNOW REMOVAL	656.25	330
V2324	05/02/23	HNB MASTERCARD	0010000250033000	443	POSTAGE STAMPS_PITN	40.68	330
V2324	05/02/23	HNB MASTERCARD	0010000270033000	439	3/12-3/14 SITE VISI	43.40	330
V2324	05/02/23	HNB MASTERCARD	0010000110033000	889	PCARD 3-17 (\$119.52	119.33	330
V2324	05/02/23	HNB MASTERCARD	0010000110033000	889	PCARD 3-17 (\$119.52	117.29	330
V2324	05/02/23	HNB MASTERCARD	0010000110033000	511	4 F (29 GALLON) FIS	479.96	330
V2324	05/02/23	HNB MASTERCARD	0010000110033000	511	PBIS STUDENT REWARD	152.37	330
V2324	05/02/23	HNB MASTERCARD	0010000110033000	889	3-27 / CASSANO'S -	83.08	330
68206	04/14/23	DAYCARE CATERING SE	0060000312033000	462	DAYTRA FY23 BLANKET	1,228.50	330
68373	04/28/23	DAYCARE CATERING SE	0060000312033000	462	DAYTRA FY23 BLANKET	1,638.00	330
V2311	04/28/23	BRANDYN K JACKSON	0090000110033000	511	PETCO_FISH FOR AQUA	30.41	330
68135	04/06/23	SANS INSTITUTE	5073023220033000	419	QUOTE:2023032300001	484.37	330
68283	04/21/23	MARK ONE MEDICAL LT	5073023276033000	514	ALCOHOL SPRAY	208.20	330
68283	04/21/23	MARK ONE MEDICAL LT	5073023276033000	514	HAND SANITIZER	260.25	330
68283	04/21/23	MARK ONE MEDICAL LT	5073023276033000	514	NITRILE GLOVES - ME	179.91	330
68283	04/21/23	MARK ONE MEDICAL LT	5073023276033000	514	NITRILE GLOVES - LA	179.91	330
68283	04/21/23	MARK ONE MEDICAL LT	5073023276033000	514	ESTIMATED SHIPPING/	200.00	330
68288	04/21/23	POSITIVE ACTION INC	5073023110033000	511	ESTIMATE 3654	2,160.00	330
68382	04/28/23	MARK ONE MEDICAL LT	5073023276033000	514	ADULT MASKS	120.00	330
68382	04/28/23	MARK ONE MEDICAL LT	5073023276033000	514	ALCOHOL WIPES	141.12	330
V2289	04/21/23	MARI LYNN DEW	5073023241333000	412	3/22 135 X \$.655=\$8	3.68	330
V2289	04/21/23	MARI LYNN DEW	5073023241333000	412	3/20 72 X \$.655=\$47	1.96	330
V2318	04/28/23	LAURA A VERDOORN	5073023241333000	412	3/20, 3/22 115-40=\$	4.09	330
V2318	04/28/23	LAURA A VERDOORN	5073023241333000	412	3/22 PARKING	1.58	330
V2324	05/02/23	HNB MASTERCARD	5073023241333000	412	03/20-03/22 HOTEL(2	19.21	330
V2324	05/02/23	HNB MASTERCARD	5073023241333000	412	03/20-03/22 HOTEL(2	38.45	330
68260	04/21/23	MCGRAW HILL SCHOOL	5074023110033000	511	SEE ATTACHED CART	10,018.74	330
V2324	05/02/23	HNB MASTERCARD	5074023220033000	412	PRINCIPALS_HOTEL_DL	158.00	330
V2275	04/08/23	AMAZON.COM	5726023110033000	511	SEE ATTACHED CART	2,983.49	330
V2287	04/21/23	AMAZON.COM	5726023110033000	511	SEE ATTACHED CART	321.41	330

## MAY FY23 CHECK REGISTER

CHECK NUMBER	CHECK DATE	NAME	BUDGET UNIT	ACCOUNT	DESCRIPTION	TRANSACTION AMOUNT	OPU
68775	06/02/23	A1 AMUSEMENT & PART	0010000110033000	889	5-26-23 FIELD DAY /	\$800.00	330
68775	06/02/23	A1 AMUSEMENT & PART	0010000110033000	511	5-26-23 FIELD DAY /	\$1,999.00	330
68775	06/02/23	A1 AMUSEMENT & PART	0090000110033000	899	5-26-23 FIELD DAY /	\$600.00	330
68809	06/02/23	AES OHIO	0010000270033000	451	ELECTRIC SERVICES	\$675.37	330
68558	05/12/23	ALPHA SECURITY LLC	0010000276033000	419	SECURITY SERVICES (	\$918.00	330
68558	05/12/23	ALPHA SECURITY LLC	0010000276033000	419	SECURITY SERVICES (	\$918.00	330
68724	05/26/23	ALPHA SECURITY LLC	0010000276033000	429	4TH QTR ALARM RESPO	\$90.00	330
68724	05/26/23	ALPHA SECURITY LLC	0010000276033000	419	SECURITY SERVICES 5	\$688.50	330
68724	05/26/23	ALPHA SECURITY LLC	0010000276033000	419	SECURITY SERVICES 5	\$688.50	330
68794	06/02/23	ALPHA SECURITY LLC	0010000276033000	419	SECURITY SERVICES 5	\$688.50	330
V2333	05/08/23	AMAZON.COM	0010000110033000	511	BIOLOGY - AQUIRIUM	\$92.02	330
V2383	05/22/23	AMAZON.COM	0010000110033000	511	DANCE DECO / MUSHRO	\$36.98	330
V2386	05/25/23	AMAZON.COM	0010000110033000	511	PROM SASHES	\$34.97	330
V2386	05/25/23	AMAZON.COM	0010000110033000	511	DANCE DECO / MUSHRO	\$112.92	330
V2350	05/15/23	AMAZON.COM	5073023110033000	511	ELA MATERIALS	\$135.48	330
V2350	05/15/23	AMAZON.COM	5073023276033000	514	EMESIS BAGS	\$117.54	330
V2350	05/15/23	AMAZON.COM	5073023276033000	514	TECHNOLOGY WIPES	\$211.80	330
V2383	05/22/23	AMAZON.COM	5726023110033000	511	SEE ATTACHED CART	\$216.96	330
68483	05/05/23	AT T	0010000296033000	441	DAYTRA ALARM LINES	\$244.32	330
68718	05/26/23	BLUE TECHNOLOGIES	0010000296033000	512	COPIER STAPLES FOR	\$68.00	330
68689	05/26/23	BUCKEYE COMMUNITY H	0010000250033000	415	DAYTRA_SPONSOR FEES	\$3,008.82	330
68519	05/12/23	CARDIO PARTNERS INC	0010000276033000	514	FIRST AID SUPPLIES	\$386.37	330
68788	06/02/23	CDW-G	5073023296033000	447	QUOTE NGVLO99	\$89.85	330
68501	05/05/23	CENTERPOINT ENERGY	0010000270033000	453	GAS SERVICES - ADD'	\$907.78	330
68821	06/02/23	CENTERPOINT ENERGY	0010000270033000	453	GAS SERVICES - ADD'	\$322.26	330
V2374	05/19/23	CHARLES D SLUTZ	0010000241133000	431	4/20 78 X \$.655=\$51	\$51.09	330
68493	05/05/23	CHARTER COMMUNICATI	0010000296033000	441	DAYTRA PHONES	\$225.25	330
68449	05/05/23	DAYCARE CATERING SE	0060000312033000	462	DAYTRA FY23 BLANKET	\$1,638.00	330
68545	05/12/23	DAYCARE CATERING SE	0060000312033000	462	DAYTRA FY23 BLANKET	\$1,638.00	330
68621	05/19/23	DAYCARE CATERING SE	0060000312033000	462	DAYTRA FY23 BLANKET	\$1,638.00	330
68714	05/26/23	DAYCARE CATERING SE	0060000312033000	462	DAYTRA FY23 BLANKET	\$1,638.00	330
68784	06/02/23	DAYCARE CATERING SE	0060000312033000	462	DAYTRA FY23 BLANKET	\$1,638.00	330
V2359	05/18/23	DE LAGE LANDEN	0010000296033000	426	COPIER LEASES	\$469.60	330
V2409	06/02/23	DENISE M FRY	0010000241233000	439	5/1 DINNNER DURING	\$6.23	330
V2397	05/26/23	HNB MASTERCARD	0010000270033000	439	4/17 SITE VISITS_B	\$19.40	330

## MAY FY23 CHECK REGISTER

V2397	05/26/23	HNB MASTERCARD	0010000241233000	590	OHIO AND FEDERAL LA	\$185.85	330
V2397	05/26/23	HNB MASTERCARD	0010000110033000	889	4/21-4/24 WENDYS+PE	\$66.89	330
V2397	05/26/23	HNB MASTERCARD	0010000110033000	889	4/21-4/24 WENDYS+PE	\$98.83	330
V2404	05/30/23	HNB MASTERCARD	0010000110033000	511	PCARD - BIOLGY / GO	\$13.84	330
V2397	05/26/23	HNB MASTERCARD	0090000110033000	899	0505 EVNET DJ	\$400.00	330
V2356	05/18/23	HP FINANCIAL SERVIC	0010000296033000	426	(ADM \$100.27 - SCH	\$100.09	330
68423	05/05/23	JOSTEN'S	0010000110033000	519	SY22-23 BLANKET DIP	\$244.01	330
68693	05/26/23	JOSTEN'S	0010000110033000	519	SY22-23 BLANKET CAP	\$29.00	330
68771	06/02/23	JOSTEN'S	0010000110033000	519	SY22-23 BLANKET DIP	\$15.90	330
V2363	05/19/23	MARI LYNN DEW	0010000241133000	431	4/3 136 X \$.6355=\$8	\$89.08	330
V2363	05/19/23	MARI LYNN DEW	0010000241133000	431	4/24 274 X \$.655=\$1	\$44.54	330
V2391	05/26/23	MARITZA GIRALDO	0010000110033000	590	PCARD / 5-22 MEIJER	\$11.54	330
68426	05/05/23	NCS PEARSON	5162023124033000	519	QUOTE 1000009040563	\$270.08	330
68426	05/05/23	NCS PEARSON	5162023124033000	519	QUOTE 1000009040563	\$2,201.55	330
68463	05/05/23	NEW PATH CHILD FAMI	0010000124033000	411	50708 BURBRIDGE 4-1	\$2,249.52	330
68723	05/26/23	PENN FOSTER	0010000110033000	511	RISE UP / RETAKE (2	\$50.00	330
68723	05/26/23	PENN FOSTER	0010000110033000	511	RISE UP / RETAKE	\$25.00	330
68469	05/05/23	RICHARD WORMELI	5073023220033000	412	04/21, 04/24 PD	\$15,500.00	330
68557	05/12/23	RICHARD WORMELI	5073023220033000	412	05/08 PD	\$3,250.00	330
68557	05/12/23	RICHARD WORMELI	5365023220033000	412	05/08 PD	\$4,250.00	330
V2360	05/19/23	SANDY L BLAIS	0010000123033000	431	4/20 103 X \$.655=\$6	\$67.47	330
V2360	05/19/23	SANDY L BLAIS	0010000123033000	431	3/6 103 X \$.655=\$67	\$67.47	330
V2360	05/19/23	SANDY L BLAIS	0010000123033000	431	2/6 103 X \$.655=\$67	\$67.47	330
V2407	06/02/23	SANDY L BLAIS	0010000123033000	431	11/7 103 X \$.655=\$6	\$67.46	330
V2412	06/02/23	SARA ANN SCHERBINSK	0010000241233000	439	5/1 DINNER DURING O	\$7.39	330
68616	05/19/23	SCENARIO LEARNING	0010000276033000	413	SAFESCHOOLS ONLINE	\$240.00	330
68475	05/05/23	SHC SERVICES INC	0010000218233000	413	SY23 HEALTH SRVC .	\$16.87	330
68650	05/19/23	SHC SERVICES INC	0010000218233000	413	SY23 HEALTH SRVC .	\$54.00	330
68650	05/19/23	SHC SERVICES INC	0010000214233000	413	SY23 HEALTH SRVC .	\$79.31	330
68737	05/26/23	SHC SERVICES INC	0010000214233000	413	SY23 HEALTH SRVC .	\$39.66	330
68737	05/26/23	SHC SERVICES INC	0010000218233000	413	SY23 HEALTH SRVC .	\$54.00	330
68474	05/05/23	SOLIAANT HEALTH	0010000124033000	411	S. FRANZ - VIRT. IS	\$1,200.00	330
68568	05/12/23	SOLIAANT HEALTH	0010000124033000	411	S. FRANZ - VIRT. IS	\$1,200.00	330
68649	05/19/23	SOLIAANT HEALTH	0010000124033000	411	S. FRANZ - VIRT. IS	\$1,200.00	330
68736	05/26/23	SOLIAANT HEALTH	0010000124033000	411	S. FRANZ - VIRT. IS	\$1,200.00	330
68801	06/02/23	SOLIAANT HEALTH	0010000124033000	411	S. FRANZ - VIRT. IS	\$1,200.00	330
68801	06/02/23	SOLIAANT HEALTH	0010000124033000	411	S. FRANZ - VIRT. IS	\$1,200.00	330

## MAY FY23 CHECK REGISTER

68598	05/19/23	ST RITA CHURCH	0010000270033000	429	BOILER MAINTENANCE	\$2,500.00	330
68685	05/26/23	ST RITA CHURCH	0010000270033000	429	FY23 BLDG LEASE DAY	\$1,968.18	330
68685	05/26/23	ST RITA CHURCH	0010000270033000	839	FY23 BLDG LEASE DAY	\$14,962.42	330
68524	05/12/23	STAPLES ADVANTAGE	0010000110033000	511	COPY PAPER	\$222.45	330
68774	06/02/23	STAPLES ADVANTAGE	0010000110033000	512	DAYTRA_OFFICE SUPPL	\$109.03	330
68471	05/05/23	SUNBELT STAFFING	0010000214133000	413	TELE-SPED / S. DANI	\$1,520.00	330
68564	05/12/23	SUNBELT STAFFING	0010000214133000	413	TELE-SPED / S. DANI	\$1,520.00	330
68644	05/19/23	SUNBELT STAFFING	0010000214133000	413	TELE-SPED / S. DANI	\$1,520.00	330
68735	05/26/23	SUNBELT STAFFING	0010000214133000	413	TELE-SPED / S. DANI	\$1,520.00	330
68798	06/02/23	SUNBELT STAFFING	0010000214133000	413	TELE-SPED / S. DANI	\$1,520.00	330
68798	06/02/23	SUNBELT STAFFING	0010000214133000	413	TELE-SPED / S. DANI	\$1,520.00	330
68431	05/05/23	SUPER DUPER PUBLICA	5163023210033000	519	SPED MATERIALS_ONLI	\$444.12	330
V2347	05/12/23	TDG FACILITIES SERV	0010000270033000	423	FY23 MAINT/JANITORI	\$7,766.98	330
68580	05/12/23	VERIZON WIRELESS	0010000296033000	441	VERIZON - CELLULAR	\$60.00	330
68435	05/05/23	WIESER EDUCATIONAL	5074023110033000	511	SEE ATTACHED CART	\$3,495.00	330
68435	05/05/23	WIESER EDUCATIONAL	5074023110033000	511	ESTIMATED SHIPPING/	\$419.40	330

APRIL 2023 PURCHASE ORDER LISTING

PO NUMBER	BUDGET UNIT	ORGANIZATION	ACCOUNT	TITLE	VENDOR NUMBER	NAME	ORIGINAL ENCUMBER AMOUNT	CHANGE AMOUNT	DATE ENCUMBERED	DESCRIPTION	TOTAL PAYMENT AMOUNT	BALANCE
42786-01	5073023110033000	DAYTRA	511	DAYTRA-ESSERII-REGINST CLASSROOM SUPPLIES	10203	AMAZON.COM	135.48	-	04/10/23	ELA MATERIALS	-	135.48
42813-01	5073023276033000	DAYTRA	514	DAYTRA-ESSERII-HLTH/SFTY HEALTH & HYGIENE SUPPLIES	10203	AMAZON.COM	117.54	-	04/11/23	EMESIS BAGS	-	117.54
42813-02	5073023276033000	DAYTRA	514	DAYTRA-ESSERII-HLTH/SFTY HEALTH & HYGIENE SUPPLIES	10203	AMAZON.COM	238.92	-	04/11/23	TECHNOLOGY WIPES	-	238.92
43009-01	5726023110033000	DAYTRA	511	DAYTRA-EXPOP-REGINS CLASSROOM SUPPLIES	10203	AMAZON.COM	238.56	-	04/25/23	SEE ATTACHED CART	-	238.56
43116-01	0010000110033000	DAYTRA	511	DAYTRA-GEN-INST REG CLASSROOM SUPPLIES	10203	AMAZON.COM	183.88	-	04/27/23	DANCE DECO / MUSHROOMS, P	-	183.88
42887-01	5073023220033000	DAYTRA	412	DAYTRA-ESSERII-INSTSTFSU FED TRAVEL ,MILEAGE,HOTEL	14808	HNB MASTERCARD	16.66	-	04/17/23	HOTEL FOR ODE LITERACY AC	-	16.66
42891-01	0010000241233000	DAYTRA	590	DAYTRA-GEN-HR OTHER SUPPLY & MATERIAL	14808	HNB MASTERCARD	185.85	-	04/17/23	OHIO AND FEDERAL LABOR LA	-	185.85
42945-01	0010000276033000	DAYTRA	439	DAYTRA-GEN-FAC SECUR SVC GEN TRAVEL ,HOTEL-MEAL-TOL	14808	HNB MASTERCARD	120.00	-	04/19/23	SCHOOL VISIT - B LOCKE	-	120.00
42959-01	0010000110033000	DAYTRA	889	DAYTRA-GEN-INST REG OTHER AWARDS AND PRIZES	14808	HNB MASTERCARD	200.00	-	04/19/23	4/21-4/24 WENDYS+PENN STA	-	200.00
43131-01	0090000110033000	DAYTRA	899	DAYTRA-STUDENT FUND OTHER MISCELLANEOUS	14808	HNB MASTERCARD	400.00	-	04/27/23	0505 EVNET DJ	-	400.00
42954-01	5902023220033000	DAYTRA	412	DAYTRA-TTLIA-INSTSTFSUP FED TRAVEL ,MILEAGE,HOTEL	14778	NCS PEARSON EVALUATION S	233.00	-	04/19/23	ASSESSMENTS 043 AND 190	-	233.00
42917-01	0010000124033000	DAYTRA	411	DAYTRA-GEN-INST SPED HS INSTRUCTION SERVICES	15544	NEW PATH CHILD FAMILY SO	5,998.72	-	04/18/23	50708 BURBRIDGE 4-11-5/26	-	5,998.72
42816-01	5073023220033000	DAYTRA	412	DAYTRA-ESSERII-INSTSTFSU FED TRAVEL ,MILEAGE,HOTEL	15255	RICHARD WORMELI	15,500.00	-	04/11/23	04/21, 04/24 PD	-	15,500.00
42817-01	5073023220033000	DAYTRA	412	DAYTRA-ESSERII-INSTSTFSU FED TRAVEL ,MILEAGE,HOTEL	15255	RICHARD WORMELI	3,250.00	-	04/11/23	05/08 PD	-	3,250.00
42817-01	5365023220033000	DAYTRA	412	DAYTRA - NC SSI FY23 FED TRAVEL ,MILEAGE,HOTEL	15255	RICHARD WORMELI	4,250.00	-	04/11/23	05/08 PD	-	4,250.00
			DAYTRA Total				31,068.61	-			-	31,068.61
			Grand Total				31,068.61	-			-	31,068.61

MAY 2023 PURCHASE ORDER LISTING

PO NUMBER	BUDGET UNIT	ORGANIZATION	ACCOUNT	TITLE	VENDOR NUMBER	NAME	ORIGINAL ENCUMBER AMOUNT	CHANGE AMOUNT	DATE ENCUMBERED	DESCRIPTION	TOTAL PAYMENT AMOUNT	BALANCE
43283-01	0010000110033000	DAYTRA	590	DAYTRA-GEN-INST REG OTHER SUPPLY & MATERIAL	10203	AMAZON.COM	\$ 1,000.40	\$ -	05/05/23	GRAD SUPPLIES / SHIRTS, D	-	1,000.40
43289-01	0010000110033000	DAYTRA	511	DAYTRA-GEN-INST REG CLASSROOM SUPPLIES	10203	AMAZON.COM	\$ 1,067.73	\$ -	05/05/23	PBIS SUPPLIES / DART BOAR	-	1,067.73
43305-01	0010000110033000	DAYTRA	590	DAYTRA-GEN-INST REG OTHER SUPPLY & MATERIAL	10203	AMAZON.COM	\$ 77.96	\$ -	05/08/23	GRAD DECO	-	77.96
43341-01	5726023110033000	DAYTRA	511	DAYTRA-EXPOP-REGINS CLASSROOM SUPPLIES	10203	AMAZON.COM	\$ 823.82	\$ -	05/10/23	SEE ATTACHED CART	-	823.82
43490-01	5074023220033000	DAYTRA	412	DAYTRA-ARPESSERINSTSUP FED TRAVEL, MILEAGE,HOTEL	10234	ASCD	\$ 2,125.00	\$ -	05/30/23	QUOTE NUMBER 00004537	-	2,125.00
43335-01	5073023110033000	DAYTRA	517	DAYTRA-ESSERII-REGINST COMPUTER SUPPLIES	11664	CAMERA CORNER INC.	\$ 2,520.00	\$ -	05/10/23	HP PRO BOOK 445 G9 PRICED	-	2,520.00
43491-01	5073023110033000	DAYTRA	517	DAYTRA-ESSERII-REGINST COMPUTER SUPPLIES	11664	CAMERA CORNER INC.	\$ 6,250.00	\$ -	05/30/23	CHROMEBOOKS	-	6,250.00
43164-01	0010000215233000	DAYTRA	423	DAYTRA_SPEECH PATHOLOGY REPAIRS & MAINTENANCE	12463	E3 DIAGNOSTICS	\$ 47.25	\$ -	05/01/23	Q-246255-1 / AUDIOMETER C	-	47.25
43254-01	0010000282133000	DAYTRA	485	DAYTRA-GEN-SPED TRANSP TRANSPORTATION ENRICHMENT	13617	GREATER DAYTON RTA	\$ 300.00	\$ -	05/04/23	BUS PASSES - STUDENT TRAN	-	300.00
43284-01	0010000110033000	DAYTRA	889	DAYTRA-GEN-INST REG OTHER AWARDS AND PRIZES	14808	HNB MASTERCARD	\$ 110.56	\$ -	05/05/23	VCARD 5-08 / BOB EVANS -	-	110.56
43407-01	0010000110033000	DAYTRA	590	DAYTRA-GEN-INST REG OTHER SUPPLY & MATERIAL	14808	HNB MASTERCARD	\$ 171.39	\$ -	05/17/23	PCARD / 5-22 MEIJER - GRA	11.54	159.85
43291-01	0010000241033000	DAYTRA	439	DAYTRA - OPERATIONS OTHER TRAVEL/MEETING EXP	14082	HOLIDAY INN EXPRESS HOTE	\$ 100.00	\$ -	05/05/23	HOTEL OVERNIGHT FOR EOY A	-	100.00
43441-01	4992023276033000	DAYTRA	423	DAYTRA-MISCGRNT-SEC/SAFTY REPAIRS & MAINTENANCE	15553	KLINGE LOCK AND SAFE LLC	\$ 2,512.55	\$ -	05/22/23	REKEY BUILDING	-	2,512.55
43337-01	5073023296033000	DAYTRA	519	DAYTRA-ESSERII-ITTECH OTHER SUPPLIES	15250	KRONOS UKG COMPANY	\$ 2,500.00	\$ -	05/10/23	REMAINING KRONOS CLOCKS F	-	2,500.00
43505-01	5073023276033000	DAYTRA	423	DAYTRA-ESSERII-HLTH/SFTY REPAIRS & MAINTENANCE	15577	OHIO THANKS YOU LLC	\$ 700.00	\$ -	05/31/23	SEE ATTACHED CART	-	700.00
43370-01	0010000260033000	DAYTRA	461	DAYTRA-MARKETING PRINTING AND BINDING	13527	ZOO PRINTING	\$ 500.00	\$ -	05/12/23	DAYTRA ZOO PRINTING	-	500.00
		DAYTRA Total					\$ 20,806.66	\$ -			11.54	20,795.12
		Grand Total					\$ 20,806.66	\$ -			11.54	20,795.12

**SUMMIT ACADEMY MANAGEMENT**

2791 Mogadore Road | Akron, Ohio 44312



**Summit Academy**  
SCHOOLS  
*Learning Without Limits*

**CEO REPORT**

The continuous focus is on the success of Summit Academy Management.

We would like to welcome two new Directors at Large to the SAM Board: AJ Charpentier and Diane Longstreth, and the re-election of Jim Slogar, Treasurer. We are excited to have them as part of our team!

Congratulations to Sensei Mitchell Ellis! With more than 50 years of martial arts training, including with the U.S. Secret Service, U.S. Special Forces and Korean Rock Army, our own Sensei Ellis was promoted as a Grandmaster in Taekwondo with a 9<sup>th</sup> Degree Black Belt. He is one of fewer than 300 Taekwondo Grandmasters worldwide, according to sources. This is an exceptional achievement and his accomplishment rewards Summit Academy students.

Summit Academy values its dedicated staff for supporting and advancing our mission to design, develop and deliver educational opportunities in a therapeutic environment where everyone can learn. As such, we issued a resolution recognizing June 2023 as Staff Appreciation Month. The resolution was approved and signed by the Governing Authorities at the June 3<sup>rd</sup> Annual Meeting. As a gesture of gratitude to all staff, we were closed on Friday, June 16<sup>th</sup> for Staff Appreciation, providing staff a four-day weekend that included Monday, Juneteenth.

This was a THANK YOU for all of the hard work that has been put into the last year, and we appreciate your continued efforts and engagement in making our upcoming 25<sup>th</sup> Anniversary year a success!

Our entire SAM Family congratulates our Class of 2023 graduates and continue to wish them the best through their journeys.

**CURRICULUM & INSTRUCTION****Curriculum Department Additions**

For the 23-24 school year, we welcome Kelly Cunningham to the curriculum team. Previously, Kelly served as the Painesville principal. She has been with Summit Academy since 2019 and we are excited to have her on the team! In addition to providing curriculum support to our schools, she will also focus on behavior management plans and PBIS implementation across Summit.

The Martial Arts department under the leadership of Sensei Charles Rickard, will also be joining the Curriculum Department for the 23-24 school year. Therapeutic Martial Arts plays an integral role in behavior management strategies and is integrated into the PBIS incentive programs through the Blue Star Program. Merging the two departments will allow for increased collaboration with a focus on student behaviors, de-escalation strategies, and increased student engagement.

### **Summit Academy's Reading Framework/The Science of Reading**

In May and June, all Summit Academy administration teams participated in a 4-day Science of Reading professional development opportunity, Literacy Improvement Pathways. The PD series was presented by Michele Elia and Carolyn Turner, Ohio Literacy Leads, with the goal to leverage literacy and equity for student success. The Summit Academy administration teams dedicated a great deal of time and effort on this, building a foundation and common language across the state. As our curriculum department member Jessica Hahn stated, "This was a major investment and will allow us to take our next steps toward transforming into a district of literacy excellence. Sharing this understanding, this knowledge base, and this vocabulary will strengthen all our efforts. We are in this together."

### **Renaissance Student Assessment**

The Student Growth Percentile (SGP) compares a student's growth to that of his or her academic peers nationwide. These peers are students in the same grade with a similar achievement history on Star assessments. SGP is measured on a 1–99 scale. Lower numbers indicate lower relative growth, and higher numbers indicate higher relative growth. For instance, if a student has an SGP of 75, it means the student has shown more growth than 75 percent of his or her academic peers. Teachers and administrators can use SGP scores to determine if students grew more than, less than, or as much as expected. The SGP target for all SA schools is 40.

	Early Literacy		Reading		Math	
	% of tested students who met target	Median SGP	% of tested students who met target	Median SGP	% of tested students who met target	Median SGP
AKRELE	86%	63	83%	63	76%	61
AKRMID	NA	NA	74%	64	78%	62
AKRSEC	NA	NA	55%	53	59%	50
CANELE	65%	70	78%	71	66%	55
CANSEC	NA	NA	58%	47	58%	48
CINSCH	43%	33	35%	22	24%	22
CINTHS *	NA	NA	11%	7	28%	27
COLELE	33%	26	41%	32	42%	35
COLMID	NA	NA	72%	50	**	**
COLTHS	NA	NA	74%	65	79%	64
DAYSCH	27%	19	48%	31	38%	28
DAYTHS	NA	NA	80%	72	59%	50
LORELE	42%	31	58%	61	52%	43
LORMID	NA	NA	52%	42	59%	45
MIDELE	50%	37	65%	54	62%	50
MIDSEC	NA	NA	43%	34	55%	44
PAISCH	0%	13	27%	12	17%	20
PARSCH	29%	18	41%	29	40%	31
TOLSCH	50%	38	62%	49	53%	44
WARELE	54%	43	56%	43	60%	45
WARMID	NA	NA	56%	53	61%	48
XENSCH	27%	27	56%	48	45%	36
YOUELE	27%	26	64%	57	51%	43
YOUSEC	NA	NA	64%	64	****	****
CRCs ***	NA	NA	50%	38	67%	47

\*CINTRA – only 18 of 53 students tested in reading in spring

\*\*COLMID – No math classes found

\*\*\*CRCs – only 10 of 152 students were enrolled long enough to have fall to spring reading growth scores and 12 had fall to spring math

\*\*\*\*Only 3 students had math fall – spring SGPs.

Keep in mind that the percentages are not always comparable between schools due to large differences in the group n-sizes (number of students tested).

## HUMAN RESOURCES

The HR team has several large projects in the works.

### UKG (Kronos)

After nearly two years of work, all UKG modules will be live.

The **payroll** module will allow us to be more efficient by requiring every employee to submit electronic time sheets, rather than tracking time on paper forms and turning it in to HR. In some cases, payroll was delayed up to four weeks due to the outdated paper process. Now all employees will be paid at the same regular intervals. The UKG system also offers fewer steps to accomplish the same goal – having every employee get paid accurately and on-time, every time.

The **HR** module will provide more data fields to better manage our human capital. We will be creating new user-defined data fields to ensure that the data we report to Ohio Department of Education (ODE) is accurate. We will be working with the SSIS team to develop new internal process to ensure that data such as employee education level and years of experience are reported correctly.

The **Time and Attendance** module better calculates time off accruals and accounts for who is in the building at any given time. This promotes better safety and security in addition to accountability when an employee takes time off.

These three modules work together to create better functionality in the HR Department, and this package will reduce the need for increased staffing in HR.

Our health benefits plan is up for renewal on 9/30/23. In July, we will begin the process to review last year's performance and seek bids for the plan year starting on 10/1/23. Many options will be considered in an attempt to contain costs. Our plan offers employer-sponsored life insurance, health benefits (four options are currently available), EAP services (up to twelve free visits), and several other options for employees.

We have offered a position to Evan McIntosh as our new Director of Health, Safety and Security. He started on 6/26/23 and we're excited to have him with the company!

## **FACILITIES**

AKRMID / Mogadore Administration – Akron Middle School is preparing to move to the Administration building at 2791 Mogadore Road for the opening of school in August.

### New Construction

Summit Academy Xenia High School Design Build Project

- Alan Scherr, AIA with Alan Scherr Associates– SAM's Representative
- Vancon, Inc – Contractor for Design Build
- Commencement – February 3, 2023 - Projected Completion – August 4, 2023

### Projects in Process

Warren Elementary

- Retaining Wall Project – In Process (estimated completion date Mid-June)

### Upcoming Capital Improvements

MIDSEC – Wall leak (Begins week of July 3<sup>rd</sup>)

MOGADORE Admin – Parking lot Pave / Reseal – Begins July 5th

AKRON ELEMENTARY – Gym Floor (Obtaining bids)

YOUSEC

- Bathroom Renovation -Begins June 21<sup>st</sup> (slightly delayed)
- Parking Lot Repave/Restripe – Project is complete

WARMID

- Roof Replacement – Approved Triangle Roofing

AKRSEC

- Roof Replacement – Approved Worner Roofing

### Searching for New Locations

Canton and Toledo

## **BOARD RELATIONS**

Compliance items for the 2022-2023 school year have been completed. Thank you to the boards for diligently working to review and approve all of the items necessary to keep the schools compliant.

As a reminder, please check your SAM email account regularly. This will ensure that you receive important information in a timely manner. If you need assistance accessing your SAM email account, please contact Jacci Gilliland or the IT Helpdesk.

*Upcoming Items of Note: Conflict of Interest Statements*

Please watch your email for the annual COI statement that will need completed. These will come in email via DocuSign.



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## Bi-Annual Report of Verified Incidents of Bullying

January – June 2023

Number of Reported Incidents: 0

Number of Incidents Resolved: N/A

Number of Incidents Unresolved: N/A



Summit Academy  
SCHOOLS

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# Governing Authority Meeting Public Notice

**Date: July 11, 2023**  
**Time: 5:30 PM**  
**Location: 251 Erdiel Dr., Dayton, OH 45415**

The Governing Authorities of Summit Academy Community School – Dayton and Summit Academy Transition High School - Dayton will hold a regular meeting at the date, time, and location above.

The meeting is open to the public.

## SIGNATURE

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Summit Academy Transition High School – Dayton  
251 Erdiel Drive, Dayton, OH 45415-3632