



Summit Academy Management

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<http://summitboards.summitacademies.org>

Dear School Board Members,

July 14, 2011

The beginning of the school year 2011/2012 will begin shortly. I would like to thank each of you for your service on the School Board (s) and would encourage each of you to continue your support of Summit Academy Schools.

Summit Academy Schools has 26 school boards, approximately 100 board members and 156 scheduled meetings per school this does not include special meetings, emergency meetings or the annual meeting.

Board Members obtain their information from the school board website <http://summitboards.summitacademies.org>.

Below are the listed titles with a brief description on the Website:

- HOME PAGE:
- DOCUMENTS: This page contains documents related to school boards and Summit Academy Management. A list of Summit Academy Management Officers, Regional Directors, Special Education and Board Liaisons with phone numbers can be found here as well as the information on ALL school board presidents. **Please review this periodically for updates as well as new information.**
- MEDIA: New school board members are required to complete the Governing Authority Member Training within 60 days of approval to the board. Registration form and information to obtain access to the training video are located in this section.
- SCHOOLS: All the information for the 26 Summit Academy Schools is listed here, including school name, address telephone number, and contact person for the school.
- CALENDAR: The dates, times and locations for school board meetings are located here five (5) days prior to the meeting date. ALL school board members have access to the meeting agenda and attachments for their meetings. Board Members are required to view, download and print the information for the meeting. *NOTE: NO FURTHER COPIES OF THE AGENDA AND/OR ATTACHMENTS WILL BE PROVIDED AT THE MEETING BY KAREN.*
The documents which can be downloaded for the meeting are the meeting agenda, financials, new and or updated policies/information for approval, director, subcommittee and Summit Academy Management reports. Prior to the meeting we encourage board members to review the information.

If a regular scheduled board meeting needs to be rescheduled it is the responsibility of the Board President to arrange an alternative date and time that is convenient to the school board members, the sponsor and Summit Academy Management team.

The goal of Summit Academy Management is to ensure all board members have access to relevant information relating to their duties as a school board member.

Regards,
Karen Coombs