

Summit Academy Community School - Parma Board of Directors Agenda

Tuesday June 14, 2016 | 5868 Stumph Road | Parma, Ohio 44130

CALL TO ORDER

ROLL CALL OF BOARD DIRECTORS

(Lino Sergo; James Slogar; Dawn Gardner; Russell Moenich; Julia Morris)

MOTION TO APPROVE MEETING AGENDA

MOTION FOR THE APPROVAL AND THE SIGNING OF MINUTES

- a. April 12, 2016

APPROVALS

- a. Approval of the Integrated Pest Management Policy (new)
- b. Approval of the revised Testing Security Policy
- c. Approval of the revised Section 504/ADA Students
- d. Approval of the Treasurer Waiver for 2016/2017 school year

FINANCIAL APPROVALS

- a. Approve Financial Statements & Reports March and April 2016
- b. Approval of the 5 year forecast

COMMITTEE REPORTS

- a. School Director Report
- b. Subcommittee Report
- c. Ambassador Report

SUMMIT ACADEMY MANAGEMENT REPORT *(Presented by John Guyer)*

OTHER BUSINESS:

- a. ESC of Lake Erie West Comments
- b. Acknowledge / Reapproved existing Intervention Policy

PUBLIC COMMENTS (3 MINUTE LIMIT)

ADJOURNMENT

Next Meeting: August 9, 2016 5868 Stumph Road, Parma, Ohio



Summit Academy
SCHOOLS

SUMMIT ACADEMY COMMUNITY SCHOOL - PARMA
5868 STUMPH ROAD | PARMA, OHIO 44130
SUMMITACADEMIES.ORG | p: 440-888-5407 | f: 440-888-5417

SUMMIT ACADEMY COMMUNITY SCHOOL - PARMA
BOARD of DIRECTORS
Minutes of April 12, 2016

DIRECTORS PRESENT: Lino Sergo; Russell Moenich; Julia Morris; Jim Slogar (via phone)

DIRECTORS ABSENT: Dawn Gardner

ADMINISTRATIVE SUPPORT:
Karen Combs, Recorder
Amber Shaeffer, Treasurer

GUESTS: Sign in Sheet attached; Jeff Jaroscak; ESC of Lake Erie West

The meeting was called to order at 5:30 p.m.

Approval of Meeting Agenda

ACTION: Motion was made and seconded to approve the meeting agenda. Motion carried by unanimous vote of directors present.

Approval of Meeting Minutes from February 9, 2016 with any necessary corrections.

ACTION: Motion was made and seconded to approve the minutes from February 9, 2016. Motion carried by unanimous vote of directors present.

Approval of the following:

ACTION: Motion was made and seconded to approve the Conflict of Interest Policy. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve the 2016/2017 School Board Meeting Calendar. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve the 2016/2017 School Calendar. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve the Non-Discrimination Civil Rights Involving the School Lunch Program Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve the Contract renewal with the Esc of Lake Erie West. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to table the Management Company Agreement until the June Meeting. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve the Ohio Principal Evaluation (OPES). Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve the revised Ohio Teacher Evaluation (OTES). Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve the Treasurer Waiver. Motion carried by unanimous vote of directors present.

Treasurer's Report – Amber Shaeffer presented the Statement of Financial Position of January and February 2016. A copy of the reports, as well as the bank reconciliations will be filed with the minutes.

ACTION: Motion was made and seconded to approve the Treasurer's report for the months of January and February 2016 as presented. Motion carried by unanimous vote of directors present.

Comments: Mr. Slogar asked the difference between the Management Company Board and who approves their expenditures. He also requested that Amber Shaeffer (treasurer) submit to him an itemized statement of the SAM board pay and Expense reports submitted and a breakdown of the Management fees.

Reports:

Subcommittee Report - Jim Slogar will be attending meeting via the phone while on Medical leave (voting is not permitted or quorum but attendance is permitted).

School Director's Report – This item was presented for information to the board. A copy of the report will be filed with the minutes.

Ambassador Program Committee Report – A big thank you to Dawn for her hard work on Lottery Ticket fundraiser (report attached)

School Liaison Report – A brief report was given by Karen Combs.

Other Business: Acknowledge approved Parent Involvement Policy.

Comments from the ESC of Lake Erie West. Jeff Jarasok commented on ESC report to Board Members. Mr. Sergo acknowledged the reports given by Jeff and how this is an improvement.

Public Comment: None

Motion was made and seconded to adjourn the meeting.

Respectfully submitted,

Approved,

Karen Combs, Secretary

Lino Sergio, President

POLICY – INTEGRATED PEST MANAGEMENT (IPM) GUIDELINES

Purpose

Summit Academy recognizes that school populations, and children in particular, need to be protected from pests and from exposure to hazardous chemicals, including pesticides. By employing an integrated Pest Management (IPM) program Summit Academy will have a cost-effective strategy that will reduce the use of pesticides that pose a health risk to students and staff.

Rationale

The goals of this Integrated Pest Management program are to:

- Provide the healthiest learning environment possible by preventing unnecessary exposure of children and staff to toxic pesticides
- Promote safer alternatives to chemical pesticides while preventing economic and health damage caused by pests
- Ensure that when pesticides are used (other than least hazardous ones) notification is given in order to safeguard human health
- Reduce the need for reliance on chemical pesticides

Definition

IPM is a science-based and common-sense approach to managing pests; it focuses on long-term prevention or suppression with minimal impact on human health, the environment and non-target organisms. IPM integrates all reasonable measures to prevent pest problems by focusing on prevention, sanitation, baiting and trapping techniques. If chemical pesticides are used, the least hazardous ones will be selected first. More toxic pesticides will be considered only as a last resort thus minimizing human exposure to toxic pesticides.

Scope

- Regular pest population monitoring
- Site or pest inspections
- An evaluation of the need for pest control based on monitoring and inspection results
- Occupant education
- Structural, mechanical, cultural and biological controls
- Record keeping of inspections and treatments used
- Prior notification when pesticides (other than least hazardous) are used

Techniques

- Sanitation and pest proofing of waste disposal operations (to deny pests food supplies)
- Structural maintenance to exclude pests and deny them water and shelter
- Good soil health
- Other non-chemical tactics



POLICY – INTEGRATED PEST MANAGEMENT (IPM) GUIDELINES

Avoidance

- Pesticides that are carcinogens, acutely toxic, endocrine disruptors, reproductive and developmental toxins, neurotoxins, immunotoxins and respiratory toxins
- Pest management decisions based on aesthetics alone
- The application of pesticides on a routine basis, whether pests are present or not
- The application of pesticides while the area is occupied or may become occupied during the 24 hours following the application
- The application of pesticides by fogging, bombs, or tenting or by space, broadcast, or baseboard spraying

Pesticide use in Schools

Pesticides shall be applied on or in the classroom buildings of schools only if:

1. The pesticides is applied at a time after the school day has concluded;
2. When school is not in session; or
3. Either a period of four hours or the minimum time specified by the pesticide product's label is applied prior to the beginning of the school day, whichever is longer.

The pesticide is applied when schools is in session provided that:

1. Persons other than pesticide applicators and necessary school staff are not scheduled to be in the treatment area during treatment and for either the longer of four hours or the minimum time specified by the label of the pesticide applied, if any is specified, as measured from the time that the pesticide application is completed; and
2. the entrances to the area in which the pesticide is applied are posted with signs meeting the following requirements:
 - a) The sign shall measure at least eight and one half inches by eleven inches; and
 - b) The sign is printed with letters at least one inch in height with the following wording: "Pesticide Treatment Area. Do Not Enter Before (the date and time where re-entry will be permitted into the treatment area). "The time shall be in the later of four hours or the minimum time specified on the label, as measured from the time that the pesticide application is completed.
3. The pesticide applied is one of the following, and is applied in strict accordance with label instructions:
 - a) Manufactured paste or gel baits;



POLICY – INTEGRATED PEST MANAGEMENT (IPM) GUIDELINES

- b) Paraffin-based rodent control products placed in industry-identified tamper-resistant bait stations;
- c) Termite-baiting stations;
- d) Rodenticides which are placed in wall voids or other areas that are inaccessible to humans and domestic animals;
- e) Disinfectants, sanitizers, germicides, and anti-microbial agents; or
- f) Dusts used in unoccupied areas of the structure

Key Contact Person

The Principal/Director or their school designator will be the Key Contact Person working with SAM's facility personnel to insure all aspects of Integrated Pest Management (IPM) are followed accurately. The Key Contact Person will be notified as to the application of the pesticide will in advance of its application. Consideration such as weather, temperature and seriousness of the application will determine lead time in notifying parents, guardians, students, faculty and staff.

Prior to the application, the facility personnel working in conjunction with the vendor will supply the Key Contact Person with the following information:

1. Date and time that the pesticide was applied;
2. Treatment area;
3. Target pests;
4. Brand name and EPA registration number of the pesticide applied; and
5. If applied time or conditions for re-entering the treatment area as specified by the label of the pesticide applied, if any is specified.

The school through the key contact person, shall maintain for inspection all pesticide application and make them available during normal school hours by parents or guardians of minor children, adult students, faculty and staff who are enrolled or employed at the school, or the director or their authorized representative:

1. Records provided to the contact person concerning all relevant information shall be maintained for a period of one year following the date of the pesticide application; and
2. Documentation that requested notifications were made pursuant to the school IPM policy.
3. Guidance for principles of integrated pest management may be published on the department's website or otherwise disseminated as determined by the director or key contact person



POLICY – INTEGRATED PEST MANAGEMENT (IPM) GUIDELINES

Notification

Timely notification will be given to students, staff and parents when a pesticide, other than a least hazardous pesticide, is to be applied. The notification should include the name of the pesticide to be used and a time when people may re-enter the space.

At least 72 hours before application of a pesticide other than a least toxic pesticide, *[name of school]* will post a sign that provides notice of the application of the pesticide: (A) in a prominent place that is in or adjacent to the location to be treated; and (B) at each entrance to the building or school ground to be treated. The sign will remain posted for at least 72 hours after the end of the treatment; be of uniform design with a symbol people who cannot read can easily understand.

Prior to the 72 hour notification a "GUARDIAN LETTER FOR IPM" will be sent home with the students of the building to be treated. In addition, telephone notification and emails will be sent within the 72 hour window.

If special circumstances arise that prevent prior notification from being provided as required, such as emergency application of pesticides to control organisms that pose an immediate health threat, the school shall provide notice as identified above, as soon as possible. The notice shall explain the reasons why advance notice was not provided.



Guardian Letter for IPM

Dear Parent or Guardian:

Summit Academy Management uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds and unfavorable habitat for these pest by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building maintenance and all other members of our school community. Pest sightings are reported to our IPM Coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary, and will not be routinely applied. When a pesticide is necessary, the school will try to use the least toxic product that is effective. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide application made at the school. To receive notification, you must be placed on the school’s notification registry. If you would like to be placed on this registry, please notify Summit Academy in writing. Please include your email address if you would like to be notified electronically. If a pesticide application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products, self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids.

Each year Summit Academy Management will prepare a new notification registry.

Sincerely,

POLICY – TESTING SECURITY

Summit Academy Management recognizes the importance of district testing and the protection of test security. Established procedures have been written that address the components specified by the rules adopted by the State Board of Education.

Each Summit Academy school location shall have written procedures for the following:

- Identification of personnel to have access to the tests;
- Procedures for handling and tracking test materials before, during and after testing;
- Procedures for investigating any alleged violation of test security provisions; and
- Procedures for annually communicating in writing the test security provisions and discussing them with all school employees and students.
- Documentation of accommodations and use of a scribe.

All administrators of Statewide Assessments must sign off annually, agreeing to adhere to statutory requirements, requirements stated in 'Ohio's State Tests, Directions for Administration Manual' and the Guidelines and Procedures for Test Security.

ORC 3319.151, 3319.99, 3301.0710

OAC 3301-13-053301-7-01



POLICY – SECTION 504 / ADA STUDENTS

It is the responsibility of Summit Academy to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services or programs in order that such students may receive the required free appropriate education.

For this policy, a student who may need special services or programs within the intent of Section 504 is one who:

- has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
- has a record of such impairment; or
- is regarded as having such impairment.

Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to Individuals with Disabilities Education Improvement Act (IDEIA). Students who are identified as individuals with ~~exceptional needs, according to a~~ disability under IDEIA criteria, are not addressed under this policy. The needs of such students are provided for under IDEIA Policy and its regulations and under state and federal laws and regulations.

Summit Academy will utilize a system of procedural safeguards that will provide for prompt and equitable resolution of complaints alleging violations of Section 504/ADA. Due process rights of students with disabilities and their parents under Section 504 will be enforced.

**LEGAL REFERENCE: 29 U.S.C. 794
29 U.S.C. 706**

SUMMIT ACADEMY COMMUNITY SCHOOL - Parma
BOARD RESOLUTION
Date: June 14, 2016

WHEREAS, pursuant to Sections 3314.01 and 3314.2(A)(8) , the governing authority entered into a management agreement with Summit Academy Management (“SAM”) to provide day to day management of the School; and

WHEREAS, the management agreement specifies that SAM will furnish fiscal services required for the School, including but not limited to providing the School with a licensed fiscal officer required under Section 343.011 of the Revised Code who is responsible for meeting the School’s financial obligations under Chapter 3314; and

WHEREAS, Amber Shaeffer is and has been the School’s designated fiscal officer furnished by SAM pursuant to the management agreement; and

WHEREAS, Amber Shaeffer has provided outstanding service to the School as its designated fiscal officer; and

WHEREAS, the School’s governing authority believes it would be costly and disruptive to the School’s operation to terminate its use of Amber Shaeffer as the School’s designated fiscal officer in the middle of the current school year.

NOW, THEREFORE, BE IT RESOLVED by the Governing Authority of the Summit Academy Community School - Parma, as follows:

1. Pursuant to Section 3314.011(D), the Governing Authority approves continuing to use Amber Shaeffer as its designated fiscal officer, pursuant to the School’s management agreement with SAM, and hereby waives for the remainder of the current school year, the requirement that the governing authority employ or contract with its designated fiscal officer; and
2. The Governing Authority requests ESC of Lake Erie West to approve this resolution for the 2016-2017 school year; and
3. A copy of this resolution shall be provided to the Ohio Department of Education.

Signature: _____
Board President/Representative

Signature: _____
Recorder



**Summit Academy
Parma Community
Unaudited Statement of Activities
April 2016**

	FY16		FY16		Prior Year		
	Current Month		Current Year		Prior Year		
	Actual	Budget	Actual YTD	Budget FY16	Actual - Month	Actual - YTD	
Revenue							
1	Foundation Revenue	\$ 270,802	\$ 279,256	\$ 2,785,583	\$ 3,357,072	\$ 262,555	\$ 2,791,963
2	Total Medicaid Revenue	\$ 1,646	\$ 2,306	\$ 64,942	\$ 27,667	\$ 1,632	\$ 11,086
3	Total Grants Revenue	\$ 27,607	\$ 19,397	\$ 220,036	\$ 234,236	\$ 23,309	\$ 197,307
4	Total Food Program Revenue	\$ 7,819	\$ 6,725	\$ 50,829	\$ 60,210	\$ 5,792	\$ 43,476
5	Total Student Fees	\$ 280	\$ 1,350	\$ 12,120	\$ 16,200	\$ 1,110	\$ 12,994
6	Total Contributions	\$ -	\$ -	\$ 112	\$ -	\$ -	\$ 447
7	Total Investment Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Total Other Revenue	\$ 779	\$ -	\$ 3,205	\$ -	\$ 896	\$ 34,901
9	Total Revenue	\$ 308,933	\$ 309,034	\$ 3,136,828	\$ 3,695,385	\$ 295,294	\$ 3,092,174
10	Management Fees	\$ 308,933	\$ 309,034	\$ 3,136,828	\$ 3,695,385	\$ 295,294	\$ 3,092,174
11	Net Gain (Loss) for the Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures by SAM for each School							
12	Total Salaries and Wages	\$ 139,366	\$ 131,727	\$ 1,372,973	\$ 1,580,724	\$ 137,280	\$ 1,384,743
13	Total Payroll Taxes	\$ 1,838	\$ 3,226	\$ 21,660	\$ 38,712	\$ 3,163	\$ 36,726
14	Total Retirement Benefits	\$ 19,061	\$ 19,614	\$ 198,024	\$ 235,374	\$ 26,988	\$ 235,400
15	Total Insurance Benefits	\$ 16,520	\$ 16,835	\$ 159,552	\$ 202,158	\$ 22,103	\$ 199,229
16	Total Payroll Processing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Total Staff Recruiting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Total Sponsorship Fees	\$ 2,773	\$ 2,772	\$ 28,623	\$ 33,264	\$ 2,722	\$ 28,019
19	Total Staff Training costs	\$ 1,078	\$ 1,898	\$ 9,831	\$ 12,133	\$ 626	\$ 5,649
20	Total General Travel	\$ 88	\$ 113	\$ 512	\$ 1,206	\$ 241	\$ 847
21	Total Building Lease costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Total Bldg Utilities	\$ 2,671	\$ 4,715	\$ 26,761	\$ 43,730	\$ 5,892	\$ 34,883
23	Total Bldg Service costs	\$ 2,359	\$ 4,385	\$ 26,930	\$ 54,220	\$ 1,368	\$ 27,327
24	Total Copier Costs	\$ 1,931	\$ 2,690	\$ 16,430	\$ 22,080	\$ 2,289	\$ 18,304
25	Total Repairs & Maintenance	\$ 834	\$ 1,326	\$ 10,906	\$ 15,312	\$ 2,018	\$ 15,847
26	Total Curriculum costs	\$ 10,373	\$ 3,322	\$ 49,659	\$ 56,131	\$ 2,801	\$ 25,452
27	Total Education Therapy	\$ 11,674	\$ 11,828	\$ 165,554	\$ 143,084	\$ 21,894	\$ 130,481
28	Total Martial Arts costs	\$ 24	\$ -	\$ 2,698	\$ 2,000	\$ 967	\$ 2,108
29	Total Meeting Costs	\$ 32	\$ 75	\$ 1,007	\$ 450	\$ 46	\$ 134
30	Total Student Activity cost	\$ 1,857	\$ 425	\$ 10,080	\$ 425	\$ 1,238	\$ 8,504
31	Total Food Service costs	\$ 6,211	\$ 6,000	\$ 47,378	\$ 59,470	\$ 6,878	\$ 42,732
32	Total Shirts_Uniform costs	\$ -	\$ -	\$ 77	\$ -	\$ -	\$ -
33	Total Contract Bus Services	\$ 1,292	\$ 1,160	\$ 4,636	\$ 12,470	\$ 2,318	\$ 9,158
34	Total Insurance_General	\$ -	\$ 625	\$ 11,809	\$ 8,200	\$ 1,036	\$ 16,123
35	Total Legal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36	Total Professional Services	\$ 3,753	\$ 150	\$ 8,190	\$ 8,728	\$ 151	\$ 6,463
37	Total Computers_IT costs	\$ 628	\$ 3,515	\$ 26,920	\$ 23,045	\$ 2,151	\$ 43,791
38	Total Office Expense	\$ 921	\$ 2,178	\$ 7,942	\$ 12,826	\$ 1,127	\$ 7,538
39	Total Advertising Expense	\$ 286	\$ 110	\$ 3,277	\$ 990	\$ 1,861	\$ 6,273
40	Total Development costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41	Total Other expenses	\$ -	\$ -	\$ 1,240	\$ -	\$ -	\$ 11
42	Total Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Total Interest and Loan Pmts	\$ 1,281	\$ 1,800	\$ 12,892	\$ 21,600	\$ 2,044	\$ 24,066
44	Total Admin. Costs	\$ 49,216	\$ 92,254	\$ 507,680	\$ 1,107,052	\$ 36,860	\$ 391,968
45	Total Expenses	\$ 276,068	\$ 312,744	\$ 2,733,240	\$ 3,695,385	\$ 286,063	\$ 2,701,777

**Summit Academy
Parma Community
Unaudited Statement of Activities
March 2016**

		FY16		FY16		Prior Year	
		Current Month		Current Year		Actual - Month	
Revenue		Actual	Budget	Actual YTD	Budget FY16	Actual - Month	Actual - YTD
1	Foundation Revenue	\$ 272,881	\$ 279,256	\$ 2,514,782	\$ 3,357,072	\$ 264,640	\$ 2,529,407
2	Total Medicaid Revenue	\$ 56,291	\$ 2,306	\$ 63,296	\$ 27,667	\$ 1,260	\$ 9,454
3	Total Grants Revenue	\$ 26,841	\$ 19,397	\$ 192,429	\$ 234,236	\$ 21,681	\$ 173,998
4	Total Food Program Revenue	\$ 7,173	\$ 6,000	\$ 43,009	\$ 60,210	\$ 3,400	\$ 37,684
5	Total Student Fees	\$ 1,113	\$ 1,350	\$ 11,841	\$ 16,200	\$ 421	\$ 11,884
6	Total Contributions	\$ (112)	\$ -	\$ 112	\$ -	\$ 112	\$ 447
7	Total Investment Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Total Other Revenue	\$ 251	\$ -	\$ 2,426	\$ -	\$ 230	\$ 34,005
9	Total Revenue	\$ 364,438	\$ 308,309	\$ 2,827,895	\$ 3,695,385	\$ 291,745	\$ 2,796,880
10	Management Fees	\$ 364,438	\$ 308,309	\$ 2,827,895	\$ 3,695,385	\$ 291,745	\$ 2,796,880
11	Net Gain (Loss) for the Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures by SAM for each School							
12	Total Salaries and Wages	\$ 141,172	\$ 131,727	\$ 1,233,607	\$ 1,580,724	\$ 138,169	\$ 1,247,463
13	Total Payroll Taxes	\$ 1,698	\$ 3,226	\$ 19,822	\$ 38,712	\$ 5,384	\$ 33,563
14	Total Retirement Benefits	\$ 19,061	\$ 19,614	\$ 178,963	\$ 235,374	\$ 26,988	\$ 208,412
15	Total Insurance Benefits	\$ 17,163	\$ 16,835	\$ 143,032	\$ 202,158	\$ 21,467	\$ 177,126
16	Total Payroll Processing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Total Staff Recruiting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Total Sponsorship Fees	\$ 5,372	\$ 2,772	\$ 25,850	\$ 33,264	\$ 2,669	\$ 25,297
19	Total Staff Training costs	\$ 1,829	\$ 873	\$ 8,752	\$ 12,133	\$ 256	\$ 5,023
20	Total General Travel	\$ 3	\$ 88	\$ 424	\$ 1,206	\$ 87	\$ 606
21	Total Building Lease costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Total Bldg Utilities	\$ 3,841	\$ 4,915	\$ 24,091	\$ 43,730	\$ 4,247	\$ 28,991
23	Total Bldg Service costs	\$ 8,099	\$ 2,635	\$ 24,571	\$ 54,220	\$ 1,910	\$ 25,958
24	Total Copier Costs	\$ 1,815	\$ 1,565	\$ 14,499	\$ 22,080	\$ 2,538	\$ 16,015
25	Total Repairs & Maintenance	\$ 705	\$ 1,326	\$ 10,072	\$ 15,312	\$ 935	\$ 13,829
26	Total Curriculum costs	\$ 6,146	\$ 4,488	\$ 39,286	\$ 56,131	\$ 3,376	\$ 22,651
27	Total Education Therapy	\$ 23,838	\$ 11,928	\$ 153,880	\$ 143,084	\$ 21,219	\$ 108,587
28	Total Martial Arts costs	\$ 133	\$ 100	\$ 2,674	\$ 2,000	\$ 169	\$ 1,141
29	Total Meeting Costs	\$ 27	\$ -	\$ 975	\$ 450	\$ -	\$ 88
30	Total Student Activity cost	\$ 1,580	\$ -	\$ 8,223	\$ 425	\$ 837	\$ 7,266
31	Total Food Service costs	\$ 7,208	\$ 6,000	\$ 41,167	\$ 59,470	\$ 4,224	\$ 35,854
32	Total Shirts Uniform costs	\$ 77	\$ -	\$ 77	\$ -	\$ -	\$ -
33	Total Contract Bus Services	\$ 1,292	\$ 1,450	\$ 3,344	\$ 12,470	\$ -	\$ 6,840
34	Total Insurance General	\$ 1,818	\$ 625	\$ 11,809	\$ 8,200	\$ 1,478	\$ 15,087
35	Total Legal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36	Total Professional Services	\$ 135	\$ 850	\$ 4,436	\$ 8,728	\$ 1,421	\$ 6,312
37	Total Computers IT costs	\$ 5,503	\$ 1,510	\$ 26,292	\$ 23,045	\$ 1,196	\$ 41,640
38	Total Office Expense	\$ 887	\$ 928	\$ 7,021	\$ 12,826	\$ 847	\$ 6,411
39	Total Advertising Expense	\$ 3	\$ 110	\$ 2,991	\$ 990	\$ 582	\$ 4,412
40	Total Development costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41	Total Other expenses	\$ -	\$ -	\$ 1,240	\$ -	\$ -	\$ 11
42	Total Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Total Interest and Loan Pmts	\$ 1,213	\$ 1,800	\$ 11,612	\$ 21,600	\$ 2,252	\$ 22,022
44	Total Admin. Cost	\$ 49,748	\$ 92,254	\$ 458,463	\$ 1,107,052	\$ 45,078	\$ 355,107
45	Total Expenses	\$ 300,365	\$ 307,620	\$ 2,457,172	\$ 3,695,385	\$ 287,329	\$ 2,415,714

FY16 FIVE YEAR FORECAST - MAY 2016 SUBMISSION

FY16 - May 2016 submission
IRRN No. 000302

County: Clayhoga

Summit Academy Community School - Parma
Statement of Receipt, Disbursements, and Changes in Fund Cash Balances
For the Fiscal Years Ended June 30, 2013 through 2015, Actual and
the Fiscal Years Ending June 30, 2016 through 2020, Forecasted

	Actual					Forecasted				
	Fiscal Year 2013	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020		
Operating Receipts										
State Foundation Payments (3110, 3211)	\$3,337,381.00	\$3,371,996.00	\$3,302,459.00	\$3,339,907.31	\$3,373,306.38	\$3,407,039.45	\$3,441,109.84	\$3,475,520.94		
Charges for Services (1500)	\$3,550.00	\$3,497.00	\$3,712.00	\$3,845.63	\$3,884.09	\$3,922.93	\$3,962.16	\$4,001.78		
Fees (1600, 1700)	\$16,236.00	\$12,881.00	\$14,244.00	\$17,325.33	\$17,498.58	\$17,673.57	\$17,850.30	\$18,028.81		
Other (1830, 1840, 1850, 1860, 1870, 1890)	\$76,938.00	\$148,168.00	\$135,127.00	\$119,879.64	\$121,078.44	\$122,289.22	\$123,512.11	\$124,747.23		
Total Operating Receipts	\$3,434,105.00	\$3,536,542.00	\$3,455,542.00	\$3,480,957.91	\$3,515,767.49	\$3,550,925.16	\$3,586,434.42	\$3,622,298.76		
Operating Disbursements										
100 Salaries and Wages	\$1,826,858.00	\$1,762,308.00	\$1,703,615.00	\$1,771,237.83	\$1,824,374.96	\$1,842,618.71	\$1,861,044.90	\$1,879,655.35		
200 Employee Retirement and Insurance Benefits	\$616,895.00	\$506,417.00	\$560,834.00	\$521,995.38	\$622,111.86	\$628,332.98	\$634,616.31	\$640,962.47		
400 Purchas Services	\$1,021,070.00	\$1,330,611.00	\$1,220,418.00	\$1,133,714.99	\$1,060,052.14	\$1,070,652.66	\$1,081,359.19	\$1,092,172.78		
500 Supplies and Materials	\$118,839.00	\$106,106.00	\$120,530.00	\$136,066.56	\$138,787.89	\$141,563.65	\$144,394.92	\$147,282.82		
600 Capital Outlay - New	\$93,667.00	\$76,840.00	\$101,601.00	\$105,055.35	\$107,156.46	\$109,299.59	\$111,485.58	\$113,715.29		
700 Capital Outlay - Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
800 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Total Operating Disbursements	\$3,677,329.00	\$3,782,282.00	\$3,706,998.00	\$3,668,070.11	\$3,752,483.32	\$3,792,467.59	\$3,832,900.90	\$3,873,788.71		
Excess of Operating Receipts Over (Under)										
Operating Disbursements	-\$243,224.00	-\$245,740.00	-\$251,456.00	-\$187,112.20	-\$236,715.83	-\$241,542.43	-\$246,466.49	-\$251,489.96		
Nonoperating Receipts/(Disbursements)										
Federal Grants (all 4000 except fund 532)	\$277,009.00	\$272,737.00	\$280,612.00	\$263,076.60	\$276,230.43	\$290,041.95	\$304,544.05	\$319,771.25		
Federal Fiscal Stabilization Funds (SFSF)	xxxxxx	\$0.00	\$0.00	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx		
Ed Jobs	xxxxxx	0	\$0.00	\$0.00	xxxxxx	xxxxxx	xxxxxx	xxxxxx		
State Grants (3200, except 3211)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Donations (1820)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Interest Income (1400)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Debt Proceeds (1900)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Debt Principal Retirement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Interest and Fiscal Charges	-\$33,785.00	-\$26,997.00	-\$29,156.00	-\$28,572.88	-\$28,001.42	-\$27,441.39	-\$26,892.57	-\$26,354.71		
Transfers - In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Transfers - Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Total Nonoperating Revenues/(Expenses)	\$243,224.00	\$245,740.00	\$251,456.00	\$234,503.72	\$248,229.01	\$262,600.56	\$277,651.48	\$293,416.54		

	Actual					Forecasted				
	Fiscal Year 2013	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020		
Excess of Operating and Nonoperating Receipts Over/(Under) Operating and Nonoperating Disbursements	\$0.00	\$0.00	\$0.00	\$47,391.52	\$11,513.18	\$21,058.13	\$31,185.00	\$41,926.58		
Fund Cash Balance Beginning of Fiscal Year	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Fund Cash Balance End of Fiscal Year	\$0.00	\$0.00	\$0.00	\$47,391.52	\$11,513.18	\$21,058.13	\$31,185.00	\$41,926.58		

Disclosure Items for State Fiscal Stabilization Funds

Personal Services SFSF	\$0.00	\$0.00	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx
Employees Retirement/Insurance Benefits SFSF	\$0.00	\$0.00	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx
Purchased Services SFSF	\$0.00	\$0.00	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx
Supplies and Materials SFSF	\$0.00	\$0.00	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx
Capital Outlay SFSF	\$0.00	\$0.00	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx
Total Expenditures - SDFSF	\$0.00	\$0.00	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx

Assumptions:

ESTIMATED ENROLLMENT FIGURES

ESTIMATED PER PUPIL EXPENDITURES

FY15 audit is completed

FY16 revenue and disbursements are based upon the audited financial statements.

FY16 state foundation revenue is in line with March 2016 current enrollment. Steady growth onwards at 1%.

FY16 Federal Grants is assumed at a 5% growth is expected onwards due to enrollment and poverty level.

FY14 is higher due to 3 years worth of School Medicaid Revenue being recognized but yet to be received.

Retirement Benefits estimated at 14%.

Insurance costs expected to increase by 4.2% each year.

Charges for services, fees, other revenue grow with enrollment.

General inflation will be under 3%.

Purchased services include therapists, professional development, transportation, security, cleaning costs, legal fees, sponsor fees, auditing, and administration

Purchased services will be controlled with the management company to ensure profitability through at least FY19.

	\$	192.88		194.81		196.76		198.72		200.71
	\$	18,869.23	\$	19,118.65	\$	19,135.42	\$	19,152.19	\$	19,168.96



**Educational Service Center of Lake Erie West
Community Schools Center
Director's Report
2015-2016 School Year**

Month: April, 2016
 Director Name: Eric Johnson
 School Name: Summit Academy Community School - Parma
 Management Company: Summit Academy Management

Teaching Staff Information

Number of Teachers: 29 Number HQT: 28
 Number of Instructional Aides: 4 Number HQT: 4

Names, positions, qualifications, and hire dates of new staff members, if any:

N/A

Names, positions, and effective dates of resignations, if any:

N/A

Note: Please remember to the staff affidavit to reflect any new or resigning staff members.

Student Information

Grades Served: K-12 Attendance Rate: 91.6
 Enrollment: 191 Number/Percent on IEPs: 162/85%
 Number on Home Instruction: 0 Number in CRCs: 0
 Students Withdrawn: 0 Due to 105-Hour Rule: 0
 Students Suspended: 6 Students Expelled: 0

Additional Comments:

Standards and Instruction

List any changes to the curriculum or methods used to achieve goals:

- Purchased materials and participated in professional development for Envision 2.0 Math (Grades K-5)
- Purchased materials and participated in professional development for 6+1 writing program(Grades K-8)
- A+ online curriculum available to high school students
- Teacher Based Teams are operating at primary, middle and secondary levels in order to analyze data and implement instructional strategies to increase student learning
- Emphasizing tiered instruction, positive behavior support systems, student centered learning during teacher walkthroughs, observations and staff meetings in order to meet OIP goals

Testing and Assessment

List any testing, diagnostics, or assessments administered this month:

- Ohio Computer Based (AIR) Assessments
- Aimswest Benchmarking in Reading and Math

Number of students tested using alternative assessments: 0

List interventions offered and the number of students involved in each:
(*Example: After-school tutoring – 11 students; Title I services – 26 students*)

- Title One Math – Grades 1-8
- Title One Reading – School Wide
- Occupational Therapy – 23
- Speech Therapy – 40 students
- Social/Adaptive Behavior Therapy – 29
- Lead Intervention Specialist Services - 17

Events

List any school-sponsored activities or field trips that occurred this month:

- Career Based Intervention RTA Travel Training Field Trip – April 5th
- Zoo Field Trip (High School Students) – April 6th
- Autism Awareness “Blue Out Day” – April 8th
- College & Career Fair – April 12th
- Literacy Fair – April 12th
- School Board Meeting – April 12th
- Scholastic Book Fair – April 11th – 13th
- CCIP Parent-Teacher Meeting – April 26th

List any parent activities that occurred this month:

- School Library – Ongoing (we have a parent who consistently volunteers every Tuesday and have now opened the library for families to check out books to encourage literacy throughout our school community)

Time to Brag

List any exciting news you wish to share about your school, staff, and/or students:

Our students were busy preparing for and taking the Ohio Computer Based (AIR) Assessments throughout much of the month. These tests are very challenging for many of our students, but I'm proud of the effort and endurance they demonstrated as they completed these state required tests. We also managed to have some fun too. Our high school students went to the Zoo on Wednesday the 6th. They enjoyed a wonderful trip and I even received a call from one of the transportation drivers who just wanted to let me know how well behaved our students were on the bus; those are always great calls to receive! We had “Blue Out” Day on April 8th to highlight Autism Awareness Month and celebrate the special uniqueness of many of our students. Blue autism bracelets were also distributed to all students and staff to wear throughout the month. We had our College and Career Fair and Literacy Fair on April 12th. These were both very successful events emphasizing important topics for our students and families. The Scholastic Book Fair was also held from April 11-13th, which is always a nice opportunity to promote reading throughout our school community. It's hard to believe that May is here and we only

have 26 more school days remaining. I look forward to the many fun and exciting events that are coming up including our Science Fair, prom, graduation and Field Day!

Governing Authority Board Report

June- July 2016

1. Employee Recognition

We would like to announce our employee of the year Lisa Ihnat who is the IEP Coordinator for Warren Elementary. Lisa had 100% on time compliance for both Medicaid billing items and IEP documentation.

2. Staffing Project

In an ongoing effort to attract and retain teachers and building personnel the management company rolled out a new pay metric system which will allow for higher starting salaries and reward staff who have remained with Summit Academy for long term employment. The expected cost is about \$875K in the new budget for all of our Summit Schools and CRC's. Building Directors and Program managers were briefed on the system on May 13th, affected employees saw increases in their new contracts which were delivered on May 23rd.

3. SAM Board

At the annual meeting on May 14 three new SAM board members were voted on to the Board. At Large board member Dennis Recker (2019), Designated Director replacing Bob Burns who resigned is Terry Graffis (2017), and Designated Director Mike Quinn (2019). The SAM Board met on May 24th to elect a new slate of officers.

- a. Chairman – Patrick Tofil
- b. Vice Chairman – Brian Pendleton
- c. Secretary – Kim Hosler
- d. Treasurer – Terry Graffis

More information will be coming from the Chairman on board activities.

4. Legislative

HB410 passed the House on May 4th 95-1 below is a summary of the bill has it passed. The bill is now in the Senate
Bill Summary

"Habitual" and "chronic" truancy



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Changes the threshold for "habitual truancy" from a specified number of days to a specified number of hours.

Eliminates the term "chronic truant" and, instead, provides that a child of compulsory school age who has been adjudicated a habitual truant who violates the court order regarding that adjudication may be further adjudicated a "delinquent child."

Prohibition on suspension or expulsion for truancy

Prohibits a school district or school from suspending, expelling, or removing a student from school solely on the basis of a student's unexcused absences and removes "excessive truancy" from the specifications for a school district's zero tolerance policy for violent, disruptive, or inappropriate behavior.

District and school policies on addressing truancy

Modifies the components of the required policy on addressing and ameliorating student absences and requires the establishment of an absence intervention team for each student who is absent from school for a number of days that exceeds the threshold for a habitual truant.

Requires the attendance officer to notify a student's parent, guardian, or custodian in the event the student is absent with or without legitimate excuse for 38 or more hours in one school month or 65 hours in a school year.

Requires each absence intervention plan to state that the attendance officer must file a complaint not later than 60 days after the date the plan was developed, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan or an alternative to adjudication.

Requires a school district or school to (1) make at least three meaningful, good faith attempts to secure participation of the student's parent, guardian, custodian, guardian ad litem, or temporary custodian within the seven school days allotted to forming an absence intervention team and (2) investigate whether failure to respond to those attempts triggers mandatory reporting to child protective services.

Requires each school district and school to report to the Department of Education the occurrence of certain triggering events with respect to a student's absences, including whenever a child has received enough unexcused absences that the child is considered an habitual truant.

With specified exceptions, generally requires a complaint to be filed in juvenile court against a student (and against any person who fails to cause the child's attendance at school) on the 61st



day after the implementation of an absence intervention plan, provided that the school district made meaningful attempts to reengage the student and the student refused to participate or failed to make satisfactory progress, as determined by the team.

Without going through all 14 pages of the summary or 127 pages of the actual bill, I'll stop here. Currently the law requires us to withdraw a student who misses 105 consecutive hours, that is what we do in order to be compliant.

Links to Bill Analysis: <https://www.legislature.ohio.gov/download?key=5039&format=pdf>
[http://search-](http://search-prod.lis.state.oh.us/solarapi/v1/general_assembly_131/bills/hb410/PH/02?format=pdf)

[prod.lis.state.oh.us/solarapi/v1/general_assembly_131/bills/hb410/PH/02?format=pdf](http://search-prod.lis.state.oh.us/solarapi/v1/general_assembly_131/bills/hb410/PH/02?format=pdf)
AOS releases "Second Report on Community School Student Attendance Counts"

4 of our schools were visited on November 9th 2015 for headcounts. From lowest percent to highest in attendance count are:

Akron Secondary 78.04% 50 of 66 enrolled were counted with our records showing 9 students absent and 3 tardy and 3 students who were at LEAP (an alternate placement facility) one student withdrew on the 9th of November.

Cincinnati THS 85.93%, 76 of 87 enrolled were counted with our records showing 7 students absent 2 suspended, 11 tardy.

Middletown Secondary 90% 81 of 90 enrolled were counted with our records showing 6 students absent a full day, 2 absent a half day in the morning, 1 in the afternoon, and 5 students tardy.

Akron Middle 90.78% 38 of 41 enrolled were counted with our records showing 15 students absent, 1 at LEAP, 3 tardy.

If the board of one of these schools would like a more detailed look at the data we will accommodate and report. Please let Karen know so she may place it on your agenda.



POLICY - INTERVENTION

The Board believes that students should be given every opportunity to learn the skills and acquire the knowledge necessary to demonstrate proficiency on State-mandated tests and locally-developed assessments. Therefore, pursuant to State law, the Board will provide intervention services to any student whose test results indicate that the student is failing to make satisfactory progress toward being able to attain scores at the proficient level on State-mandated, District-wide, and teacher-made tests. Intervention services shall be provided in any skill in which a student demonstrates unsatisfactory progress and shall be commensurate with the student's test performance. These services will be incorporated into the consolidated Continuous Improvement Plans for each school annually.

The Board shall require the Chief Executive Officer or his/her Designee to develop:

- A. procedures for using diagnostic assessments to measure student progress toward the attainment of academic standards and to identify students who may not attain the academic standards;
- B. a plan for the design of classroom-based intervention services to meet the instructional needs of individual students as determined by the results of diagnostic assessments;
- C. procedures for the regular collection of student performance data;
- D. procedures for using student performance data to evaluate the effectiveness of the intervention services and, if necessary, to modify such services.

This policy includes all prevention/intervention services required under R.C. 3301.0711, 3301.0715, 3313.608, and 3313.6012