

Summit Academy Community School for Alternative Learners-Lorain

Board of Directors Agenda

Wednesday, October 12, 2016 | 2140 E. 36th Street | Lorain, Ohio 44055

CALL TO ORDER

ROLL CALL OF BOARD DIRECTORS

(Jennifer Thai; Ashlee Torres; LeAnna McGuire; Daniel Hornbeek; Laurence Russ)

MOTION TO APPROVE MEETING AGENDA

MOTION FOR THE APPROVAL AND THE SIGNING OF MINUTES

- a. August 10, 2016

APPROVALS

- a. Implementation of Standards-Based Framework for Evaluating School Counselors.
- b. Approval of Food Program for the 2016/2017 School Year
- c. Approval of the Board Chair signature on Essential Maintenance Practices Letter.
- d. Resolution to Authorize School Improvement Grant Implementation

FINANCIAL APPROVALS

- a. Approve Financial Statements & Reports July & August 2016
- b. Approval of School Budget for 2016/2017
- c. Approval of 5-year forecast

COMMITTEE REPORTS

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

SUMMIT ACADEMY MANAGEMENT REPORT *(Presented by Debra Skul)*

OTHER BUSINESS

- a. ESC of Lake Erie West Comments
- b. Dennis Recker (SAM Board Member) discussion on SAM Board vacancy

PUBLIC COMMENTS (3 MINUTE LIMIT)

ADJOURNMENT

Next Meeting: Wednesday, December 14, 2016 (346 Illinois Avenue Lorain, Ohio)



SUMMIT ACADEMY COMMUNITY SCHOOL FOR ALTERNATIVE LEARNERS– LORAIN
BOARD of DIRECTORS
Minutes of August 10, 2016

DIRECTORS PRESENT: Laurence Russ; Daniel Hornbeek; Ashley Torres; Jennifer Thai;
Leanna McGuire

DIRECTORS ABSENT: None

ADMINISTRATIVE SUPPORT:
Amber Shaeffer; Treasurer
Karen Combs, Director of Compliance / Secretary of Record

GUESTS: Sign in Sheet attached; Kristi Hayward of 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 June 8, 2016 with any necessary corrections

ACTION: Motion was made and seconded to approve the minutes from June 8, 2016. Motion carried by unanimous vote of directors present.

Approval of the following:

ACTION: Motion was made and seconded to approve the new Reporting Suspected Child Abuse and/or Neglect Policy. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve the revised Code of Regulations Motion carried by unanimous vote of directors present.

Nominations for President

ACTION: Motion was made and seconded to approve the retention for the 2016/2017 School year of Jennifer Thai as Board Chair /President. Motion carried by unanimous vote of directors present.

Nominations for Vice President

ACTION: Motion was made and seconded to approve Leanna McGuire for the 2016/2017 School year as vice president. Motion carried by unanimous vote of directors present. Treasurer of Record is Amber Shaeffer and Karen Combs is the board recorder of record.

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

ACTION: Motion was made and seconded to approve EMIS Coordinator (Debra Webster) for the 2016/2017 School year. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve the revised Permanent Exclusion of Non-Disabled Students Policy. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve the revised Suspension/Expulsion of Disabled Students Policy. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve the revised Transportation of Students Policy. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve the revised Removal, Expulsion Permanent Exclusion Students Policy. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve the revised Valid Proof of Residence Policy. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve the revised management Agreement with SAM to include HB 2 requirements. Motion carried by unanimous vote of directors present.

Treasurer's Report – Amber Shaeffer presented the Statement of Financial Position for May and June 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 May and June 2016 as presented. Motion carried by unanimous vote of directors present.

Reports:

Subcommittee Report –None

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 – None

School Liaison Report – The Management Company report was given by John Guyer.

Comments from the ESC of Lake Erie West.

Public Comment: None

Other Business: Mr. Hornbeek mentioned that with all the staff leaving SAM he want to commend me on my 17 years of service.

Brian McDonald, IT Dept spoke to the board on the new email addresses they will be using.

Motion was made and seconded to adjourn the meeting.

Respectfully submitted,

Approved,

Karen Combs, Director of Compliance
Board Secretary (of record)

Jennifer Thai, President

POLICY – IMPLEMENTATION OF A STANDARDS-BASED FRAMEWORK FOR EVALUATING SCHOOL COUNSELORS

In accordance with Ohio's 2015-2016 budget bill and Ohio Revised Codes 3319.61 and 3319.113, the Board of Summit Academy Management establishes the following for the implementation of a standards-based framework for evaluating school counselors should any be employed at a Summit Academy School in Ohio. The framework for the evaluation of school counselors developed under this section shall commence in the 2016-2017 school year.

The framework shall assess (using metrics) school counselors on their ability to produce positive student outcomes. This shall be aligned with the standards for school counselors adopted under Section 3319.61 of the Ohio Revised Code to include: Standard 1-Comprehensive School Counseling Program; Standard 2-Direct Services; Standard 3-Indirect Services; Standard 4-Evaluation and Data; Standard 5-Leadership and Advocacy; and, Standard 6-Professional Responsibility and Growth. Based on the ratings, school counselors will be given a rating of "Accomplished", "Skilled", "Developing" or "Ineffective".

All school counselors will be evaluated annually by their building Principal, except as otherwise appropriate for high-performing school counselors. School counselors will be provided a written report with the evaluation results. The annual evaluation process will consist of two formal observations of thirty minutes each and informal observations. For any school counselor rated as "Accomplished" on the most recent evaluation, they must be evaluated once every three years so long as the metric of student outcomes, for the most recent school year for which data is available, is "Skilled" or higher on the evaluation rubric. The board may evaluate each school counselor who received a final summative rating of "Skilled" on the most recent evaluation once every two school years so long as the metric of student outcomes, for the most recent school year for which data is available, is "Skilled" or higher on the evaluation rubric. During the years in which high-performing school counselors are not fully evaluated, the board shall conduct at least one observation and one conference.

Professional development shall be provided as appropriate to accelerate and continue the growth of school counselors and to provide support to poorly performing school counselors.

School counselors with a final summative rating of "Accomplished" will develop a professional growth plan. School counselors with a final summative rating of "Skilled", "Developing" or "Ineffective" will develop a professional growth plan collaboratively with their evaluator. The Principal will approve the professional growth plan. Districts have discretion to place a school counselor on an improvement plan at any time based on deficiencies in any individual component of the evaluation system.



POLICY – IMPLEMENTATION OF A STANDARDS-BASED FRAMEWORK FOR EVALUATING SCHOOL COUNSELORS

Beginning in the 2017-2018 school year, the evaluation results will be used in determining if school counselors will be retained, promoted or removed. Professional development and support will be provided prior to the removal of any school counselor due to a rating of “Developing” or “Ineffective”.

ORC 3319.61 and 3319.113



8/06/2016

From the desk of:
CHRISTOPHER REEHER
Chief Operations Officer

RE: Essential Maintenance Practices
Summit Academy Community School - Lorain
2140 E. 36th St. Lorain, OH 44055
IRN#133322

Dear Sir/ Madame,

Pursuant to Ohio Revised Code section 3742, Summit Academy Management Facilities Dept. personnel are aware of, understand, and are committed to following the essential maintenance practices as identified in ORC section 3742.42. Important reference points in ORC sections 3742.41, 3742.42, 3742.44, and 3742.45 are acknowledged as part of this commitment to the health and safety of the building occupants.

Respectfully,



Christopher Reeher
Chief Operations Officer

School Board Chair (signature required) _____

School Board Chair (printed name) _____



Community Eligibility Provision

Dear Parent or Guardian:

We are pleased to inform you that Summit Academy Community School, Lorain Elementary will once again, be implementing an option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for School Year 2016-2017

What does this mean for you and your children attending the school(s) identified above?

Great news for you and your students! All enrolled students at Summit Academy Community School, Lorain Elementary are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2016-2017 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

If we can be of any further assistance, please contact us at 440-277-4110.

Sincerely,



AJ Charpentier

Principal

Summit Academy Lorain Elementary

www.summitacademies.org

440-277-4110

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Revised 02/2014

SUMMIT ACADEMY SCHOOL FOR ALTERNATIVE LEARNERS - LORAIN
2140 EAST 36TH ST. | LORAIN, OHIO 44055
SUMMITACADEMIES.ORG | p: 440-277-4110 | f: 440-277-4112



Summit Academy SCHOOLS

BOARD RESOLUTION

Summit Academy Community School for Alternative Learners - Lorain

MEETING DATE: October 12, 2016

RESOLUTION TO AUTHORIZE SCHOOL IMPROVEMENT GRANT IMPLEMENTATION

Resolution to approve the implementation of the School Improvement Grant in Summit Academy Community School for Alternative Learners – Lorain using the Ohio Improvement Process model of school reform. This model includes the following components which we will support:

- We acknowledge and support:
 - The ability of the school principal to lead the turnaround effort
 - Implementation of strategies to recruit, place and train staff
 - Continued implementation of the Ohio Teacher Evaluation System and the Ohio Principal Evaluation System
 - The use of embedded professional development to build capacity and support staff

- We approve and support:
 - The use of an instructional system based upon research and student needs which is aligned to Ohio's College and Career ready standards
 - The continuous use of data to inform and differentiate instruction
 - The use of strategies to address identified needs indicated by student subgroup data presented by the Ohio Improvement Process needs assessment
 - Make use of community-oriented services and supports to meet the social-emotional needs of students and families
 - Flexibility being granted to the school leader in the areas of scheduling, staff, curriculum and budget
 - Redesigning the school day, week or year to include increased time for student learning and teacher collaboration

Signed: _____

Name: _____

Board President

Summit Academy Lorain El.

I. July and August Treasurer's Report

Please note for the month of July:

The FY17 budget was not approved in time to have the new budget uploaded and run for the July financials. For the month of July, we were using the FY16 July budget as a temporary budget for operations. I will rerun these financials soon with the FY17 July budget and provide to you, via email, so that you will have the correct amounts to compare. So, for the month of July, I noted a few of the items that I thought you may be interested in, not necessarily comparing to the budgeted amount. You will approve the financials, as the actual amounts will not change, just the budget numbers will change.

a. July:

- i.*** Foundation revenue (line 1) is based on FTE's 135.73.
- ii.*** Food service (line 4) includes the end of the year claims for meals for FY16, which are for more than one month.
- iii.*** Building services costs (line 23) include \$5,700 for floor cleaning that was completed over the summer break.
- iv.*** Martial arts costs (line 28) include expenses for CPI training for staff.
- v.*** Insurance costs (line 34) include Insurance costs (line 34) include the allocated amounts for property, liability and worker's compensation insurance.
- vi.*** Shirts and uniform costs (line 32) are for staff shirts.
- vii.*** Admin cost (line 44) is the cost of administration expenses, the majority being salaries. For the budget for the fiscal year, this is the number that is used to balance the budget. The monthly budget amount is the fiscal year amount divided by 12. The actual month's amount is the schools portion of the actual costs. This is calculated and allocated by comparing to the amount of foundation received as a part of the whole consortium.

b. August:

- i.*** Foundation revenue (line 1) this month was for 135.73 FTE's. The budget is based on 124.12 students at an average of \$15,300 per student for the year.
- ii.*** Grants revenue (line 3) includes \$22K for Title I funds, \$7K for IDEA B funds, and \$2K for Title 2A funds.
- iii.*** Curriculum costs (line 26) are for various instructional supplies for the students.
- iv.*** Computer and IT costs (line 37) are access charges for internet and other related expenses each month.
- v.*** Office expense costs (line 38) include amounts for supplies to begin the new year of school.
- vi.*** Admin cost (line 44) is the cost of administration expenses, the majority being salaries. For the budget for the fiscal year, this is the number that is used to balance the budget. The monthly budget amount is the fiscal year amount divided by 12. The actual month's amount is the schools portion of the actual costs. This is calculated and allocated by comparing to the amount of foundation received as a part of the whole consortium.

- c. All other items were reviewed and no material or significant discrepancies were notated.**

If you have any additional questions, please feel free to contact Amber Shaeffer @ 330-670-8470 ext. 6520 or amber.shaeffer@summitacademies.org

Summit Academy
Lorain Community School for Alternative Learners
Unaudited Statement of Activities
July 2016

		FY17			FY17			
		Current Month		Budget/Actual	Current Year		Prior Year	
Revenue		Actual	Budget	Variance	Actual YTD	Budget FY17	Actual - Month	Actual - YTD
1	Foundation Revenue	\$ 189,065	\$ 216,602	\$ 27,537	\$ 189,065	\$ 2,605,224	\$ 201,638	\$ 201,638
2	Total Medicaid Revenue	\$ 6,272	\$ 1,854	\$ (4,418)	\$ 6,272	\$ 22,248	\$ 100	\$ 100
3	Total Grants Revenue	\$ -	\$ 19,040	\$ 19,040	\$ -	\$ 232,440	\$ 44,872	\$ 44,872
4	Total Food Program Revenue	\$ 14,984	\$ 625	\$ (14,359)	\$ 14,984	\$ 93,085	\$ 4,651	\$ 4,651
5	Total Student Fees	\$ -	\$ 915	\$ 915	\$ -	\$ 10,980	\$ -	\$ -
6	Total Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	Total Investment Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Total Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	Total Revenue	\$ 210,320	\$ 239,036	\$ 28,716	\$ 210,320	\$ 2,963,977	\$ 251,261	\$ 251,261
10	Management Fees	\$ 210,320	\$ 239,036	\$ 28,716	\$ 210,320	\$ 2,963,977	\$ 251,261	\$ 251,261
11	Net Gain (Loss) for the Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures by SAM for each School								
12	Total Salaries and Wages	\$ 95,997	\$ 101,256	\$ 5,259	\$ 95,997	\$ 1,215,072	\$ 103,844	\$ 103,844
13	Total Payroll Taxes	\$ 3,182	\$ 2,442	\$ (740)	\$ 3,182	\$ 29,304	\$ 1,537	\$ 1,537
14	Total Retirement Benefits	\$ 14,896	\$ 15,064	\$ 168	\$ 14,896	\$ 180,766	\$ 18,238	\$ 18,238
15	Total Insurance Benefits	\$ 13,090	\$ 12,914	\$ (176)	\$ 13,090	\$ 155,133	\$ 13,684	\$ 13,684
16	Total Payroll Processing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Total Staff Recruiting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Total Sponsorship Fees	\$ 2,036	\$ 2,241	\$ 205	\$ 2,036	\$ 26,892	\$ 2,206	\$ 2,206
19	Total Staff Training costs	\$ 510	\$ 2,026	\$ 1,516	\$ 510	\$ 28,206	\$ 2,770	\$ 2,770
20	Total General Travel	\$ 17	\$ 123	\$ 106	\$ 17	\$ 1,256	\$ -	\$ -
21	Total Building Lease costs	\$ 6,500	\$ 6,500	\$ -	\$ 6,500	\$ 78,000	\$ 6,500	\$ 6,500
22	Total Bldg Utilities	\$ 4,676	\$ 5,800	\$ 1,124	\$ 4,676	\$ 62,900	\$ 3,400	\$ 3,400
23	Total Bldg Service costs	\$ 6,091	\$ 1,365	\$ (4,726)	\$ 6,091	\$ 20,900	\$ 701	\$ 701
24	Total Copier Costs	\$ 130	\$ 454	\$ 324	\$ 130	\$ 10,698	\$ 597	\$ 597
25	Total Repairs & Maintenance	\$ -	\$ 1,052	\$ 1,052	\$ -	\$ 42,324	\$ 261	\$ 261
26	Total Curriculum costs	\$ -	\$ 2,368	\$ 2,368	\$ -	\$ 58,267	\$ -	\$ -
27	Total Education Therapy	\$ -	\$ 9,270	\$ 9,270	\$ -	\$ 115,088	\$ 11,021	\$ 11,021
28	Total Martial Arts costs	\$ 566	\$ -	\$ (566)	\$ 566	\$ 3,780	\$ 34	\$ 34
29	Total Meeting Costs	\$ -	\$ -	\$ -	\$ -	\$ 450	\$ -	\$ -
30	Total Student Activity cost	\$ -	\$ -	\$ -	\$ -	\$ 775	\$ -	\$ -
31	Total Food Service costs	\$ -	\$ -	\$ -	\$ -	\$ 92,080	\$ -	\$ -
32	Total Shirts_Uniform costs	\$ 57	\$ -	\$ (57)	\$ 57	\$ -	\$ -	\$ -
33	Total Contract Bus Services	\$ -	\$ -	\$ -	\$ -	\$ 12,470	\$ -	\$ -
34	Total Insurance_General	\$ 5,174	\$ 1,325	\$ (3,849)	\$ 5,174	\$ 8,200	\$ 5,406	\$ 5,406
35	Total Legal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36	Total Professional Services	\$ 557	\$ 489	\$ (68)	\$ 557	\$ 8,244	\$ 676	\$ 676
37	Total Computers_IT costs	\$ 1,285	\$ 1,035	\$ (250)	\$ 1,285	\$ 20,692	\$ 281	\$ 281
38	Total Office Expense	\$ 377	\$ 752	\$ 375	\$ 377	\$ 9,850	\$ 185	\$ 185
39	Total Advertising Expense	\$ 2	\$ -	\$ (2)	\$ 2	\$ 990	\$ 195	\$ 195
40	Total Development costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41	Total Other expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Total Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Total Interest and Loan Pmts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44	Total Admin. Cost	\$ 28,353	\$ 65,137	\$ 36,784	\$ 28,353	\$ 781,640	\$ 34,688	\$ 34,688
45	Total Expenses	\$ 183,495	\$ 231,612	\$ 48,117	\$ 183,495	\$ 2,963,977	\$ 206,224	\$ 206,224
	Surplus/(Deficit)	\$ 26,825	\$ 7,424	\$ (19,401)	\$ 26,825	\$ -	\$ 45,037	\$ 45,037

Summit Academy
Lorain Community School for Alternative Learners
Unaudited Statement of Activities
August 2016

	FY17		Budget/Actual Variance	FY17		Budget/Actual Variance	FY17 Budget
	Current Month			Year to Date	YTD		
	Actual	Budget					
Revenue							
1 Foundation Revenue	\$ 192,696	\$ 161,856	\$ 30,840	\$ 381,761	\$ 320,103	\$ 61,658	\$ 1,906,184
2 Total Medicaid Revenue	\$ 1,650	\$ 2,053	\$ (402)	\$ 7,922	\$ 4,105	\$ 3,817	\$ 52,619
3 Total Grants Revenue	\$ 31,610	\$ 27,067	\$ 4,543	\$ 31,610	\$ 54,134	\$ (22,524)	\$ 324,804
4 Total Food Program Revenue	\$ -	\$ 6,912	\$ (6,912)	\$ 14,984	\$ 13,824	\$ 1,159	\$ 82,947
5 Total Student Fees	\$ 616	\$ 472	\$ 144	\$ 616	\$ 943	\$ (327)	\$ 5,658
6 Total Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7 Total Investment Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8 Total Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9 Total Revenue	\$ 226,573	\$ 198,359	\$ 28,214	\$ 436,893	\$ 393,110	\$ 43,784	\$ 2,372,212
10 Management Fees	\$ 226,573	\$ 198,359	\$ 28,214	\$ 436,893	\$ 393,110	\$ 43,784	\$ 2,372,212
11 Net Gain (Loss) for the Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures by SAM for each School							
12 Total Salaries and Wages	\$ 86,943	\$ 81,207	\$ (5,737)	\$ 182,940	\$ 157,615	\$ (25,326)	\$ 991,009
13 Total Payroll Taxes	\$ 1,220	\$ 1,288	\$ 67	\$ 4,402	\$ 4,463	\$ 61	\$ 23,002
14 Total Retirement Benefits	\$ 14,896	\$ 12,714	\$ (2,182)	\$ 29,792	\$ 25,427	\$ (4,365)	\$ 152,564
15 Total Insurance Benefits	\$ 13,571	\$ 13,224	\$ (347)	\$ 26,661	\$ 26,448	\$ (214)	\$ 160,685
16 Total Payroll Processing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17 Total Staff Recruiting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18 Total Sponsorship Fees	\$ 2,036	\$ 2,040	\$ 4	\$ 4,072	\$ 4,080	\$ 8	\$ 24,480
19 Total Staff Training costs	\$ 422	\$ 2,547	\$ 2,125	\$ 932	\$ 5,409	\$ 4,477	\$ 29,001
20 Total General Travel	\$ -	\$ 70	\$ 70	\$ 17	\$ 105	\$ 88	\$ 775
21 Total Building Lease costs	\$ 6,500	\$ 6,500	\$ -	\$ 13,000	\$ 13,000	\$ -	\$ 78,000
22 Total Bldg Utilities	\$ 3,386	\$ 3,250	\$ (136)	\$ 8,063	\$ 6,650	\$ (1,413)	\$ 43,150
23 Total Bldg Service costs	\$ 328	\$ 7,670	\$ 7,342	\$ 6,419	\$ 9,201	\$ 2,782	\$ 24,071
24 Total Copier Costs	\$ 546	\$ 835	\$ 289	\$ 675	\$ 1,670	\$ 995	\$ 10,020
25 Total Repairs & Maintenance	\$ 301	\$ 400	\$ 99	\$ 301	\$ 800	\$ 499	\$ 11,860
26 Total Curriculum costs	\$ 1,003	\$ 4,629	\$ 3,625	\$ 1,003	\$ 6,324	\$ 5,320	\$ 15,659
27 Total Education Therapy	\$ -	\$ 10,436	\$ 10,436	\$ -	\$ 10,436	\$ 10,436	\$ 173,207
28 Total Martial Arts costs	\$ 210	\$ 1,340	\$ 1,130	\$ 776	\$ 1,906	\$ 1,130	\$ 3,483
29 Total Meeting Costs	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ 150	\$ 750
30 Total Student Activity cost	\$ -	\$ 1,393	\$ 1,393	\$ -	\$ 2,786	\$ 2,786	\$ 18,727
31 Total Food Service costs	\$ 36	\$ 3,500	\$ 3,464	\$ 36	\$ 3,500	\$ 3,464	\$ 91,870
32 Total Shirts Uniform costs	\$ -	\$ 30	\$ 30	\$ 57	\$ 30	\$ (27)	\$ 30
33 Total Contract Bus Services	\$ -	\$ 250	\$ 250	\$ -	\$ 250	\$ 250	\$ 4,750
34 Total Insurance General	\$ -	\$ -	\$ -	\$ 5,174	\$ 5,054	\$ (120)	\$ 8,345
35 Total Legal Fees	\$ -	\$ 1,250	\$ 1,250	\$ -	\$ 1,250	\$ 1,250	\$ 1,250
36 Total Professional Services	\$ 621	\$ 500	\$ (121)	\$ 1,177	\$ 1,380	\$ 203	\$ 12,386
37 Total Computers IT costs	\$ 1,035	\$ 1,500	\$ 465	\$ 2,320	\$ 3,000	\$ 680	\$ 13,743
38 Total Office Expense	\$ 17	\$ 471	\$ 454	\$ 394	\$ 655	\$ 261	\$ 5,294
39 Total Advertising Expense	\$ 5	\$ 67	\$ 63	\$ 7	\$ 465	\$ 458	\$ 1,438
40 Total Development costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41 Total Other expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42 Total Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43 Total Interest and Loan Pmts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44 Total Admin. Cost	\$ 30,110	\$ 39,389	\$ 9,279	\$ 58,463	\$ 78,777	\$ 20,314	\$ 472,663
45 Total Expenses	\$ 163,184	\$ 196,498	\$ 33,314	\$ 346,680	\$ 370,830	\$ 24,150	\$ 2,372,212
46 Surplus/(Deficit) (before debt)	\$ 63,388	\$ 1,861	\$ 61,527	\$ 90,213	\$ 22,280	\$ 67,934	\$ -
47 Debt Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48 Surplus/(Deficit)	\$ 63,388	\$ 1,861	\$ 61,527	\$ 90,213	\$ 22,280	\$ 67,934	\$ -

**Amber Shaeffer will send via email the 5 year
forecast and the 2016/2017 Budget**



**Educational Service Center of Lake Erie West
Community Schools Center
Director's Report
2016-2017 School Year**

Month: September

Director Name: AJ Charpentier

School Name: Summit Academy Community School for Alternative Learners ~ Lorain

Management Company: Summit Academy Management

Teaching Staff Information

Number of Teachers: 12

Number HQT: 12

Number of Intervention Specialists: 9

Number HQT: 9

Number of Instructional Aides: 3

Number HQT: 3

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

Catherine Wenzell – Long Term Sub – Licensed K-3 teacher 9/20/2016

Emily Forcier – HQT Instructional Assistant (position move from Lunch Server) – 9/26/16

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

Karen Koller – IA – 9/6/16 (Termination)

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

Student Information

Grades Served: K-5

Attendance Rate: 93.24%

Enrollment: 123

Number & Percent on IEPs: 59.94%

Number on Home Instruction: 0

Number in CRCs (Children's Residential Centers): 0

Students Withdrawn: 0

Due to 105-Hour Rule: 0

Total Students Suspended: 1

Total Students Expelled: 0

Students with IEP's Suspended: 0

Students with IEP's Expelled: 0

Additional Comments:

Standards and Instruction

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

Scholastic News for grades 2-4

Manipulative number lines to use during math instruction

Envision planning training for math instruction

TBT meetings to evaluate benchmark assessments in order to drive instruction

Testing and Assessment

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

KRA (Kindergarten Readiness Assessment)

Grades 1-3 Ohio Reading and Writing Screener Diagnostic

Grades 1-2 Ohio Math Screener Diagnostic

K-5 Reading and Math Aimswebplus fall benchmark assessments

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; Tier II & III students)

Extended Learning Opportunities (ELO) – After school tutoring twice a week on Mondays and Wednesdays for 1 hour each day. Approximately 30 students take advantage of this program with a focus on highly engaging Math and ELA tutoring done in small groups.

Title 1 Reading and Math – We are a whole school Title 1 building. The Title 1 teachers meet and work with all students and classrooms.

Lead Intervention Specialist Tutoring Caseload – 6 students are currently on the LIS Tutoring Caseload.

Corrective Action Plan Update (if applicable)

Provide updates on the progress of the schools Corrective Action Plan:

N/A

Academic and Non-Academic Goal Update (Attachment 11.6)

Provide updates on the progress of the school's Academic and Non-Academic Goals listed in Attachment 11.6 of the Sponsor Contract

We are currently reviewing the newly released report card data with our building and district leadership teams. We meet monthly with our regional rep from Lake Erie West to discuss these items.

Events

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

September 11th, 2016 – Autism Walk in Cleveland. Several teachers and families participated in the Cleveland Autism Walk.

Sept. 23, 2016 - CAMP Days – Camp Days are tied to our PBIS and involve some fun activities for all students who have earned them. They are twice a marking period and during a Camp Day each classroom comes up with a fun activities (puzzles, outside play, computer games, Nintendo Wii, board games, etc.). Student get to choose which activity they go to.

September 28, 2016 – Good Neighbor Day – Our classes wrote to neighboring groups. Our 3rd grade classroom wrote letters to Librarian at the Lorain South Branch Library and walked them across the field to deliver them in person. While their all 3rd grade students signed up to get library cards.

List any parent activities that occurred this month:

Tuesday September 13th – PTST meeting. Parents at the meeting discussed fund raisers and activities within the school. Parents were also tasked with seeking out where to get donated clothes and refill our school clothing bins for students who need to change clothes during the school day or come into school without proper uniforms.

Thursday September 29th – Open House. We had over 60 families attend our Open House. PTST put on a successful bake sale that raised over \$100 dollar. Parents were introduced to the classrooms, our Full Value Contract, classroom procedures and expectations, meet with the Village Network counselor, and speak with their child's teachers.

List any staff trainings that occurred this month:

September 6th – Decision Framework PD at State Support Team 2. This PD focused on the creation, implementation and data collection that goes along with the yearly Decision Framework process.

September 9th – Every Student Succeeds Act Webinar. This webinar discussed the implications of the Federal ESSA law on Ohio Schools.

September 11th – Active Shooter Training – Several staff members attended an active shooter training to discuss and review school safety measures in an emergency.

September 15th – Making Teachers Better, Not Bitter Webinar. This webinar discussed using data analysis to help teachers in the creation of a clear professional growth plan to improve instruction throughout the year.

September 30th – Trauma Informed Education. This training was about what trauma is, how it impacts a child's development, learning, and overall functioning.

September 30th – Roz Poole Envision Math 2.0 Training. This training was about how to effectively plan and implement the Envision 2.0 Math Curriculum to meet the needs of a diverse group of students.

Time to Brag

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



← Kindergartners on their first day of school!

Second Grade Math Class →
Ms. Bower and Students



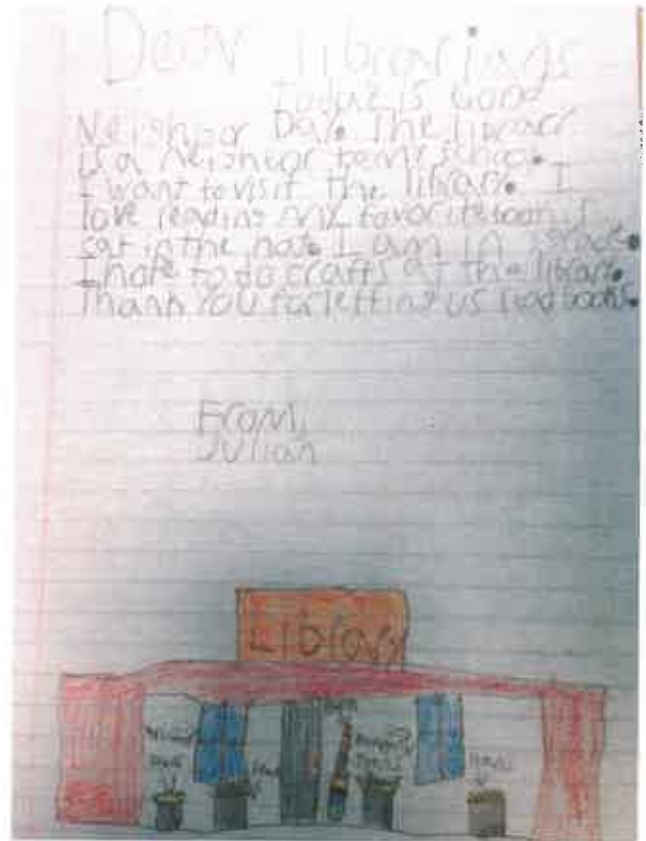
← 5th Grade Reader's Theater
Ms. Gendics and Students

↓ Second Grade calculating their House Points





3rd Grader on Good Neighbor Day ↑ →
Visiting the South Branch Library and
Delivering Letters to the Librarian



↑ Students working on coordination through Martial Arts Games

Governing Authority Board Report

October - November 2016

1. News from our Schools

This new school year has gotten off to a great start! Enrollment at our brick and mortar schools and our Children's Residential Centers (CRCs) is at 92% of our goal of 3277 students. We are pleased that several schools have exceeded their enrollment goals and we will be working closely with the schools that have not reached capacity.

Staff retention has improved; it is still higher than we want at 24%, but it is significantly lower than last years' turnover rate. We have 50 open positions, which we have to monitor carefully to ensure that all of the classrooms are adequately staffed. Recruiting teachers, especially for secondary school math and science classes and IS positions continues to be a challenge. We are exploring opportunities to better market our schools for staff and student recruitment.

Following is a note that we received last week about one of our students:

I am a member of the Fairmont High School Athletic Boosters. On Friday, September 23, I was working at the concession stand on the home side of the Fairmont football game. I witnessed a young man pick up money that a woman had dropped; he forfeited his place in line to go after her to return her money. There were several other pre-teens and teenagers who saw the money fall to the ground, but they did nothing. The young man returned to my line. I told him that I saw what he had done and that it was a very noble thing to do. I asked if he was a Kettering student; he said no and that he attends "Summit Academy." I asked for his name and he wrote down **Austin Adam Hicks**. Please recognize this young man for the outstanding citizenship he showed on Friday night at the Fairmont football game!

This is a great example of how we not only educate our students in the academics, but we instill social skills of integrity in our students. **Thank you Xenia Community School for Alternative Learners for preparing a scholar and a gentleman!**

2. Staffing

I am pleased to report that we have hired a Chief Human Resources Officer (CHRO). This is a new position, for which we required broad and deep human resources leadership experience to manage the ever-increasing complexity of our HR needs. The selection process, which included at least 10 highly qualified HR leader candidates, was rigorous and comprehensive. I had assistance from a SAM Board member, an external HR professional and members of the SAM Executive Team in making the final candidate selection.

The new CHRO is **Ryan Hough** (pronounced with a long "o" and a hard "g"); he has 21 years of experience as an HR generalist, as well as specific expertise in Staff Recruitment and Retention (with experience recruiting hard-to-find professionals), Employment Law, Performance Management, Benefits Administration, Employee Relations, Orientation and On-Boarding, Strategic Planning, Compliance, and Safety.

He currently provides HR leadership for a manufacturing company but, he worked 16 years in the Health and Human Services industry working with adults with disabilities. His certifications include Senior Certified Professional (SHRM-SCP) and Senior Professional in Human Resources (SPHR). He will begin his

employment with SAM on October 17; shortly thereafter, I will bring him to your Board meeting for introductions.

3. SAM and School Budgets

The SAM budget and all of the school budgets have been completed. As noted in the last report, the SAM budget was dissected and re-built with conservative projections, precision and accuracy. You will note a slightly different format for your school's budget. There are new columns for monthly and year-to-date variances to help you identify potential issues. Additionally, there is a bottom line with the net profit or loss; depreciation and real estate costs (mortgage/debt service or lease amount) are also included. It is our hope that these additions will provide greater clarity of the financial condition of your school.

When we identify a school that is losing money, year-to-date, we will work with you and the school leadership to develop appropriate strategies.

4. Curriculum and Academics

All of the schools just completed the first round of benchmark testing using AIMSweb to assess reading and math skills. The test scores in September allow us to create goals for each student and then measure progress towards the goals. We use the same program to assess students weekly or bi-weekly; this level of testing is called "progress monitoring". Teachers use the scores from progress monitoring to plan instruction, place students in instructional groups, and measure growth over the course of the year.

Teachers and parents throughout the state have been talking about the recent release of the Local Report Cards. For the third consecutive year, different tests have been given and different scoring measures have been applied to the results. The tests are much more difficult than they were in the past and even the wealthiest districts in the state have D's and F's on their report cards. The scores for our schools have been disappointing, as well. Overall passage of tests is down and the performance index, which measures all tests given, has dropped. Our performance index scores that previously ranged between 55 and 85 are now between 41 and 66. One bright spot on the report card was the "value added" scores; over half of our schools earned an A, B or C in this area. "Value added" tracks individual student growth, from one year to the next, and shows the progress that has been made.

The curriculum and regional teams are working closely with building leadership to write 14 School Improvement Grants (SIG) by the mid-November deadline. These grants will bring between \$400,000 and \$600,000 to each of these fourteen schools over the next five years. The grants emphasize instructional leadership, collaboration among teachers, data-driven instruction and recruiting and retaining excellent teachers.

We will be offering a webinar for all staff involved in writing the School Improvement grants and interested School Board members, on Monday, October 3, to give support and advice on how to answer the grant questions and to share resources. You are invited to join in the webinar on Monday, October 3 at 9:00 a.m.; to join the webinar:

1. Link to join using a laptop connection with built-in microphone and speaker
- <https://global.gotomeeting.com/join/724961645>
2. Or, call in using +1 (312) 757-3121, Access Code: 724-961-645.
3. If you are local to Akron you can join us at the administration office in person. Please let Deb Skul know if you will be attending in person. Thank you.