

# Summit Academy Community School-Warren Board of Directors Agenda

Wednesday, April 5, 2017 | 2106 Arbor Ave | Warren, Ohio 44484

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## CALL TO ORDER

## ROLL CALL OF BOARD DIRECTORS

(Kendra Godiciu; Joseph Gagliano; Amber Bodrick; Kimberly Straniak; Angela Lee)

## MOTION TO APPROVE MEETING AGENDA

## MOTION FOR THE APPROVAL AND THE SIGNING OF MINUTES

- a. February 22, 2017

## APPROVALS/ADOPTIONS

- a. Approve 2017-2018 School Board Calendar
- b. Approve 2017-2018 School Calendar
- c. Approve Fiscal Officer Waiver for 2017-2018

## FINANCIAL APPROVALS

- a. Approve Financial Statements & Reports January 2017 & February 2017

## COMMITTEE REPORTS

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

## SUMMIT ACADEMY MANAGEMENT REPORT *(Presented by Barbara Danforth)*

## OTHER BUSINESS

- a. ESC of Lake Erie West Comments
- b. Review General Health and Safety Policies ( General health and Welfare and Safety and Security)

## PUBLIC COMMENTS (3 MINUTE LIMIT)

## ADJOURNMENT

Next Meeting: Wednesday, June 7, 2017 | 1461 Moncrest Drive N.W.  
Warren, Ohio



Summit Academy Community School- Warren  
Rescheduled BOARD of DIRECTORS  
Minutes of February 22, 2017

DIRECTORS PRESENT: Joseph Gagliano, Amber Bodrick, Kimberly Straniak

DIRECTORS ABSENT: Kendra Godiciu, Angela Lee

ADMINISTRATIVE SUPPORT:  
Amber Shaeffer, Treasurer  
Renee Holt, Recorder

GUESTS: Sign in Sheet attached; DeAnna Shamp, Lake Erie West

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The meeting was called to order at 6:06p.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 December 7, 2016.

**ACTION:** Motion was made and seconded to approve the minutes from December 7, 2016. Motion carried by unanimous vote of directors present.

Approval/Adoptions of the following:

**ACTION:** Motion was made and seconded to adopt the New Policy and Procedure Manual. Motion carried by unanimous vote of directors present.

**ACTION:** Motion was made and seconded to adopt the Ohio State Board Of Education Resolution to Clarify intent Of Student Suspensions For Ohio School Districts. Motion carried by unanimous vote of directors present.

**ACTION:** Motion was made and seconded to approve Joseph Gagliano as the voting member for the Annual Meeting and Amber Bodrick as the alternate. Motion carried by unanimous vote of directors present.

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

Reports:

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

Subcommittee Report

**ACTION:** Motion was made and seconded to approve Jordan Shaver as a Board Member pending ESC approval. Motion carried by unanimous vote of directors present.

Ambassador Program Committee Report – None

Summit Academy Management Report– A brief report was given by Amber Shaeffer.

Other Business

Comments from the Lake Erie West: DeAnna Shamp gave her report for the month that the Board Members received via email and stated that there will be policy changes coming. House Bill 410 and Senate Bill 3 are new bills that will take effect in the middle of March.

Public Comment: None

Motion was made and seconded to adjourn the meeting.

Respectfully submitted,

Approved,

Renee Holt, Secretary

Kimberly Straniak, President

**SUMMIT ACADEMY SCHOOLS  
BOARD MEETING SCHEDULE: 2017/2018**

**Meetings Begin @ 5:30P.M.**

**Summit Academy Community School – Warren & Summit  
Academy School for Alternative Learners – Warren Middle &  
Secondary  
First Wednesday of Every Other Month**

**MEETING DATE**

August 2, 2017	2106 Arbor Avenue SE Warren, Oh 44484
October 4, 2017	144 N. Schenley Ave. Youngstown, Oh 44509
December 6, 2017	1461 Moncrest Dr. NW Warren, Oh 44485
February 7, 2018	2800 Shady Run Rd. Youngstown, Oh 44502
April 4, 2018	2106 Arbor Avenue SE Warren, Oh 44484
June 8, 2018	144 N. Schenley Ave. Youngstown, Oh 44509



# Summit Academy SCHOOLS

## July 2017

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

## August 2017

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

## September 2017

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## October 2017

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	*19	20
23	24	25	26	27
30	31			

## November 2017

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

## December 2017

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## 2017-2018 School Calendar

### August

17 Student's 1st Day of School

### September

4 NO School - Labor Day  
29 NO School

### October

2 NO School  
20 NO School

### November

9 Parent Conferences (PM)  
10 NO School - Parent Conferences (AM)  
22-24 NO School - Thanksgiving Break

### December

21-29 NO School - Winter Break

### January

1-3 NO School - Winter Break cont.  
12 NO School  
15 NO School - Martin Luther King Day

### February

15 Parent Conferences (PM)  
16 NO school - Parent Conferences (AM)  
19 NO School - President's Day

### March

16 NO School  
26-30 NO School - Spring Break

### April

20 NO School - Good Friday

### May

25 Student's Last Day of School

#### KEY

- First / Last Day of School for Students
- NO School
- \* End Grading Period

## January 2018

M	T	W	T	F
1	2	3	4	5
8	9	10	*11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

## February 2018

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

## March 2018

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	*15	16
19	20	21	22	23
26	27	28	29	30

## April 2018

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

## May 2018

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	*25
28	29	30	31	

## June 2018

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29



**SUMMIT ACADEMY COMMUNITY SCHOOL - Warren  
BOARD RESOLUTION  
Date: April 5, 2017**

**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 - Warren, 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 2017-2018 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 Warren Elementary

### ***I. January and February Treasurer's Report***

#### ***a. January:***

- i.*** Foundation revenue (line 1) this month was for 113.68 FTE's. The budget is based on 118.26 students at an average of \$15,300 per student for the year.
- ii.*** Lines 2, 3 and 4 – Actual revenue varies from budget due to timing of claim payments and when they are received. Budget amounts are projected evenly from month to month throughout the year.
- iii.*** Contributions (line 6) is donation made by Mike Schubert to the school's student fees fund.
- iv.*** Retirement benefits (line 14) budget amounts are based on estimates that are provided to the retirement systems months in advance. They do a true up at year end and we either pay the difference or they issue us a check.
- v.*** Staff Training Costs (line 19) actual costs well under budget due to budget amounts spread out evenly from month to month.
- vi.*** Building Service costs (line 23) actual includes semi-annual property tax payment; \$9.7k
- vii.*** Repairs & Maintenance (line 25) actual is service performed on hot water boilers. Budget amount is facilities CIP project to rekey locks in building; not yet executed.
- viii.*** Education Therapy (line 27) actual cost varies from budget due to budget amounts spread out evenly from month to month.
- ix.*** Student Activities cost (line 30) actual cost varies from budget due to budget amounts spread out evenly from month to month.
- x.*** Food Service costs (line 31) actual only includes food catering services for the first half of the month of January.
- xi.*** Insurance\_General costs (line 34) budget amount is 3<sup>rd</sup> quarter property insurance payment – paid for in the month of December.
- xii.*** Professional Services (line 36) actual includes payment to Rea & Associates for Audit – GAAP base fee.
- xiii.*** 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. February:**

- i.* Foundation revenue (line 1) this month was for 113.08 FTE's. The budget is based on 118.26 students at an average of \$15,300 per student for the year.
- ii.* Lines 2, 3 and 4 – Actual revenue varies from budget due to timing of claim payments and when they are received. Budget amounts are projected evenly from month to month throughout the year.
- iii.* Retirement benefits (line 14) budget amounts are based on estimates that are provided to the retirement systems months in advance. They do a true up at year end and we either pay the difference or they issue us a check.
- iv.* Staff Training Costs (line 19) actual costs well under budget due to budget amounts spread out evenly from month to month.
- v.* Repairs & Maintenance (line 25) actual includes service call to replace pumps and valve due to no hot water in kitchen.
- vi.* Curriculum costs (line 26) actual includes common core math kits for grades 6 and 7. Paid for with federal funds.
- vii.* Education Therapy (line 27) actual cost varies from budget due to budget amounts spread out evenly from month to month.
- viii.* Food Service costs (line 31) actual includes food service costs for the second half of the month of January and the first half of the month of February.
- ix.* 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.

**d. NOTE:** In compliance with HB2 and ORC 3314.024 we will present to your school board at your next board meeting the detailed accounting for your school. This will be in addition to the regular financials for the month of February. In order to meet compliance with the ESCLEW we will have posted this information in the compliance system by the end of March.

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



**Summit Academy  
Warren Elementary  
Unaudited Statement of Activities  
January 2017**

	FY17		Monthly % Variance	Year to Date Actual	FY17 YTD Budget	Budget/Actual Variance	YTD % Variance	FY17 Budget
	Current Month Actual	Month Budget						
<b>Revenue</b>								
1 Foundation Revenue	\$ 174,683	\$ 153,449	(12.16%)	\$ 1,180,542	\$ 1,060,774	\$ 119,768	(10.15%)	\$ 1,814,650
2 Total Medicaid Revenue	\$ 14,407	\$ 2,053	(85.75%)	\$ 29,264	\$ 14,368	\$ 14,896	(50.90%)	\$ 52,619
3 Total Grants Revenue	\$ 31,471	\$ 37,978	20.68%	\$ 207,480	\$ 265,846	\$ (58,366)	28.13%	\$ 455,736
4 Total Food Program Revenue	\$ 16,537	\$ 6,586	(60.17%)	\$ 49,900	\$ 46,101	\$ 3,800	(7.61%)	\$ 79,030
5 Total Student Fees	\$ 314	\$ 449	43.08%	\$ 4,196	\$ 3,145	\$ 1,051	(25.05%)	\$ 5,391
6 Total Contributions	\$ 250	\$ -	(100.00%)	\$ 600	\$ -	\$ 600	(100.00%)	\$ -
7 Total Investment Income	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	\$ -
8 Total Other Revenue	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	\$ -
<b>9 Total Revenue</b>	<b>\$ 237,661</b>	<b>\$ 200,515</b>	<b>18.53%</b>	<b>\$ 1,471,983</b>	<b>\$ 1,390,233</b>	<b>\$ 81,749</b>	<b>5.88%</b>	<b>\$ 2,407,426</b>
<b>10 Management Fees</b>	<b>\$ 237,661</b>	<b>\$ 200,515</b>	<b>18.53%</b>	<b>\$ 1,471,983</b>	<b>\$ 1,390,233</b>	<b>\$ 81,749</b>	<b>5.88%</b>	<b>\$ 2,407,426</b>
<b>11 Net Gain (Loss) for the Year</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Expenditures by SAM for each School</b>								
12 Total Salaries and Wages	\$ 92,371	\$ 90,253	2.29%	\$ 616,608	\$ 653,019	\$ 36,411	(5.91%)	\$ 1,113,165
13 Total Payroll Taxes	\$ 2,963	\$ 3,176	(7.19%)	\$ 13,360	\$ 14,677	\$ 1,317	(9.86%)	\$ 23,002
14 Total Retirement Benefits	\$ 8,551	\$ 12,714	(48.68%)	\$ 95,131	\$ 88,996	\$ (6,135)	6.45%	\$ 152,564
15 Total Insurance Benefits	\$ 12,952	\$ 13,224	(2.10%)	\$ 102,223	\$ 95,236	\$ (6,986)	6.83%	\$ 161,355
16 Total Payroll Processing	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	\$ -
17 Total Staff Recruiting	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	\$ -
18 Total Sponsorship Fees	\$ 1,814	\$ 1,580	12.90%	\$ 11,936	\$ 11,060	\$ (876)	7.34%	\$ 18,960
19 Total Staff Training costs	\$ 1,443	\$ 4,307	(198.47%)	\$ 6,755	\$ 31,746	\$ 24,991	(369.95%)	\$ 52,881
20 Total General Travel	\$ 240	\$ 60	75.05%	\$ 1,231	\$ 390	\$ (841)	68.33%	\$ 690
21 Total Building Lease costs	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	\$ -
22 Total Bldg Utilities	\$ 3,738	\$ 3,965	(6.07%)	\$ 11,263	\$ 14,455	\$ 3,192	(28.34%)	\$ 27,480
23 Total Bldg Service costs	\$ 12,828	\$ 1,807	85.91%	\$ 26,270	\$ 23,826	\$ (2,444)	9.30%	\$ 34,667
24 Total Copier Costs	\$ 690	\$ 685	0.68%	\$ 5,334	\$ 4,795	\$ (539)	13.35%	\$ 8,220
25 Total Repairs & Maintenance	\$ 1,166	\$ 5,400	(363.27%)	\$ 40,863	\$ 93,110	\$ 52,247	(127.86%)	\$ 187,110
26 Total Curriculum costs	\$ 1,464	\$ 470	(67.89%)	\$ 6,646	\$ 10,292	\$ 3,646	(54.85%)	\$ 19,789
27 Total Education Therapy	\$ 9,555	\$ 13,349	(39.70%)	\$ 68,312	\$ 71,698	\$ 3,386	(4.96%)	\$ 122,406
28 Total Martial Arts costs	\$ 5	\$ -	100.00%	\$ 3,289	\$ 1,935	\$ (1,354)	41.17%	\$ 3,336
29 Total Meeting Costs	\$ -	\$ -	0.00%	\$ 8	\$ 625	\$ 617	(7322.80%)	\$ 625
30 Total Student Activity cost	\$ 206	\$ 1,585	(669.64%)	\$ 4,435	\$ 13,106	\$ 8,671	(195.50%)	\$ 21,031
31 Total Food Service costs	\$ 2,604	\$ 8,000	(207.20%)	\$ 37,040	\$ 39,000	\$ 1,960	(5.29%)	\$ 72,000
32 Total Shirts, Uniform costs	\$ -	\$ -	0.00%	\$ 1,611	\$ 30	\$ (1,581)	98.14%	\$ 30
33 Total Contract Bus Services	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	\$ -
34 Total Insurance General	\$ -	\$ 1,097	0.00%	\$ 7,776	\$ 7,248	\$ (528)	6.78%	\$ 8,345

**Summit Academy  
Warren Elementary  
Unaudited Statement of Activities  
January 2017**

	FY17		Budget/Actual Variance	Monthly % Variance	Year to Date Actual	FY17 Budget	Budget/Actual Variance	YTD Budget	YTD % Variance	FY17 Budget
	Current Month Actual	Budget								
35 Total Legal Fees	\$ -	\$ -	\$ -	0.00%	\$ -	\$ 3,500	\$ 3,500	\$ 3,500	0.00%	\$ 3,500
36 Total Professional Services	\$ 2,409	\$ 500	\$ (1,909)	79.25%	\$ 5,963	\$ 7,050	\$ 1,087	\$ 7,050	(18.23%)	\$ 12,286
37 Total Computers IT costs	\$ 889	\$ 2,240	\$ 1,351	(151.93%)	\$ 17,489	\$ 9,926	\$ (7,563)	\$ 9,926	43.24%	\$ 13,743
38 Total Office Expense	\$ 585	\$ 495	\$ (90)	15.39%	\$ 3,072	\$ 3,070	\$ (2)	\$ 3,070	0.06%	\$ 5,150
39 Total Advertising Expense	\$ 2	\$ 67	\$ 66	(3956.02%)	\$ 216	\$ 801	\$ 586	\$ 801	(271.36%)	\$ 1,438
40 Total Development costs	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
41 Total Other expenses	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
42 Total Depreciation Expense	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
43 Total Interest and Loan Pmts	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
44 Total Admin. Cost	\$ 36,123	\$ 28,638	\$ (7,485)	(26.14%)	\$ 212,856	\$ 57,275	\$ (155,581)	\$ 57,275	(271.64%)	\$ 343,653
45 Total Expenses	\$ 192,597	\$ 193,611	\$ 1,013	0.52%	\$ 1,299,885	\$ 1,256,866	\$ (43,019)	\$ 1,256,866	(3.42%)	\$ 2,407,426
46 Surplus/(Deficit) (before debt)	\$ 45,064	\$ 6,904			\$ 172,097	\$ 133,367		\$ 133,367		\$ -
47 Debt Payments	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -
48 Surplus/(Deficit)	\$ 45,064	\$ 6,904			\$ 172,097	\$ 133,367		\$ 133,367		\$ -

**Summit Academy  
Warren Elementary  
Unaudited Statement of Activities  
February 2017**

	FY17		Year to Date Actual	Monthly % Variance	Budget/Actual Variance	FY17		YTD Budget	Budget/Actual Variance	YTD % Variance	FY17 Budget
	Actual	Budget				Actual	Budget				
<b>Revenue</b>											
1 Foundation Revenue	\$ 162,620	\$ 150,775	\$ 1,343,162	-7.86%	\$ (11,845)	\$ 1,211,549	\$ (131,613)	\$ 1,211,549	\$ (131,613)	-10.86%	\$ 1,814,650
2 Total Medicaid Revenue	\$ 4,397	\$ 2,053	\$ 33,661	-114.21%	\$ (2,344)	\$ 16,420	\$ (17,240)	\$ 16,420	\$ (17,240)	-105.00%	\$ 52,619
3 Total Grants Revenue	\$ -	\$ 37,978	\$ 207,480	100.00%	\$ 37,978	\$ 303,824	\$ 96,344	\$ 303,824	\$ 96,344	31.71%	\$ 455,736
4 Total Food Program Revenue	\$ 8,292	\$ 6,586	\$ 58,192	-25.90%	\$ (1,706)	\$ 52,687	\$ (5,505)	\$ 52,687	\$ (5,505)	-10.45%	\$ 79,030
5 Total Student Fees	\$ 629	\$ 449	\$ 4,825	-40.01%	\$ (180)	\$ 3,594	\$ (1,231)	\$ 3,594	\$ (1,231)	-34.24%	\$ 5,391
6 Total Contributions	\$ -	\$ -	\$ 600	0.00%	\$ -	\$ -	\$ (600)	\$ -	\$ (600)	0.00%	\$ -
7 Total Investment Income	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
8 Total Other Revenue	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<b>9 Total Revenue</b>	\$ 175,937	\$ 197,841	\$ 1,647,920	11.07%	\$ 21,903	\$ 1,588,074	\$ (59,846)	\$ 1,588,074	\$ (59,846)	(3.77%)	\$ 2,407,426
<b>10 Management Fees</b>	\$ 175,937	\$ 197,841	\$ 1,647,920	11.07%	\$ 21,903	\$ 1,588,074	\$ (59,846)	\$ 1,588,074	\$ (59,846)	(3.77%)	\$ 2,407,426
<b>11 Net Gain (Loss) for the Year</b>	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>Expenditures by SAM for each School</b>											
12 Total Salaries and Wages	\$ 92,432	\$ 90,878	\$ 709,039	-1.71%	\$ (1,554)	\$ 743,897	\$ 34,857	\$ 743,897	\$ 34,857	4.69%	\$ 1,113,165
13 Total Payroll Taxes	\$ 1,095	\$ 1,288	\$ 14,455	14.96%	\$ 193	\$ 15,964	\$ 1,510	\$ 15,964	\$ 1,510	9.46%	\$ 23,002
14 Total Retirement Benefits	\$ 8,551	\$ 12,714	\$ 103,682	32.74%	\$ 4,163	\$ 101,709	\$ (1,973)	\$ 101,709	\$ (1,973)	-1.94%	\$ 152,564
15 Total Insurance Benefits	\$ 12,822	\$ 13,224	\$ 115,045	3.04%	\$ 401	\$ 108,460	\$ (6,585)	\$ 108,460	\$ (6,585)	-6.07%	\$ 161,355
16 Total Payroll Processing	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
17 Total Staff Recruiting	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
18 Total Sponsorship Fees	\$ 1,684	\$ 1,580	\$ 13,619	-6.56%	\$ (104)	\$ 12,640	\$ (979)	\$ 12,640	\$ (979)	-7.75%	\$ 18,960
19 Total Staff Training costs	\$ 1,670	\$ 4,187	\$ 8,425	60.12%	\$ 2,517	\$ 35,933	\$ 27,508	\$ 35,933	\$ 27,508	76.55%	\$ 52,881
20 Total General Travel	\$ 273	\$ 60	\$ 1,504	-354.80%	\$ (213)	\$ 450	\$ (1,054)	\$ 450	\$ (1,054)	-234.29%	\$ 690
21 Total Building Lease costs	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
22 Total Bldg Utilities	\$ 3,488	\$ 3,965	\$ 14,751	12.03%	\$ 477	\$ 18,420	\$ 3,669	\$ 18,420	\$ 3,669	19.92%	\$ 27,480
23 Total Bldg Service costs	\$ 2,128	\$ 1,975	\$ 28,398	-7.74%	\$ (153)	\$ 25,801	\$ (2,597)	\$ 25,801	\$ (2,597)	-10.06%	\$ 34,667
24 Total Copier Costs	\$ 332	\$ 685	\$ 5,865	51.60%	\$ 353	\$ 5,480	\$ (385)	\$ 5,480	\$ (385)	-7.03%	\$ 8,220
25 Total Repairs & Maintenance	\$ 1,578	\$ 2,400	\$ 42,441	34.26%	\$ 822	\$ 95,510	\$ 53,069	\$ 95,510	\$ 53,069	55.56%	\$ 187,110
26 Total Curriculum costs	\$ 3,339	\$ 470	\$ 9,985	-610.39%	\$ (2,869)	\$ 10,762	\$ 777	\$ 10,762	\$ 777	7.22%	\$ 19,789
27 Total Education Therapy	\$ 14,110	\$ 12,911	\$ 82,422	-9.29%	\$ (1,199)	\$ 84,609	\$ 2,187	\$ 84,609	\$ 2,187	2.59%	\$ 122,406
28 Total Martial Arts costs	\$ -	\$ 1,025	\$ 3,289	100.00%	\$ 1,025	\$ 2,960	\$ (329)	\$ 2,960	\$ (329)	-11.12%	\$ 3,336
29 Total Meeting Costs	\$ -	\$ -	\$ 8	0.00%	\$ -	\$ 625	\$ 617	\$ 625	\$ 617	98.65%	\$ 625
30 Total Student Activity cost	\$ 1,203	\$ 1,585	\$ 5,638	24.11%	\$ 382	\$ 14,691	\$ 9,053	\$ 14,691	\$ 9,053	61.62%	\$ 21,031
31 Total Food Service costs	\$ 7,807	\$ 7,000	\$ 44,847	-11.53%	\$ (807)	\$ 46,000	\$ 1,153	\$ 46,000	\$ 1,153	2.51%	\$ 72,000
32 Total Shirts_Uniform costs	\$ -	\$ -	\$ 1,611	0.00%	\$ -	\$ 30	\$ (1,581)	\$ 30	\$ (1,581)	-5268.33%	\$ 30
33 Total Contract Bus Services	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
34 Total Insurance General	\$ -	\$ -	\$ 7,776	0.00%	\$ -	\$ 7,248	\$ (528)	\$ 7,248	\$ (528)	-7.28%	\$ 8,345

**Summit Academy  
Warren Elementary**

**Unaudited Statement of Activities  
February 2017**

	FY17		Budget/Actual Variance	Monthly % Variance	Year to Date Actual	FY17		YTD Budget	Budget/Actual Variance	YTD % Variance	FY17 Budget
	Current Month Actual	Budget									
35 Total Legal Fees	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ 3,500	\$ 3,500	\$ -	100.00%	\$ 3,500
36 Total Professional Services	\$ 393	\$ 650	\$ 257	39.49%	\$ 6,356	\$ 7,700	\$ 7,700	\$ 1,344	\$ 1,344	17.45%	\$ 12,286
37 Total Computers_IT costs	\$ 665	\$ 750	\$ 85	11.33%	\$ 18,154	\$ 10,676	\$ 10,676	\$ (7,478)	\$ (7,478)	-70.04%	\$ 13,743
38 Total Office Expense	\$ 470	\$ 495	\$ 25	5.02%	\$ 3,542	\$ 3,565	\$ 3,565	\$ 23	\$ 23	0.64%	\$ 5,150
39 Total Advertising Expense	\$ 2	\$ 127	\$ 126	98.70%	\$ 217	\$ 929	\$ 929	\$ 711	\$ 711	76.59%	\$ 1,438
40 Total Development costs	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
41 Total Other expenses	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
42 Total Depreciation Expense	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
43 Total Interest and Loan Pmtis	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
44 Total Admin. Cost	\$ 29,321	\$ -	\$ (683)	(2.39%)	\$ 242,177	\$ 57,275	\$ 57,275	\$ (184,902)	\$ (184,902)	(322.83%)	\$ 343,653
<b>45 Total Expenses</b>	<b>\$ 183,362</b>	<b>\$ 186,606</b>	<b>\$ 3,244</b>	<b>1.74%</b>	<b>\$ 1,483,247</b>	<b>\$ 1,414,834</b>	<b>\$ 1,414,834</b>	<b>\$ (68,412)</b>	<b>\$ (68,412)</b>	<b>(4.84%)</b>	<b>\$ 2,407,426</b>
<b>46 Surplus/(Deficit) (before debt)</b>	<b>\$ (7,424)</b>	<b>\$ 11,235</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 164,673</b>	<b>\$ 173,240</b>	<b>\$ 173,240</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>47 Debt Payments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>48 Surplus/(Deficit)</b>	<b>\$ (7,424)</b>	<b>\$ 11,235</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 164,673</b>	<b>\$ 173,240</b>	<b>\$ 173,240</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



# Educational Service Center of Lake Erie West

Month: March

Director Name: Allison Glass

School Name: Summit Academy Community School-Warren

Management Company: Summit Academy Management

## Teaching Staff Information

Number of Teachers: 8

Number HQT: 8

Number of Intervention Specialists: 8

Number HQT: 8

Number of Instructional Aides: 2

Number HQT: 2

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

None

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

None

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

## Student Information

Grades Served: K-7

Attendance Rate: 91.03%

Enrollment: 110

Number & Percent on IEPs: 92/84%

Number on Home Instruction: 0

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

Students Withdrawn: 4

Due to 105-Hour Rule: 0

Total Students Suspended: 3

Total Students Expelled: 0

Students with IEP's Suspended: 3

Students with IEP's Expelled: 0

Additional Comments:

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## Standards and Instruction

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

None to report

## Testing and Assessment

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

Our 5 alternative assessment students began taking their assessments.  
Third grade students took the IOWA's for the first time.

Number of students tested using alternative assessments: 5

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)*

Our ELO Program for math and reading began January 10. We have about 34 kids in the program.

## Corrective Action Plan Update (if applicable)

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

NA

## 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 reviewed our AIMSWEB data in our BLT to see where the gaps are and what we need to do.

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## Events

March 11- Students competed in the Martial Arts Tournament.

March 16 and 17- Third graders took the IOWA's for the first time.

March 17- Students participated in an inner school Martial Arts Tournament and a board breakathon.

March 22- The whole school participated in the statewide tornado drill.

**March 23- Cookie Dough was delivered to our school from our fundraiser.**

**March 23- Parents and teachers participated in our CCIP annual meeting.**

**March 23- Math Night**

List any parent activities that occurred this month:

**SEE BOLD TYPE ABOVE**

List any staff trainings that occurred this month:

Ms. Sylvester and Mrs. Ihnat participated in 2 webinar trainings.

Mrs. Napolitan participated in a webinar as our LPDC representative.

All but 3 staff members completed the latest book study.

Mrs. Napolitan and Mrs. Glass continue the training toward Whole Brain Teaching Certification as part of our Pilot School Status. This training is weekly.

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## **Time to Brag**

We were asked by Chris Biffle (Founder of Whole Brain Teaching) to pilot his math program. He has been working on the program for a year and we are the only school in the US that will be piloting it!

We had students that earned many medals in the Summit Academy Martial Arts tournament in Columbus.

We collected items for the local animal shelter with great success.

Everyone wore the color blue on March 23 for a monetary donation for the Warren City Police Officer that has been recently diagnosed with Stage 4 Cancer.



## Governing Authority Board Report From Barbara Danforth, CEO April - May 2017

### II. TECHNOLOGY ALERT

As we migrate our technology to the cloud, several School Board Members have advised that they are having problems sending and receiving email messages on our secure Summit Academy network. Issues include not receiving messages, delayed receipt and messages going into the spam file with a security certificate, have been reported. We believe that all of these problems have been corrected; to verify that fact, a series of tests will be conducted to make sure that you are sending and receiving messages without any problems.

In the event you are continuing to experience problems, or you have forgotten instructions for accessing your email, or need to reset an expired password, etc. please call:

Renee Holt 330 670-8470 ext. 6563 – to reset your password  
Rob Walker 330 715-2825 – for all other technology issues

### II. Strategic Plan

On Saturday, March 18, the Strategic Planning Committee had its first meeting that was facilitated by our consultant, Sally Breyley Parker, TimeZero. In attendance for that session were the following:

Patrick Tofil – SAM Board Chair	Barbara Danforth – CEO
Kim Hosler – SAM Board Member	John Guyer – Chief Operations & Compliance Officer
Brian Pendleton – SAM Board Member	Ryan Hough – Chief HR Officer
William Eppich – School Board Member – Painesville	Chris Reeher – Chief IT & Facilities Officer
Penn Berens – School Board Member – OCA	Deb Skul – Chief Academic Officer
	Sara Andreski – Executive Assistant

Lisa Weston – Regional Director Therapeutic Martial Arts Southern Region  
AJ Charpentier – Principal Lorain Elementary School  
Charlotte Ray – Principal Parma Community School  
Rob House1 – Principal Canton Elementary School  
Diane Robinson – Program Manager CRC Wooster  
Chris Wheeler – Regional Director

In advance of this first session, a survey was sent to all Board members and all staff; 421, of a possible 901, responded to the survey for a 40% return. The survey provided statistical data as well as narrative comments.





The first part of our Committee session was spent reviewing the data and comments to identify themes and issues for further discussion.

We then spent time considering the "soul" of Summit Academies. Looking at the mission, vision and values, we discussed whether these statements accurately articulate more than the "what and how" we do our work, but of equal or greater importance, "why" we do our work. Our questions were not resolved, but they will be a focus of the work of the Committee.

The concept of "polarities" was explained and discussed. Polarities are the natural tensions or paradoxes that exist within every organization; they are opposing goals that require reconciliation. Some of the Summit Academy polarities identified included (1) recognition of the individual AND recognition of the team; (2) getting work done AND building relationships, and (3) enriched through differences AND strengthened by our commonalities. The question for further consideration is how we leverage these polarities for Summit Academies' best advantage.

#### NEXT STEPS:

1. An Executive Committee, a sub-group of the full Committee, has been formed to begin working through the details of the full session discussions
2. The next gathering of the full Strategic Planning Committee is April 7 and the third and final meeting will be June 1. A preliminary report of the Strategic Plan will be made at the Annual Meeting on June 3.

#### FINAL INVITATION:

We are still looking for a couple more School Board members to join the Strategic Planning Committee for the remainder of our work. If interested, please let me know as soon as possible.

### III. Enrollment

Summit Academy Schools have had a good year with many stories of outstanding academic success by our students. Parents have written me to express their gratitude for the excellent teaching and support provided to their children, many of whom did not thrive in other school settings.

Our one significant challenge this year has been low enrollment. We budgeted for 3,277 students, but our current enrollment is averaging 2,944. I will take responsibility for this challenge; we need to invest more resources on our marketing efforts. To the end, our new Marketing Manager, Terri Mazzotti, began work here on March 27. Her primary focus will be increasing enrollment. Her job will be especially challenging because she will be working with all 27 of our schools in 13 different communities. To expand her efforts and her reach, we will be forming marketing teams to help her identify the best marketing opportunities in each community. To the extent that you have expertise in this area or advice to offer, please share your ideas with Terry. She can be reached at 330 670-8470 ext. 6587, [terri.mazzotti@summitacademies.org](mailto:terri.mazzotti@summitacademies.org).



## IV Compliance

Once again we have an enormous request for compliance documents – 958 requests x 27 schools = major project. This project has a March 30 deadline and staff is working overtime to complete it.

## V. Curriculum and Academics

We are in the middle of the testing season this month and next. Students in grades three through eight take assessments in math and English language arts. Fourth and sixth graders are tested in social studies, while students in fifth and eighth grades are tested in science.

High school students are taking end-of-course exams in Algebra I, Geometry, English I, English II, American History, American Government or Biology, if they are enrolled in those courses. The Ohio Graduation Tests have been phased out, but we still have students who started high school before July 1, 2014 who are retaking any sections of that test that remain to be passed.

Beginning this year the state has mandated that all high school juniors take either the SAT or the ACT, at our expense. Summit Academy chose to administer the ACT. That mandate has added another level of stress as the administrators had to learn the rules for giving the test and the very complicated process of providing accommodations for students with disabilities.

## VI Staffing

We anticipated that the vacant CFO position would have been filled by the time you received this report, however, the top candidate declined our offer. Other candidates are now under consideration and we hope to have the position filled shortly.

## VII. Annual Meeting

**SAVE THE DATE:** The 2017 Annual Meeting will be June 3, from 10:00 until 2:00 p.m. and held in the Summit Academy Columbus School. The keynote speaker will be Senator Peggy Lehner, Chair of the Ohio Senate Standing Committee on Education. Additional details will be forthcoming shortly.

**REMINDER:** Several positions on the SAM Board need to be filled with re-elected or newly elected Board members. Please submit your nominations to Karen Combs as soon as possible.

*Introducing Henry Hoppen to...*