

# Summit Academy- Youngstown

## 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

(Patrick Slabaugh; Joseph Gagliano; Amber Bodrick; Eric Jones; Jordan Shaver; Kendra Godiciu )

### MOTION TO APPROVE MEETING AGENDA

### MOTION FOR THE APPROVAL AND THE SIGNING OF MINUTES

- a. February 23, 2017

### APPROVALS/ADOPTIONS

- b. Approve 2017-2018 School Board Calendar
- c. Approve 2017-2018 School Calendar
- d. 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 -Youngstown  
Rescheduled BOARD of DIRECTORS  
Minutes of February 23, 2017

DIRECTORS PRESENT: Eric Jones, Amber Bodrick, Jordan Shaver

DIRECTORS ABSENT: Joseph Gagliano, Patrick Slabaugh

**ADMINISTRATIVE SUPPORT:**

John Guyer, Chief Operations and Compliance Officer  
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 6:09p.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 15, 2016.

**ACTION:** Motion was made and seconded to approve the minutes from December 15, 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 Kendra Godiciu as a Board Member pending ESC approval. Motion carried by unanimous vote of directors present.

Ambassador Program Committee Report – Jordan Shaver discussed Fund Raising ideas.

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. Site visit for the school are in compliance with all ODE requirements.

Public Comment: None

Motion was made and seconded to adjourn the meeting.

Respectfully submitted,

Approved,

Renee Holt, Secretary

Eric Jones, President

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

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

**Summit Academy Secondary School – Youngstown & Summit Academy - Youngstown**  
***First Wednesday of Every Other Month***

<b>MEETING DATE</b>	
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 - YOUNGSTOWN  
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 - Youngstown, 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 Youngstown Middle

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

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

- i.*** Foundation revenue (line 1) this month was for 206.64 FTE's. The budget is based on 211.81 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.*** Medicaid Revenue (line 2) actual includes settlement check received for claims submitted in 2012/2013 school year.
- iv.*** Contributions (line 6) is donation made by Mike Schubert to the school's student fees fund.
- v.*** 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.
- vi.*** Staff Training costs (line 19) actual includes several employee reimbursements for travel to trainings. Also includes registration for two staff members to OAASFEP conference.
- vii.*** Building Lease costs (line 21) we anticipate lease payment to increase, lease agreement renewal not finalized yet, so payment remains \$3,000.
- viii.*** Repairs & Maintenance (line 25) actual includes facilities CIP project to install window tinting throughout building; project budgeted for in the months of October and November.
- ix.*** Curriculum costs (line 26) actual includes software licenses for students for the instructional software BrainPop.
- x.*** Education Therapy (line 27) actual cost varies from budget due to budget amounts spread out evenly from month to month.
- xi.*** Martial Arts costs (line 28) actual is martial arts t-shirts for Youngstown CRC locations.
- xii.*** Food Service costs (line 31) actual only includes food catering services for the first half of the month of January.
- xiii.*** Insurance\_General costs (line 34) budget amount is 3<sup>rd</sup> quarter property insurance payment – paid for in the month of December.
- xiv.*** Professional Services (line 36) actual includes payment to Rea & Associates for Audit – GAAP base fee. Also includes payment to HealthCare Billing for percentage of Medicaid funding received this month.
- xv.*** 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 208.14 FTE's. The budget is based on 211.81 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.** Building Lease costs (line 21) we anticipate lease payment to increase, lease agreement renewal not finalized yet, so payment remains \$3,000.
- v.** Repairs & Maintenance (line 25) actual includes window replacement throughout building.
- vi.** Education Therapy (line 27) actual cost varies from budget due to budget amounts spread out evenly from month to month.
- vii.** Student Activities cost (line 30) actual costs well under 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  
Youngstown**

**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	Budget						
<b>Revenue</b>								
1 Foundation Revenue	\$ 257,313	\$ 275,345	7.01%	\$ 1,809,568	\$ 1,900,995	\$ (91,427)	5.05%	\$ 3,251,300
2 Total Medicaid Revenue	\$ 194,256	\$ 3,487	(98.20%)	\$ 206,379	\$ 24,412	\$ 181,967	(88.17%)	\$ 89,406
3 Total Grants Revenue	\$ 66,394	\$ 56,673	(14.64%)	\$ 330,516	\$ 396,711	\$ (66,195)	20.03%	\$ 680,076
4 Total Food Program Revenue	\$ 12,334	\$ 11,796	(4.36%)	\$ 75,551	\$ 82,573	\$ (7,023)	9.30%	\$ 141,555
5 Total Student Fees	\$ 43	\$ 805	1771.37%	\$ 1,624	\$ 5,633	\$ (4,009)	246.85%	\$ 9,656
6 Total Contributions	\$ 450	\$ -	(100.00%)	\$ 1,100	\$ -	\$ 1,100	(100.00%)	\$ -
7 Total Investment Income	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	\$ -
8 Total Other Revenue	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	\$ -
<b>9 Total Revenue</b>	\$ 530,789	\$ 348,106	52.48%	\$ 2,424,737	\$ 2,410,324	\$ 14,413	0.60%	\$ 4,171,993
<b>10 Management Fees</b>	\$ 530,789	\$ 348,106	52.48%	\$ 2,424,737	\$ 2,410,324	\$ 14,413	0.60%	\$ 4,171,993
<b>11 Net Gain (Loss) for the Year</b>	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -
<b>Expenditures by SAM for each School</b>								
12 Total Salaries and Wages	\$ 160,023	\$ 132,359	17.29%	\$ 1,109,942	\$ 963,684	\$ (146,258)	13.18%	\$ 1,627,895
13 Total Payroll Taxes	\$ 4,761	\$ 5,396	(13.34%)	\$ 20,744	\$ 24,938	\$ 4,193	(20.21%)	\$ 39,084
14 Total Retirement Benefits	\$ 34,664	\$ 21,602	37.68%	\$ 271,409	\$ 151,214	\$ (120,195)	44.29%	\$ 259,224
15 Total Insurance Benefits	\$ 22,727	\$ 22,469	1.14%	\$ 178,549	\$ 157,281	\$ (21,268)	11.91%	\$ 269,624
16 Total Payroll Processing	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	\$ -
17 Total Staff Recruiting	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	\$ -
18 Total Sponsorship Fees	\$ 3,095	\$ 3,050	1.46%	\$ 21,719	\$ 21,350	\$ (369)	1.70%	\$ 36,600
19 Total Staff Training costs	\$ 2,620	\$ 690	73.66%	\$ 12,530	\$ 7,027	\$ (5,503)	43.92%	\$ 10,077
20 Total General Travel	\$ 217	\$ 60	72.40%	\$ 680	\$ 390	\$ (290)	42.65%	\$ 690
21 Total Building Lease costs	\$ 3,000	\$ 3,750	(25.00%)	\$ 11,378	\$ 26,250	\$ 14,872	(130.72%)	\$ 45,000
22 Total Bldg Utilities	\$ 4,624	\$ 4,340	6.14%	\$ 25,874	\$ 30,380	\$ 4,506	(17.42%)	\$ 52,080
23 Total Bldg Service costs	\$ 3,815	\$ 3,665	3.93%	\$ 25,954	\$ 27,097	\$ 1,143	(4.41%)	\$ 45,422
24 Total Copier Costs	\$ 1,790	\$ 1,000	44.12%	\$ 11,888	\$ 7,000	\$ (4,888)	41.12%	\$ 12,000
25 Total Repairs & Maintenance	\$ 17,701	\$ 400	97.74%	\$ 21,336	\$ 24,800	\$ 3,464	(16.23%)	\$ 28,360
26 Total Curriculum costs	\$ 1,811	\$ 180	90.06%	\$ 15,602	\$ 11,304	\$ (4,299)	27.55%	\$ 24,057
27 Total Education Therapy	\$ 12,590	\$ 24,057	(91.08%)	\$ 84,959	\$ 134,865	\$ 49,907	(58.74%)	\$ 229,043
28 Total Martial Arts costs	\$ 419	\$ -	100.00%	\$ 2,459	\$ 3,072	\$ 613	(24.95%)	\$ 5,074
29 Total Meeting Costs	\$ -	\$ -	0.00%	\$ 414	\$ 1,150	\$ 736	(177.62%)	\$ 1,150
30 Total Student Activity cost	\$ 663	\$ 1,125	(69.81%)	\$ 1,199	\$ 10,758	\$ 9,559	(796.96%)	\$ 16,383
31 Total Food Service costs	\$ 4,543	\$ 10,000	(120.11%)	\$ 68,088	\$ 72,515	\$ 4,427	(6.50%)	\$ 115,515
32 Total Shirts Uniform costs	\$ -	\$ -	0.00%	\$ 1,465	\$ 60	\$ (1,405)	95.90%	\$ 60
33 Total Contract Bus Services	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	\$ -
34 Total Insurance General	\$ -	\$ 1,865	0.00%	\$ 13,072	\$ 12,178	\$ (894)	6.84%	\$ 14,043

Summit Academy  
Youngstown

Unaudited Statement of Activities  
January 2017

	FY17		Budget/Actual Variance	Monthly % Variance	Year to Date Actual	FY17		Budget/Actual Variance	YTD % Variance	FY17 Budget
	Current Month Actual	Budget				Year to Date Actual	Budget			
35 Total Legal Fees	\$ -	\$ -	\$ -	0.00%	\$ 17,025	\$ 3,500	\$ (13,525)	79.44%	\$ 3,500	
36 Total Professional Services	\$ 13,657	\$ 270	\$ (13,387)	98.02%	\$ 17,898	\$ 5,670	\$ (12,228)	68.32%	\$ 9,726	
37 Total Computers IT costs	\$ 1,456	\$ 2,240	\$ 784	(53.88%)	\$ 11,182	\$ 9,926	\$ (1,256)	11.23%	\$ 13,743	
38 Total Office Expense	\$ 1,250	\$ 984	\$ (266)	21.25%	\$ 5,803	\$ 5,027	\$ (776)	13.37%	\$ 8,086	
39 Total Advertising Expense	\$ 493	\$ 67	\$ (426)	86.35%	\$ 806	\$ 801	\$ (4)	0.54%	\$ 1,438	
40 Total Development costs	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	\$ -	
41 Total Other expenses	\$ 64	\$ -	\$ (64)	100.00%	\$ 64	\$ -	\$ (64)	100.00%	\$ -	
42 Total Depreciation Expense	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	\$ -	
43 Total Interest and Loan Prnts	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	\$ -	
44 Total Admin. Cost	\$ 53,535	\$ 108,677	\$ 55,142	50.74%	\$ 326,272	\$ 217,353	\$ (108,919)	(50.11%)	\$ 1,304,119	
45 Total Expenses	\$ 349,517	\$ 348,246	\$ (1,272)	(0.37%)	\$ 2,278,308	\$ 1,929,589	\$ (348,719)	(18.07%)	\$ 4,171,993	
46 Surplus/(Deficit) (before debt)	\$ 181,272	\$ (139)	\$ -		\$ 146,429	\$ 480,735	\$ -		\$ -	
47 Debt Payments	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	
48 Surplus/(Deficit)	\$ 181,272	\$ (139)	\$ -		\$ 146,429	\$ 480,735	\$ -		\$ -	

**Summit Academy  
Youngstown**

**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							
<b>Revenue</b>									
1 Foundation Revenue	\$ 284,325	\$ 270,061	\$ (14,264)	-5.28%	\$ 2,093,893	\$ 2,171,056	\$ 77,163	3.55%	\$ 3,251,300
2 Total Medicaid Revenue	\$ 8,559	\$ 3,487	\$ (5,072)	-145.43%	\$ 214,938	\$ 27,900	\$ (187,038)	-670.40%	\$ 89,406
3 Total Grant's Revenue	\$ -	\$ 56,673	\$ 56,673	100.00%	\$ 330,516	\$ 453,384	\$ 122,868	27.10%	\$ 680,076
4 Total Food Program Revenue	\$ 13,305	\$ 11,796	\$ (1,509)	-12.79%	\$ 88,856	\$ 94,370	\$ 5,514	5.84%	\$ 141,555
5 Total Student Fees	\$ 259	\$ 805	\$ 546	67.81%	\$ 1,883	\$ 6,438	\$ 4,555	70.75%	\$ 9,656
6 Total Contributions	\$ -	\$ -	\$ -	0.00%	\$ 1,100	\$ -	\$ (1,100)	0.00%	\$ -
7 Total Investment Income	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	\$ -
8 Total Other Revenue	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	\$ -
<b>9 Total Revenue</b>	\$ 306,448	\$ 342,822	\$ 36,374	10.61%	\$ 2,731,186	\$ 2,753,147	\$ 21,961	0.80%	\$ 4,171,993
10 Management Fees	\$ 306,448	\$ 342,822	\$ 36,374	10.61%	\$ 2,731,186	\$ 2,753,147	\$ 21,961	0.80%	\$ 4,171,993
11 Net Gain (Loss) for the Year	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -
<b>Expenditures by SAM for each School</b>									
12 Total Salaries and Wages	\$ 159,289	\$ 132,984	\$ (26,305)	-19.78%	\$ 1,269,231	\$ 1,096,668	\$ (172,563)	-15.74%	\$ 1,627,895
13 Total Payroll Taxes	\$ 1,582	\$ 2,188	\$ 605	27.68%	\$ 22,327	\$ 27,125	\$ 4,799	17.69%	\$ 39,084
14 Total Retirement Benefits	\$ 34,664	\$ 21,602	\$ (13,062)	-60.47%	\$ 306,073	\$ 172,816	\$ (133,257)	-77.11%	\$ 259,224
15 Total Insurance Benefits	\$ 22,504	\$ 22,469	\$ (36)	-0.16%	\$ 201,053	\$ 179,749	\$ (21,304)	-11.85%	\$ 269,624
16 Total Payroll Processing	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	\$ -
17 Total Staff Recruiting	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	\$ -
18 Total Sponsorship Fees	\$ 3,258	\$ 3,050	\$ (208)	-6.81%	\$ 24,977	\$ 24,400	\$ (577)	-2.36%	\$ 36,600
19 Total Staff Training costs	\$ 1,176	\$ 570	\$ (606)	-106.28%	\$ 13,705	\$ 7,597	\$ (6,108)	-80.41%	\$ 10,077
20 Total General Travel	\$ 379	\$ 60	\$ (319)	-531.67%	\$ 1,059	\$ 450	\$ (609)	-135.34%	\$ 690
21 Total Building Lease costs	\$ 3,000	\$ 3,750	\$ 750	20.00%	\$ 14,378	\$ 30,000	\$ 15,622	52.07%	\$ 45,000
22 Total Bldg Utilities	\$ 4,283	\$ 4,340	\$ 57	1.30%	\$ 30,157	\$ 34,720	\$ 4,563	13.14%	\$ 52,080
23 Total Bldg Service costs	\$ 2,613	\$ 3,665	\$ 1,052	28.71%	\$ 28,566	\$ 30,762	\$ 2,196	7.14%	\$ 45,422
24 Total Copier Costs	\$ 672	\$ 1,000	\$ 328	32.79%	\$ 12,560	\$ 8,000	\$ (4,560)	-57.01%	\$ 12,000
25 Total Repairs & Maintenance	\$ 3,319	\$ 400	\$ (2,919)	-729.75%	\$ 24,655	\$ 25,200	\$ 545	2.16%	\$ 28,360
26 Total Curriculum costs	\$ 789	\$ 180	\$ (609)	-338.22%	\$ 16,391	\$ 11,484	\$ (4,908)	-42.74%	\$ 24,057
27 Total Education Therapy	\$ 15,026	\$ 23,135	\$ 8,109	35.05%	\$ 99,985	\$ 158,000	\$ 58,016	36.72%	\$ 229,043
28 Total Martial Arts costs	\$ 187	\$ 1,450	\$ 1,263	87.09%	\$ 2,646	\$ 4,522	\$ 1,876	41.49%	\$ 5,074
29 Total Meeting Costs	\$ 70	\$ -	\$ (70)	0.00%	\$ 484	\$ 1,150	\$ 666	57.91%	\$ 1,150
30 Total Student Activity cost	\$ -	\$ 1,125	\$ 1,125	100.00%	\$ 1,199	\$ 11,883	\$ 10,684	89.91%	\$ 16,383
31 Total Food Service costs	\$ 14,865	\$ 10,000	\$ (4,865)	-48.65%	\$ 82,953	\$ 82,515	\$ (438)	-0.53%	\$ 115,515
32 Total Shirts Uniform costs	\$ -	\$ -	\$ -	0.00%	\$ 1,465	\$ 60	\$ (1,405)	-2340.83%	\$ 60
33 Total Contract Bus Services	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	\$ -
34 Total Insurance- General	\$ -	\$ -	\$ -	0.00%	\$ 13,072	\$ 12,178	\$ (894)	-7.34%	\$ 14,043

**Summit Academy  
Youngstown**

**Unaudited Statement of Activities  
February 2017**

	FY17		Budget/Actual Variance	Monthly % Variance	Year to Date Actual	FY17		Budget/Actual Variance	YTD % Variance	FY17 Budget
	Current Month Actual	Budget				Year to Date Actual	Budget			
35 Total Legal Fees	\$ -	\$ -	\$ -	0.00%	\$ 17,025	\$ 17,025	\$ 3,500	\$ (13,525)	-386.42%	\$ 3,500
36 Total Professional Services	\$ 680	\$ 420	\$ (260)	-61.93%	\$ 18,578	\$ 18,578	\$ 6,090	\$ (12,488)	-205.05%	\$ 9,726
37 Total Computers, IT costs	\$ 562	\$ 750	\$ 188	25.11%	\$ 11,744	\$ 11,744	\$ 10,676	\$ (1,068)	-10.00%	\$ 13,743
38 Total Office Expense	\$ 576	\$ 660	\$ 84	12.74%	\$ 6,379	\$ 6,379	\$ 5,687	\$ (692)	-12.16%	\$ 8,086
39 Total Advertising Expense	\$ 79	\$ 127	\$ 49	38.16%	\$ 884	\$ 884	\$ 929	\$ 44	4.77%	\$ 1,438
40 Total Development costs	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
41 Total Other expenses	\$ -	\$ -	\$ -	0.00%	\$ 64	\$ 64	\$ -	\$ (64)	0.00%	\$ -
42 Total Depreciation Expense	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
43 Total Interest and Loan Pmtis	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
44 Total Admin. Cost	\$ 51,265	\$ -	\$ 57,412	52.83%	\$ 377,537	\$ 377,537	\$ 217,353	\$ (160,183)	(73.70%)	\$ 1,304,119
<b>45 Total Expenses</b>	<b>\$ 320,837</b>	<b>\$ 342,602</b>	<b>\$ 21,764</b>	<b>6.35%</b>	<b>\$ 2,599,145</b>	<b>\$ 2,599,145</b>	<b>\$ 2,163,514</b>	<b>\$ (435,631)</b>	<b>(20.14%)</b>	<b>\$ 4,171,993</b>
<b>46 Surplus/(Deficit) (before debt)</b>	<b>\$ (14,389)</b>	<b>\$ 221</b>			<b>\$ 132,040</b>	<b>\$ 132,040</b>	<b>\$ 589,632</b>			<b>\$ -</b>
<b>47 Debt Payments</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>
<b>48 Surplus/(Deficit)</b>	<b>\$ (14,389)</b>	<b>\$ 221</b>			<b>\$ 132,040</b>	<b>\$ 132,040</b>	<b>\$ 589,632</b>			<b>\$ -</b>



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

Month: March

Director Name: Mike Majzun

School Name: Youngstown Elementary

Management Company: Summit Academy

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**Teaching Staff Information**

Number of Teachers: 33

Number HQT: 33

Number of Intervention Specialists: 13

Number HQT: 13

Number of Instructional Aides: 5

Number HQT: 5

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.*

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**Student Information**

Grades Served: K-7

Attendance Rate: 93.3%

Enrollment: 169

Number & Percent on IEPs: 80.0%

Number on Home Instruction: 0

Number in CRCs (Children's Residential Centers): 71

Students Withdrawn: 2

Due to 105-Hour Rule: 0

Total Students Suspended: 9

Total Students Expelled: 0

Students with IEP's Suspended: 9

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:

## Testing and Assessment

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

- AimsWeb Progress Monitoring
- WIATT
- BASC
- IQ Testing
- Alternative Assessment
- Speech/OT
- Vision/Hearing Screening
- AIR State Assessment

Number of students tested using alternative assessments: 8

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)*

- Title I Services – all school
- Touch Math – (K-3)
- Whole Brain
- Wilson

## Corrective Action Plan Update (if applicable)

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

We met with our State Support Team on November 18<sup>th</sup> to continue to review the Internal Monitoring Forms for our ETR's and IEP's. During this meeting we did a file review of certain ETR/IEP's that in the process of being completed. In addition to the State Support Team, we had our Lead IS, IS, IEP Coordinators, and Principal at the building. We continue to break down every aspect of the SPED process and receive numerous suggestions from our State Support Team representative, Marla Peachock, on what we need to look for to be compliant with these documents. We have continued this process through the month of November as we have had several IAT meetings with staff on the internal monitoring rubric that was given to us by our SST. The next scheduled internal monitoring meeting with our State Support Team is February 21<sup>st</sup>.

On February 21<sup>st</sup>, Marla Peachock came in again to review the Internal Monitoring Forms for our ETR's and IEP's. We have 4 first year Intervention Specialists attend along with our Special Education team. They continued to go over the IEP's they are currently writing to see if each area of the IEP and ETR are compliant. Our next scheduled meeting with SST is May 2<sup>nd</sup>.

## **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

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### **Student Achievement:**

TBT's are monitored monthly to ensure expected time allotments are being met, critical learning targets are assessed, and continuity is evident among the teams. Lexia & Moby Max implementation are evident during classroom observations. A new test prep program has been implemented in both ELA/Math to prepare students. Daily data is collected and utilized for planning during TBT's.

PBIS data is posted for all staff and guests; reviewed and discussed with admin team. AimsWeb Plus data is benchmarked 3x/year and charted in ESCLEW site visit reports. Progress monitoring is conducted between test administrations; results are evaluated and future planning is discussed. Walkthroughs are conducted weekly/daily by admin team; results and subsequent planning are discussed. Academic growth is confirmed while decreased behaviors are verified; both as a result of school implemented programs.

### **Professional Development:**

- The Leader in Me book study will continue to be implemented weekly; however, January will be completed through e-mail excerpts and strategies.
- TBT/IAT meeting minutes will include weekly mini-PD using Ohio ED. Updates and webinars focused on Best Practices.
- February started Phase 2 of the Leader in Me process. Classes have been implementing ideas for conflict resolution using the habits. These are sent out in weekly e-mails.
- We are in the process of setting up a keynote speaker using the Leader in Me concepts for March/April.
- We have e-mails out regarding PD for co-teaching model (SST5-Michelle Elias), Standards Assessment, and Embedded Formative Assessment.
- Differentiation PD will occur on March 22<sup>nd</sup> and April 17<sup>th</sup> from SDE services. There will be a follow-up webinar in May.
- The Leader in Me presenter: Pat Graham will be here on March 24<sup>th</sup> from 9-10:30 to survey the staff on the leader concepts, so we can move forward with the transformation process.

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## **Events**

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

- AIRS Kickoff Pep Assembly
- Martial Arts State Tournament

List any parent activities that occurred this month:

- CCIP Meeting
- Camp Fitch Meeting

Last Revised: 08/03/2016

List any staff trainings that occurred this month:

- Leader in Me Webinar
- SDE Professional Development
- Civil Rights
- Leader In Me In-service Training
- Building Leadership Team Meeting
- Teacher Based Team Meetings

## Time to Brag

We celebrated our first ever AIRS Kickoff Pep Assembly this month to help get the students excited about the state assessment they will be taking. We had performances for our 1<sup>st</sup> and 3<sup>rd</sup> graders who sang songs and dances. We also had the Youngstown Summit Secondary Drumline and the West Middlesex cheerleaders perform. This was a great way to get the students ready to take the new AIRS assessment and let them know it's not a matter of how well they do but how hard they try.



West Middlesex Cheerleaders with Lucky the Lion

## The Martial Arts Tournament

The Martial Arts tournament went very well and the students were once again successful in receiving trophies and metals and placed well. Shihan Bove approached my Sensei's and made great comments on the student's dedication and theirs as well. He was also impressed on their technical abilities in the katas and instruments and the student's ability to perform as individuals and as a team. This performance that occurs each year has shown a huge impact on them in both the dojo and in the class room.





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

### I. 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 Housel – 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.