

# Summit Academy Secondary School- 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 Secondary School-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 5:33p.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 SECONDARY SCHOOL - 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 Secondary School- 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 Secondary

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

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

- i.*** Foundation revenue (line 1) this month was for 233.05 FTE's. The budget is based on 278.79 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 includes professional development day with Bill DeMeo of Staff Development for Educators; paid for with federal funds.
- vi.*** Building Lease costs (line 21) actual includes \$12k for one year rent for New Beginnings CRC facility.
- vii.*** Curriculum costs (line 26) actual in various instructional supplies.
- viii.*** Education Therapy (line 27) actual cost varies from budget due to budget amounts spread out evenly from month to month.
- ix.*** Food Service costs (line 31) actual only includes food catering services for the first half of the month of January.
- x.*** Contract Bus Services (line 33) actual includes WRTA bus passes for the months of January and February.
- 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. Also includes payment to HealthCare Billing for percentage of Medicaid funding received this month.
- xiii.*** Computer\_IT costs (line 37) budget amount higher than normal because it includes an amount for e-rate items.
- xiv.*** 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 235.26 FTE's. The budget is based on 278.79 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.** Other Revenue (line 8) is deposits for the martial arts fundraiser and martial arts tournament.
- 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 includes registration for various trainings and seminars.
- vi.** Curriculum costs (line 26) actual includes music equipment – drum carriers.
- 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.** Shirts\_Uniforms costs (line 32) actual are shirts purchased for the martial arts fundraiser.
- x.** Contract Bus Services (line 33) February bus passes purchased in January.
- xi.** 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 Secondary**  
**Unaudited Statement of Activities**  
**January 2017**

	FY17		Budget/Actual Variance	Monthly % Variance	Year to Date Actual	FY17 Budget	YTD Budget	Budget/Actual Variance	YTD % Variance	FY17 Budget
	Current Month Actual	Budget								
<b>Revenue</b>										
1 Foundation Revenue	\$ 277,640	\$ 361,843	\$ (84,203)	30.33%	\$ 2,218,694	\$ 2,500,965	\$ (282,270)	12.72%	\$ 4,278,244	
2 Total Medicaid Revenue	\$ 4,229	\$ 4,795	\$ (566)	13.40%	\$ 9,993	\$ 33,567	\$ (23,573)	235.89%	\$ 122,933	
3 Total Grants Revenue	\$ 44,146	\$ 37,230	\$ 6,916	(15.67%)	\$ 279,532	\$ 260,610	\$ 18,922	(6.77%)	\$ 446,760	
4 Total Food Program Revenue	\$ 5,838	\$ 15,526	\$ (9,688)	165.94%	\$ 40,736	\$ 108,684	\$ (67,948)	166.80%	\$ 186,315	
5 Total Student Fees	\$ 22	\$ 1,059	\$ (1,037)	4714.27%	\$ 2,919	\$ 7,414	\$ (4,495)	153.99%	\$ 12,710	
6 Total Contributions	\$ 1,000	\$ -	\$ 1,000	(100.00%)	\$ 1,650	\$ -	\$ 1,650	(100.00%)	\$ -	
7 Total Investment Income	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	\$ -	
8 Total Other Revenue	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	\$ -	
<b>9 Total Revenue</b>	\$ 332,875	\$ 420,453	\$ (87,578)	(20.83%)	\$ 2,553,525	\$ 2,911,239	\$ (357,714)	(12.29%)	\$ 5,046,961	
<b>10 Management Fees</b>	\$ 332,875	\$ 420,453	\$ (87,578)	(20.83%)	\$ 2,553,525	\$ 2,911,239	\$ (357,714)	(12.29%)	\$ 5,046,961	
<b>11 Net Gain (Loss) for the Year</b>	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	
<b>Expenditures by SAM for each School</b>										
12 Total Salaries and Wages	\$ 187,491	\$ 183,832	\$ (3,659)	1.95%	\$ 1,355,129	\$ 1,304,661	\$ (50,468)	3.72%	\$ 2,216,482	
13 Total Payroll Taxes	\$ 6,311	\$ 7,195	\$ 884	(14.00%)	\$ 27,396	\$ 33,252	\$ 5,856	(21.37%)	\$ 52,115	
14 Total Retirement Benefits	\$ 14,773	\$ 28,803	\$ 14,030	(94.97%)	\$ 141,689	\$ 201,619	\$ 59,930	(42.30%)	\$ 345,632	
15 Total Insurance Benefits	\$ 30,400	\$ 29,958	\$ (442)	1.45%	\$ 238,713	\$ 209,708	\$ (29,005)	12.15%	\$ 359,499	
16 Total Payroll Processing	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	\$ -	
17 Total Staff Recruiting	\$ 120	\$ -	\$ (120)	100.00%	\$ 120	\$ -	\$ (120)	100.00%	\$ -	
18 Total Sponsorship Fees	\$ 3,304	\$ 3,600	\$ 296	(8.95%)	\$ 25,427	\$ 25,200	\$ (227)	0.89%	\$ 43,200	
19 Total Staff Training costs	\$ 6,752	\$ 1,635	\$ (5,117)	75.79%	\$ 10,068	\$ 11,416	\$ 1,348	(13.38%)	\$ 15,449	
20 Total General Travel	\$ 987	\$ 1,602	\$ 615	(62.29%)	\$ 1,577	\$ 10,999	\$ 9,422	(597.40%)	\$ 20,050	
21 Total Building Lease costs	\$ 13,300	\$ 1,300	\$ (12,000)	90.23%	\$ 21,100	\$ 9,100	\$ (12,000)	56.87%	\$ 15,600	
22 Total Bldg Utilities	\$ 5,543	\$ 3,520	\$ (2,023)	36.50%	\$ 10,909	\$ 18,340	\$ 7,431	(68.11%)	\$ 35,540	
23 Total Bldg Service costs	\$ 1,580	\$ 1,636	\$ 56	(3.56%)	\$ 11,437	\$ 24,122	\$ 12,685	(110.90%)	\$ 32,702	
24 Total Copier Costs	\$ 2,193	\$ 2,315	\$ 122	(5.57%)	\$ 8,759	\$ 16,205	\$ 7,446	(85.02%)	\$ 27,780	
25 Total Repairs & Maintenance	\$ 390	\$ 900	\$ 510	(130.77%)	\$ 13,394	\$ 13,300	\$ (94)	0.70%	\$ 19,360	
26 Total Curriculum costs	\$ 3,563	\$ 1,450	\$ (2,113)	59.30%	\$ 13,194	\$ 22,986	\$ 9,792	(74.22%)	\$ 46,592	
27 Total Education Therapy	\$ 4,389	\$ 18,512	\$ 14,123	(321.80%)	\$ 32,547	\$ 105,784	\$ 73,237	(225.02%)	\$ 176,326	
28 Total Martial Arts costs	\$ 1,553	\$ 1,129	\$ (424)	27.32%	\$ 4,868	\$ 10,544	\$ 5,676	(116.59%)	\$ 19,121	
29 Total Meeting Costs	\$ -	\$ -	\$ -	0.00%	\$ 8	\$ 1,675	\$ 1,667	(19793.11%)	\$ 1,675	
30 Total Student Activity cost	\$ 977	\$ 3,002	\$ 2,025	(207.38%)	\$ 3,788	\$ 26,259	\$ 22,471	(593.22%)	\$ 42,069	
31 Total Food Service costs	\$ 2,605	\$ 9,300	\$ 6,695	(256.97%)	\$ 36,340	\$ 52,500	\$ 16,160	(44.47%)	\$ 95,700	
32 Total Shirts Uniform costs	\$ -	\$ -	\$ -	0.00%	\$ 67	\$ 60	\$ (7)	10.78%	\$ 60	
33 Total Contract Bus Services	\$ 6,426	\$ 2,109	\$ (4,317)	67.18%	\$ 17,576	\$ 12,654	\$ (4,922)	28.00%	\$ 23,199	
34 Total Insurance General	\$ -	\$ 2,486	\$ 2,486	0.00%	\$ 17,363	\$ 16,169	\$ (1,194)	6.88%	\$ 18,655	

**Summit Academy**  
**Youngstown Secondary**  
**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				YTD Actual	Budget			
35 Total Legal Fees	\$ -	\$ -	\$ -	0.00%	\$ 17,025	\$ 3,500	\$ (13,525)	79.44%	\$ 3,500	
36 Total Professional Services	\$ 1,888	\$ 340	\$ (1,548)	82.00%	\$ 5,224	\$ 6,295	\$ 1,071	(20.50%)	\$ 10,701	
37 Total Computers IT costs	\$ 4,693	\$ 8,525	\$ 3,832	(81.66%)	\$ 8,913	\$ 30,811	\$ 21,898	(245.70%)	\$ 43,628	
38 Total Office Expense	\$ 1,362	\$ 1,350	\$ (12)	0.90%	\$ 6,301	\$ 7,829	\$ 1,528	(24.25%)	\$ 13,078	
39 Total Advertising Expense	\$ 514	\$ 67	\$ (447)	86.90%	\$ 812	\$ 2,051	\$ 1,239	(152.64%)	\$ 5,188	
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 Prmits	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	\$ -	
44 Total Admin. Cost	\$ 58,988	\$ 113,672	\$ 54,683	48.11%	\$ 400,039	\$ 227,344	\$ (172,695)	(75.96%)	\$ 1,364,061	
<b>45 Total Expenses</b>	<b>\$ 360,103</b>	<b>\$ 428,237</b>	<b>\$ 68,135</b>	<b>15.91%</b>	<b>\$ 2,429,783</b>	<b>\$ 2,404,382</b>	<b>\$ (25,402)</b>	<b>(1.06%)</b>	<b>\$ 5,046,961</b>	
<b>46 Surplus/(Deficit) (before debt)</b>	<b>\$ (27,227)</b>	<b>\$ (7,784)</b>			<b>\$ 123,741</b>	<b>\$ 506,857</b>			<b>\$ -</b>	
47 Debt Payments	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	
<b>48 Surplus/(Deficit)</b>	<b>\$ (27,227)</b>	<b>\$ (7,784)</b>			<b>\$ 123,741</b>	<b>\$ 506,857</b>			<b>\$ -</b>	

**Summit Academy  
Youngstown Secondary**  
Unaudited Statement of Activities  
February 2017

	FY17		Budget/Actual Variance	Monthly % Variance	Year to Date Actual	FY17		Budget/Actual Variance	YTD % Variance	FY17 Budget	FY17 Budget
	Current Month Actual	Budget				Year to Date Actual	YTD Budget				
<b>Revenue</b>											
1 Foundation Revenue	\$ 271,627	\$ 355,456	\$ 83,829	23.58%	\$ 2,490,321	\$ 2,856,420	\$ 366,099	12.82%	\$ 4,278,244	\$ 4,278,244	\$ -
2 Total Medicaid Revenue	\$ 1,335	\$ 4,795	\$ 3,460	72.16%	\$ 11,328	\$ 38,362	\$ 27,034	70.47%	\$ 122,933	\$ 122,933	\$ -
3 Total Grants Revenue	\$ -	\$ 37,230	\$ 37,230	100.00%	\$ 279,532	\$ 297,840	\$ 18,308	6.15%	\$ 446,760	\$ 446,760	\$ -
4 Total Food Program Revenue	\$ 7,515	\$ 15,526	\$ 8,011	51.60%	\$ 48,251	\$ 124,210	\$ 75,959	61.15%	\$ 186,315	\$ 186,315	\$ -
5 Total Student Fees	\$ 88	\$ 1,059	\$ 971	91.69%	\$ 3,007	\$ 8,473	\$ 5,466	64.51%	\$ 12,710	\$ 12,710	\$ -
6 Total Contributions	\$ -	\$ -	\$ -	0.00%	\$ 1,650	\$ -	\$ (1,650)	0.00%	\$ -	\$ -	\$ -
7 Total Investment Income	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -
8 Total Other Revenue	\$ 1,052	\$ -	\$ (1,052)	0.00%	\$ 1,052	\$ -	\$ (1,052)	0.00%	\$ -	\$ -	\$ -
<b>9 Total Revenue</b>	\$ 281,617	\$ 414,066	\$ 132,449	31.99%	\$ 2,835,142	\$ 3,325,305	\$ 490,164	14.74%	\$ 5,046,961	\$ 5,046,961	\$ -
<b>10 Management Fees</b>	\$ 281,617	\$ 414,066	\$ 132,449	31.99%	\$ 2,835,142	\$ 3,325,305	\$ 490,164	14.74%	\$ 5,046,961	\$ 5,046,961	\$ -
<b>11 Net Gain (Loss) for the Year</b>	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
<b>Expenditures by SAM for each School</b>											
12 Total Salaries and Wages	\$ 191,447	\$ 182,742	\$ (8,705)	-4.76%	\$ 1,546,576	\$ 1,487,403	\$ (59,173)	-3.98%	\$ 2,216,482	\$ 2,216,482	\$ -
13 Total Payroll Taxes	\$ 2,072	\$ 2,917	\$ 845	28.96%	\$ 29,469	\$ 36,169	\$ 6,700	18.53%	\$ 52,115	\$ 52,115	\$ -
14 Total Retirement Benefits	\$ 14,773	\$ 28,803	\$ 14,030	48.71%	\$ 156,462	\$ 230,421	\$ 73,959	32.10%	\$ 345,632	\$ 345,632	\$ -
15 Total Insurance Benefits	\$ 30,102	\$ 29,958	\$ (144)	-0.48%	\$ 268,815	\$ 239,666	\$ (29,149)	-12.16%	\$ 359,499	\$ 359,499	\$ -
16 Total Payroll Processing	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -
17 Total Staff Recruiting	\$ -	\$ -	\$ -	0.00%	\$ 120	\$ -	\$ (120)	0.00%	\$ -	\$ -	\$ -
18 Total Sponsorship Fees	\$ 3,384	\$ 3,600	\$ 216	6.00%	\$ 28,811	\$ 28,800	\$ (11)	-0.04%	\$ 43,200	\$ 43,200	\$ -
19 Total Staff Training costs	\$ 4,290	\$ 417	\$ (3,873)	-928.75%	\$ 14,358	\$ 11,833	\$ (2,525)	-21.34%	\$ 15,449	\$ 15,449	\$ -
20 Total General Travel	\$ 513	\$ 1,602	\$ 1,089	67.97%	\$ 2,090	\$ 12,601	\$ 10,511	83.41%	\$ 20,050	\$ 20,050	\$ -
21 Total Building Lease costs	\$ 1,300	\$ 1,300	\$ -	0.00%	\$ 22,400	\$ 10,400	\$ (12,000)	-115.38%	\$ 15,600	\$ 15,600	\$ -
22 Total Bldg Utilities	\$ 4,306	\$ 4,220	\$ (86)	-2.03%	\$ 15,215	\$ 22,560	\$ 7,345	32.56%	\$ 35,540	\$ 35,540	\$ -
23 Total Bldg Service costs	\$ 1,937	\$ 1,836	\$ (101)	-5.51%	\$ 13,375	\$ 25,958	\$ 12,583	48.48%	\$ 32,702	\$ 32,702	\$ -
24 Total Copier Costs	\$ 885	\$ 2,315	\$ 1,430	61.78%	\$ 9,644	\$ 18,520	\$ 8,876	47.93%	\$ 27,780	\$ 27,780	\$ -
25 Total Repairs & Maintenance	\$ 21	\$ 900	\$ 879	97.88%	\$ 13,415	\$ 14,200	\$ 785	5.33%	\$ 19,360	\$ 19,360	\$ -
26 Total Curriculum costs	\$ 1,622	\$ 370	\$ (1,252)	-338.40%	\$ 14,816	\$ 23,356	\$ 8,540	36.57%	\$ 46,592	\$ 46,592	\$ -
27 Total Education Therapy	\$ 3,120	\$ 16,914	\$ 13,794	81.55%	\$ 35,667	\$ 122,698	\$ 87,031	70.93%	\$ 176,326	\$ 176,326	\$ -
28 Total Martial Arts costs	\$ 242	\$ 3,829	\$ 3,587	93.68%	\$ 5,110	\$ 14,372	\$ 9,262	64.45%	\$ 19,121	\$ 19,121	\$ -
29 Total Meeting Costs	\$ 463	\$ -	\$ (463)	0.00%	\$ 472	\$ 1,675	\$ 1,203	71.85%	\$ 1,675	\$ 1,675	\$ -
30 Total Student Activity cost	\$ 972	\$ 3,002	\$ 2,030	67.64%	\$ 4,760	\$ 29,261	\$ 24,501	83.73%	\$ 42,069	\$ 42,069	\$ -
31 Total Food Service costs	\$ 8,424	\$ 9,300	\$ 876	9.42%	\$ 44,763	\$ 61,800	\$ 17,037	27.57%	\$ 95,700	\$ 95,700	\$ -
32 Total Shirts_ Uniform costs	\$ 725	\$ -	\$ (725)	0.00%	\$ 792	\$ 60	\$ (732)	-1219.92%	\$ 60	\$ 60	\$ -
33 Total Contract Bus Services	\$ 112	\$ 2,109	\$ 1,997	94.67%	\$ 17,688	\$ 14,763	\$ (2,925)	-19.81%	\$ 23,199	\$ 23,199	\$ -
34 Total Insurance_General	\$ -	\$ -	\$ -	0.00%	\$ 17,363	\$ 16,169	\$ (1,194)	-7.38%	\$ 18,655	\$ 18,655	\$ -

**Summit Academy  
Youngstown Secondary  
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 Budget	YTD Budget			
35 Total Legal Fees	\$ -	\$ -	\$ -	0.00%	\$ 17,025	\$ 3,500	\$ (13,525)	-386.42%	\$ 3,500	
36 Total Professional Services	\$ 87	\$ 490	\$ 403	82.29%	\$ 5,311	\$ 6,785	\$ 1,474	21.73%	\$ 10,701	
37 Total Computers_ IT costs	\$ 1,821	\$ 2,550	\$ 729	28.58%	\$ 10,734	\$ 33,361	\$ 22,627	67.83%	\$ 43,628	
38 Total Office Expense	\$ 550	\$ 1,026	\$ 476	46.43%	\$ 6,851	\$ 8,855	\$ 2,004	22.63%	\$ 13,078	
39 Total Advertising Expense	\$ 629	\$ 1,377	\$ 749	54.37%	\$ 1,440	\$ 3,429	\$ 1,988	57.99%	\$ 5,188	
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	\$ 48,975	\$ -	\$ 64,696	56.92%	\$ 449,014	\$ 227,344	\$ (221,671)	(97.50%)	\$ 1,364,061	
<b>45 Total Expenses</b>	<b>\$ 322,771</b>	<b>\$ 415,248</b>	<b>\$ 92,477</b>	<b>22.27%</b>	<b>\$ 2,752,554</b>	<b>\$ 2,705,958</b>	<b>\$ (46,596)</b>	<b>(1.72%)</b>	<b>\$ 5,046,961</b>	
<b>46 Surplus/(Deficit) (before debt)</b>	<b>\$ (41,154)</b>	<b>\$ (1,182)</b>			<b>\$ 82,587</b>	<b>\$ 619,347</b>			<b>\$ -</b>	
<b>47 Debt Payments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	
<b>48 Surplus/(Deficit)</b>	<b>\$ (41,154)</b>	<b>\$ (1,182)</b>			<b>\$ 82,587</b>	<b>\$ 619,347</b>			<b>\$ -</b>	

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

Month: February

Director Name: Kevin Sheely

School Name: Youngstown Secondary

Management Company: Summit Academy

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**Teaching Staff Information**

Number of Teachers: 12

Number HQT: 12

Number of Intervention Specialists: 7

Number HQT: 7

Number of Instructional Aides: 13

Number HQT: 13

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

Dawn Grenade – Intervention Specialist – 2/6/17

Mimi Kim-Vass- Behavior Specialist- 2/13/17

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

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

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**Student Information**

Grades Served: 8-12

Attendance Rate: 90.32%

Enrollment: 140

Number & Percent on IEPs: 124/89%

Number on Home Instruction: 1

Number in CRCs (Children's Residential Centers): 97

Students Withdrawn: 4

Due to 105-Hour Rule: 0

Total Students Suspended: 24

Total Students Expelled: 0

Students with IEP's Suspended: 21

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:

We finished our program where content teachers from our GenEd and CrossCat floors pushed into the FLI classrooms to help with content instruction. The program was a great success. It provided excellent content instruction for the FLI students, the teachers were able to provide resources and modeling for the FLI Intervention Specialists, and most importantly, it helped bring unity to the building by having staff and students from different programs work together.

## **Testing and Assessment**

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

Some students were assessed using WIAT, GARS, BASC, ABAS, and BEERY-VMI

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)*

64 students received Title I services.

All students participate in intervention period.

## **Corrective Action Plan Update (if applicable)**

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

There are 32 Measureable Goals on the CAP. We achieved “Progressing” on 24 of the goals.

We achieved a rating of “Not Met” on the other 8 goals. However, those goals are not due till May and are tied to the SIG we were just awarded, pre-implementation funds were just released.

## **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

The Majority of the goals are measured at the end of the school year. Our progress continues as stated last month.

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## **Events**

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

Cross Cat students have been participating in Gym and Swim at the YMCA this month on Mondays.

The FLI Program had a field trip to the YSU ropes course.

Last Revised: 08/03/2016

List any parent activities that occurred this month:

The FLI program had their monthly family dinner on 2/23/17.

List any staff trainings that occurred this month:

Admin. Team Building with Shihan Bove on 2/17/17

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## **Time to Brag**

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

- The new cell phone policy with incentives continued. Results remain positive, with a decrease in office referrals and incidents of cell phone use in class. We had 38 cell phones turned in last Friday! Great job by our students.
- Student Council sponsored a Valentine's Dance. A good time was had by all. Thank you Mr. McCarty for providing the music.
- We met with our sponsor representative, DeAnna Shamp, from LEWESC. We received very positive feedback. She commented on a noticeable difference in the culture and feeling of the building. Great job Secondary team!!
- Our new "CDR" (Cool down room) under the direction of Dean of Students, Montez Lockett, continues to evolve. She is having a positive impact on staff, students, and parents.
- Congratulations Ashley Hamilton on being named Summit Academy's Exceptional Employee for the Youngstown Region for Quarter 2. Awesome Job!!



## 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.

*Administrative Services Department*