

Summit Academy Community School-Columbus Board of Directors Agenda

Wednesday, January 10, 2018 | 2521 Fairwood Ave | Columbus, Ohio 43207

CALL TO ORDER

ROLL CALL OF BOARD DIRECTORS

(Terry Kleman; Anthon Brooks; Erin Bentz; Marvin Rich; Robert Bentz)

MOTION TO APPROVE MEETING AGENDA

MOTION FOR THE APPROVAL AND THE SIGNING OF MINUTES

- a. November 15, 2017

APPROVALS/ADOPTIONS

- a. Approve 2018-19 Fiscal Officer Waiver
- b. Approve New Use of Credit Card Policy-Schools
- c. Approve New Gifts, Grants, Donations Policy-Schools

FINANCIAL APPROVALS

- a. Approve Financial Statements & Reports for October 2017 & November 2017

COMMITTEE REPORTS

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

SUMMIT ACADEMY MANAGEMENT REPORT *(Presented by SAM Representative)*

OTHER BUSINESS

- a. ESC of Lake Erie West Comments
- b. Review and Acknowledge New Policy #146- Gifts, Grants, Donations Policy-Management Company
- c. Review and Acknowledge New Policy #148.6 Use of Credit Cards-Management Company
- d. Discuss and Present Food Standards Annual Report (Refer to Policy 455)

PUBLIC COMMENTS (3 MINUTE LIMIT)

ADJOURNMENT

Next Meeting: Wednesday, March 14, 2018 {2521 Fairwood Ave, Columbus Ohio}

Summit Academy Community School - Columbus
BOARD of DIRECTORS
Minutes of November 15, 2017

DIRECTORS PRESENT: Terry Kleman; Robert Bentz; Marvin Rich; Anthon Brooks

DIRECTORS ABSENT: Erin Bentz

ADMINISTRATIVE SUPPORT:

Amber Shaeffer, Treasurer (via phone)

Renee Holt, Recorder

Chris Wheeler, Regional Consultant

Barbara Danforth, CEO

GUESTS: Sign in Sheet attached; ESC of Lake Erie West; Diana Longstreth

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

Approval of Meeting Agenda

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

Approval of Meeting Minutes from September 13, 2017.

ACTION: Motion was made and seconded to approve the minutes from September 13, 2017. Motion carried by unanimous vote of directors present.

Approval/Adoptions of the following:

ACTION: Motion was made and seconded to approve the Resident Educator Program (RESA) resolution. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to table the New Gifts, Grants, and Donations Policy. Motion carried by unanimous vote of directors present.

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

ACTION: Motion was made and seconded to approve the New Drone Policy. Motion carried by unanimous vote of directors present. The board will submit questions to SAM.

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

ACTION: Motion was made and seconded to approve the revised Student Assessment and Academic /Intervention services. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve the New Graduation Requirements for 2018 only. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve the revised Promotion and

Retention policy. Motion carried by unanimous vote of directors present.

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

ACTION: Motion was made and seconded to adopt the revised Missing and Absent Children Policy. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve the revised Use of Tobacco or other stimulants on school premises policy. Motion carried by unanimous vote of directors present.

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

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

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

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

ACTION: Motion was made and seconded to approve the revised Use of medications policy. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve New AED and CPR training policy. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve the New Return of unused Food service funds Policy. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to go into Executive Session to discuss HR issues. Motion carried by unanimous vote of directors present. Roll Call Kleman, R. Bentz, M. Rich, A. Brooks, Barbara Danforth, Laura Barber Pervis, Diane Longstreth, Chri Wheeler, Cheryl Elliott, Trina Moore.
Time In 5:50 p.m. Time Out 6:40p.m.

ACTION: Motion was made and seconded to return for executive session and to correct The motion language to "consider the employment/dismissal of a public employee. No action was taken in executive session, Motion carried by unanimous vote of directors present.

Treasurer's Report – Amber Shaeffer presented the Statement of Financial Position of August and September 2017. 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 August and September 2017 as presented. Motion carried by unanimous vote of directors present.

Reports:

School Director's Report – Attached

Subcommittee Report:

Ambassador Program Committee Report – None

Summit Academy Management Report– A report was given by Barbara Danforth. See attached report.

Other Business:

ESC of Laker Erie West: Diane Longstreath report is attached.

School Board Members Acknowledged, Reviewed and Discussed the racial balance of the school.

Public Comment: None

Motion was made and seconded to adjourn the meeting.

Respectfully submitted,

Approved,

Karen Combs, Recorder

Anthon Brooks, President

SUMMIT ACADEMY COMMUNITY SCHOOL-Columbus
BOARD RESOLUTION
Date: January 10, 2018

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-Columbus, 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 2018-2019 school year; and
3. A copy of this resolution shall be provided to the Ohio Department of Education.

Signature: _____
Board President/Representative

Signature: _____
Recorder





148.6.1 Use of Credit Cards - Schools

The Governing Authority (Board) recognizes the value of an efficient method of payment and recordkeeping for certain expenses.

The Board, therefore, authorizes the use of District credit cards. The authorization, handling, and use of credit cards has been established to provide a convenient and efficient means to purchase goods and services from vendors. Credit cards, however, shall not be used in order to circumvent the general purchasing procedures established by State law and Board policy. The Board affirms that credit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall be paid for by credit card. However, under no circumstances shall credit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

Use of the District credit card for any cash withdrawal transaction is strictly prohibited.

The Summit Academy Management CFO shall develop administrative guidelines that specify those employees authorized to use credit cards, the types of expenses which can be paid by credit card, and their proper supervision and use. Inappropriate or illegal use of the credit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in a loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.

The Board authorizes the following employees to use District credit cards:

- A. Building Director

- B. Treasurer

The Board directs the CFO to determine and specify those employees authorized to use District credit cards following appendices 148.6 -A. The CFO or designee shall be responsible for giving direction to and supervising such employees' use of District credit cards.

Date Adopted: January and February 2018



146.1 GIFTS, GRANTS, DONATIONS – Schools

The Governing Authority (School Board) accepts its responsibility to provide from public funds sufficient supplies and equipment for an effective instructional program. It recognizes, however, that from time to time individuals and organizations in the community may wish to donate funds, additional supplies or equipment to enhance or extend the instructional program.

The School Board Chair, with the approval of the School Board as needed, may accept any donation of money, supplies, equipment, etc. or the grant of land, with or without improvement, and acknowledge the purpose, if any, for which the gift was made. The Board reserves the right to refuse any donation, gift or grant when the conditions or stipulations connected with it are inconsistent with the mission, vision and goals of the school.

Any gift accepted by the Board shall become the property of the Board, maintained in the possession of the school, and may not be returned without the approval of the Board. It will be subject to the same controls and guidelines as other properties of the Board.

The Board shall be responsible for the maintenance of any gift it accepts, subject to any conditions or stipulations connected with the gift.

In no case shall acceptance of a gift be considered an endorsement by the Board of a commercial product, business enterprise, or institution of learning.

See Appendix 146 - A

R.C. 9.20, 9.26, 3313.36, 3313.37

Date Adopted: January and February 2018

Summit Academy Columbus Elementary

I. October and November Treasurer's Report

a. October:

- i.*** Foundation revenue (line 1) is based on 79.01 FTE's. The budget is based on 64 students at an average of \$15,446.76 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.*** Sponsorship Fees (line 18) actual in 3% of opportunity grant from State Foundation. Because foundation is much higher than budget, sponsorship fees is as well.
- v.*** Building Utilities (line 22) actual includes E-Rate checks received for FY16 telephone services.
- vi.*** Education Therapy (line 27) actual cost varies from budget due to budget amounts spread out evenly from month to month.
- vii.*** Food Service costs (line 31) actual includes breakfast and lunch services provided for the month of October.
- viii.*** Computers_IT costs (line 37) actual includes E-Rate checks received for FY16 internet access services.
- 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.

b. November:

- i.* Foundation revenue (line 1) is based on 81.39 FTE's. The budget is based on 64 students at an average of \$15,446.76 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. Also, budget amounts are projected evenly from month to month throughout the year.
- iii.* Salaries and Wages (line 12) actual and budget amounts contain fall retention bonus.
- 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 is negative due to reversal of registration fees for secretaries conference that was cancelled.
- vi.* Education Therapy (line 27) actual cost varies from budget due to budget amounts spread out evenly from month to month.
- vii.* Food Service costs (line 31) actual includes breakfast and lunch services provided for the month of November.
- viii.* 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

Summit Academy
Columbus Elementary
Unaudited Statement of Activities
October 2017

	FY18				FY18				YTD	FY18
	Current Month Actual	Month Budget	Budget/Actual Variance	Monthly % Variance	Year to Date Actual	YTD Budget	Budget/Actual Variance	% Variance		
Revenue										
1 Foundation Revenue	\$ 133,180	\$ 82,728	\$ 50,452	-38%	\$ 287,948	\$ 332,077	\$ (44,129)	15%	\$ 994,971	
2 Total Medicaid Revenue	\$ -	\$ 3,505	\$ (3,505)	0%	\$ 946	\$ 3,505	\$ (2,558)	270%	\$ 63,243	
3 Total Grants Revenue	\$ 7,458	\$ 23,643	\$ (16,185)	217%	\$ 58,824	\$ 94,572	\$ (35,748)	61%	\$ 190,822	
4 Total Food Program Revenue	\$ 7,090	\$ 4,340	\$ 2,750	-39%	\$ 10,721	\$ 12,869	\$ (2,148)	20%	\$ 47,289	
5 Total Student Fees	\$ -	\$ 149	\$ (149)	0%	\$ 1,481	\$ 685	\$ 796	-54%	\$ 744	
6 Total Contributions	\$ 36	\$ -	\$ 36	-100%	\$ 36	\$ -	\$ 36	-100%	\$ -	
7 Total Investment Income	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	
8 Total Other Revenue	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	
Total Revenue	\$ 147,764	\$ 114,364	\$ 33,400	29%	\$ 359,955	\$ 443,707	\$ (83,752)	-19%	\$ 1,297,069	
9 Management Fees	\$ 147,764	\$ 114,364	\$ 33,400	29%	\$ 359,955	\$ 443,707	\$ (83,752)	-19%	\$ 1,297,069	
10 Net Gain (Loss) for the Year	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	
Expenditures by SAM for each School										
12 Total Salaries and Wages	\$ 51,566	\$ 38,620	\$ (12,946)	25%	\$ 174,377	\$ 156,570	\$ (17,807)	10%	\$ 472,970	
13 Total Payroll Taxes	\$ 1,698	\$ 1,067	\$ (631)	37%	\$ 4,735	\$ 4,267	\$ (468)	10%	\$ 12,801	
14 Total Retirement Benefits	\$ 2,739	\$ 6,860	\$ 4,121	-150%	\$ 10,956	\$ 27,442	\$ 16,486	-150%	\$ 82,325	
15 Total Insurance Benefits	\$ 6,216	\$ 7,564	\$ 1,348	-22%	\$ 27,049	\$ 30,256	\$ 3,207	-12%	\$ 90,769	
16 Total Payroll Processing	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	
17 Total Staff Recruiting	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	
18 Total Sponsorship Fees	\$ 2,867	\$ 1,239	\$ (1,628)	57%	\$ 4,749	\$ 4,957	\$ 208	-4%	\$ 14,871	
19 Total Staff Training costs	\$ 135	\$ 924	\$ 789	-584%	\$ 1,017	\$ 4,267	\$ 3,250	-319%	\$ 9,165	
20 Total General Travel	\$ 433	\$ 204	\$ (229)	53%	\$ 1,038	\$ 874	\$ (164)	16%	\$ 2,879	
21 Total Building Lease costs	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	
22 Total Bldg Utilities	\$ 162	\$ 1,520	\$ 1,358	-838%	\$ 3,312	\$ 5,505	\$ 2,193	-66%	\$ 16,520	
23 Total Bldg Services costs	\$ 1,159	\$ 1,767	\$ (608)	-52%	\$ (38,240)	\$ 21,040	\$ 59,280	-155%	\$ 40,861	
24 Total Copier Costs	\$ 618	\$ 350	\$ (268)	43%	\$ 2,575	\$ 1,400	\$ (1,175)	46%	\$ 4,200	
25 Total Repairs & Maintenance	\$ 245	\$ 215	\$ (30)	12%	\$ 389	\$ 4,585	\$ 4,196	-1078%	\$ 26,388	
26 Total Curriculum costs	\$ 695	\$ 707	\$ (13)	-2%	\$ 3,644	\$ 8,779	\$ 5,135	-141%	\$ 11,528	
27 Total Education Therapy	\$ 14,117	\$ 7,301	\$ (6,816)	48%	\$ 27,478	\$ 17,302	\$ (10,176)	37%	\$ 59,774	
28 Total Martial Arts costs	\$ -	\$ 30	\$ 30	0%	\$ 36	\$ 1,244	\$ 1,208	-3356%	\$ 2,128	
29 Total Meeting Costs	\$ -	\$ -	\$ -	0%	\$ -	\$ 492	\$ 492	0%	\$ 1,425	
30 Total Student Activity cost	\$ -	\$ 1,391	\$ 1,391	0%	\$ -	\$ 1,411	\$ 1,411	0%	\$ 4,584	
31 Total Food Service costs	\$ 4,313	\$ 4,800	\$ 487	-11%	\$ 12,734	\$ 10,100	\$ (2,634)	21%	\$ 41,600	
32 Total Shirts Uniform costs	\$ -	\$ -	\$ -	0%	\$ 372	\$ 130	\$ (242)	65%	\$ 1,030	
33 Total Contract Bus Services	\$ -	\$ 350	\$ 350	0%	\$ -	\$ 950	\$ 950	0%	\$ 3,400	
34 Total Insurance General	\$ -	\$ -	\$ -	0%	\$ 3,334	\$ 1,242	\$ (2,092)	65%	\$ 3,359	

**Summit Academy
Columbus Elementary
Unaudited Statement of Activities
October 2017**

	FY18			Budget/Actual Variance	Monthly % Variance	FY18			Budget/Actual Variance	YTD % Variance	FY18 Budget
	Current Month Actual	Current Month Budget	Year to Date Actual			YTD Budget	YTD Budget				
35 Total Legal Fees	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	0%	\$ -
36 Total Professional Services	\$ 600	\$ 1,338	\$ 1,702	\$ 738	-123%	\$ 1,702	\$ 2,092	\$ 391	\$ -	-23%	\$ 6,730
37 Total Computers, IT costs	\$ (2,883)	\$ 445	\$ 380	\$ 3,328	-115%	\$ 380	\$ 8,827	\$ 8,447	\$ -	-2225%	\$ 10,757
38 Total Office Expense	\$ 404	\$ 33	\$ 823	\$ (371)	92%	\$ 823	\$ 242	\$ (581)	\$ -	71%	\$ 940
39 Total Advertising Expense	\$ 1	\$ 876	\$ 2,082	\$ 875	-62028%	\$ 2,082	\$ 1,160	\$ (922)	\$ -	44%	\$ 1,496
40 Total Development costs	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	0%	\$ -
41 Total Other expenses	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	0%	\$ -
42 Total Depreciation Expense	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	0%	\$ -
43 Total Interest and Loan Pmts	\$ 1,477	\$ 1,500	\$ 5,791	\$ 23	-2%	\$ 5,791	\$ 6,000	\$ 209	\$ -	-4%	\$ 18,000
44 Total Admin Cost	\$ 23,011	\$ 29,714	\$ 56,762	\$ 6,703	23%	\$ 56,762	\$ 118,856	\$ 62,094	\$ -	52%	\$ 356,568
45 Total Expenses	\$ 109,575	\$ 108,816	\$ 307,294	\$ (759)	-1%	\$ 307,294	\$ 439,989	\$ 132,695	\$ -	30%	\$ 1,297,069
46 Surplus/(Deficit) (before debt)	\$ 38,189	\$ 5,549	\$ 52,661	\$ 3,718		\$ 52,661	\$ 3,718	\$ -	\$ -		\$ -
47 Debt Payments	\$ 5,375	\$ 5,375	\$ 21,500	\$ -		\$ 21,500	\$ 21,500	\$ -	\$ -		\$ 64,500
48 Surplus/(Deficit)	\$ 32,814	\$ 174	\$ 31,161	\$ (17,782)		\$ 31,161	\$ (17,782)	\$ -	\$ -		\$ (64,500)

**Summit Academy
Columbus Elementary
Unaudited Statement of Activities
November 2017**

	FY18			Budget/Actual Variance	Monthly % Variance	FY18			YTD Budget/Actual Variance	YTD % Variance	FY18 Budget
	Current Month Actual	Budget	Month to Date Actual			YTD Budget					
Revenue											
1 Foundation Revenue	\$ 76,788	\$ 82,728	\$ 364,736	\$ 414,805	\$ (50,069)	8%	\$ 199,380	\$ (34,380)	15%	\$ 472,970	
2 Total Grant Revenue	\$ -	\$ 3,505	\$ 946	\$ 7,010	\$ (6,063)	0%	\$ 5,334	\$ (146)	3%	\$ 12,801	
3 Total Grants Revenue	\$ 12,226	\$ 12,706	\$ 71,050	\$ 107,278	\$ (36,228)	4%	\$ 34,302	\$ 20,607	-150%	\$ 82,325	
4 Total Food Program Revenue	\$ 4,751	\$ 4,340	\$ 15,472	\$ 17,209	\$ (1,737)	-9%	\$ 37,820	\$ 4,610	-14%	\$ 90,769	
5 Total Student Fees	\$ -	\$ 15	\$ 1,481	\$ 700	\$ 781	0%	\$ -	\$ -	0%	\$ -	
6 Total Contributions	\$ 36	\$ -	\$ 71	\$ -	\$ 71	-100%	\$ -	\$ -	0%	\$ -	
7 Total Investment Income	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	
8 Total Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	
Total Revenue	\$ 93,801	\$ 103,294	\$ 453,757	\$ 547,001	\$ (93,244)	-9%	\$ 453,757	\$ (93,244)	-17%	\$ 1,297,069	
Management Fees	\$ 93,801	\$ 103,294	\$ 453,757	\$ 547,001	\$ (93,244)	-9%	\$ 453,757	\$ (93,244)	-17%	\$ 1,297,069	
Net Gain (Loss) for the Year	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	
Expenditures by SAM for each School											
12 Total Salaries and Wages	\$ 59,383	\$ 42,810	\$ 233,760	\$ 199,380	\$ (34,380)	28%	\$ 199,380	\$ (34,380)	15%	\$ 472,970	
13 Total Payroll Taxes	\$ 745	\$ 1,067	\$ 5,480	\$ 5,334	\$ (146)	-43%	\$ 5,334	\$ (146)	3%	\$ 12,801	
14 Total Retirement Benefits	\$ 2,739	\$ 6,860	\$ 13,695	\$ 34,302	\$ 20,607	-150%	\$ 34,302	\$ 20,607	-150%	\$ 82,325	
15 Total Insurance Benefits	\$ 6,162	\$ 7,564	\$ 33,211	\$ 37,820	\$ 4,610	-23%	\$ 37,820	\$ 4,610	-14%	\$ 90,769	
16 Total Payroll Processing	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	
17 Total Staff Recruiting	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	
18 Total Sponsorship Fees	\$ 1,366	\$ 1,239	\$ 6,114	\$ 6,196	\$ 82	0%	\$ 6,196	\$ 82	0%	\$ 14,871	
19 Total Staff Training Fees	\$ (106)	\$ 824	\$ 911	\$ 5,091	\$ 4,180	-879%	\$ 5,091	\$ 4,180	-459%	\$ 9,165	
20 Total General Travel	\$ 62	\$ 374	\$ 1,100	\$ 1,248	\$ 148	-503%	\$ 1,248	\$ 148	-13%	\$ 2,879	
21 Total Building Lease costs	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	
22 Total Bldg Utilities	\$ 928	\$ 1,400	\$ 4,240	\$ 6,905	\$ 2,665	-51%	\$ 6,905	\$ 2,665	-63%	\$ 16,520	
23 Total Bldg Service costs	\$ 1,142	\$ 1,302	\$ (37,097)	\$ 22,342	\$ 59,439	-14%	\$ 22,342	\$ 59,439	-160%	\$ 40,861	
24 Total Copier Costs	\$ 724	\$ 350	\$ 3,299	\$ 1,750	\$ (1,549)	52%	\$ 1,750	\$ (1,549)	47%	\$ 4,200	
25 Total Repairs & Maintenance	\$ 229	\$ 965	\$ 618	\$ 5,550	\$ 4,932	-321%	\$ 5,550	\$ 4,932	-798%	\$ 26,388	
26 Total Curriculum costs	\$ 629	\$ 490	\$ 4,273	\$ 9,269	\$ 4,996	22%	\$ 9,269	\$ 4,996	-117%	\$ 11,528	
27 Total Education Therapy	\$ 8,239	\$ 5,635	\$ 35,717	\$ 22,937	\$ (12,780)	32%	\$ 22,937	\$ (12,780)	36%	\$ 59,774	
28 Total Marital Arts costs	\$ -	\$ 33	\$ 36	\$ 1,277	\$ 1,241	0%	\$ 1,277	\$ 1,241	-3447%	\$ 2,128	
29 Total Meeting Costs	\$ -	\$ 208	\$ -	\$ 700	\$ 700	0%	\$ 700	\$ 700	0%	\$ 1,425	
30 Total Student Activity cost	\$ -	\$ 39	\$ -	\$ 1,450	\$ 1,450	0%	\$ 1,450	\$ 1,450	0%	\$ 4,584	
31 Total Food Service costs	\$ 5,822	\$ 4,700	\$ 18,556	\$ 14,800	\$ (3,756)	19%	\$ 14,800	\$ (3,756)	20%	\$ 41,600	
32 Total Shirts_Uniform costs	\$ -	\$ -	\$ 372	\$ 130	\$ (242)	0%	\$ 130	\$ (242)	65%	\$ 1,030	
33 Total Contract Bus Services	\$ -	\$ 350	\$ -	\$ 1,300	\$ 1,300	0%	\$ 1,300	\$ 1,300	0%	\$ 3,400	
34 Total Insurance General	\$ 200	\$ 200	\$ 3,734	\$ 1,442	\$ (2,292)	0%	\$ 3,734	\$ (2,292)	61%	\$ 3,359	

Summit Academy
Columbus Elementary
Unaudited Statement of Activities
November 2017

	FY18			Budget/Actual Variance	Monthly % Variance	FY18			Budget/Actual Variance	YTD % Variance	FY18 Budget
	Current Month Actual	Current Month Budget	Year to Date Actual			YTD Budget	YTD Budget/Actual Variance				
35 Total Legal Fees	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	0%	\$ -
36 Total Professional Services	\$ 1,200	\$ 1,338	\$ 2,902	\$ 3,430	-11%	\$ 2,902	\$ 3,430	\$ 529	\$ -	-18%	\$ 6,730
37 Total Computers_IT costs	\$ 45	\$ 1,000	\$ 425	\$ 9,827	-2098%	\$ 425	\$ 9,827	\$ 9,402	\$ -	-2211%	\$ 10,757
38 Total Office Expense	\$ 154	\$ 141	\$ 977	\$ 383	8%	\$ 977	\$ 383	\$ (594)	\$ -	61%	\$ 940
39 Total Advertising Expense	\$ 1	\$ 42	\$ 2,083	\$ 1,202	-2879%	\$ 2,083	\$ 1,202	\$ (881)	\$ -	42%	\$ 1,496
40 Total Development costs	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	0%	\$ -
41 Total Other expenses	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	0%	\$ -
42 Total Depreciation Expense	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	0%	\$ -
43 Total Interest and Loan Pmts	\$ 1,368	\$ 1,500	\$ 7,159	\$ 7,500	-10%	\$ 7,159	\$ 7,500	\$ 341	\$ -	-5%	\$ 18,000
44 Total Admin Cost	\$ 13,285	\$ 29,714	\$ 70,047	\$ 148,570	55%	\$ 70,047	\$ 148,570	\$ 78,523	\$ -	53%	\$ 356,568
45 Total Expenses	\$ 104,318	\$ 110,146	\$ 411,612	\$ 550,135	5%	\$ 411,612	\$ 550,135	\$ 138,523	\$ -	25%	\$ 1,297,069
46 Surplus/(Deficit) (before debt)	\$ (10,516)	\$ (6,852)	\$ 42,145	\$ (3,135)		\$ 42,145	\$ (3,135)	\$ -	\$ -		\$ -
47 Debt Payments	\$ 5,375	\$ 5,375	\$ 26,875	\$ 26,875		\$ 26,875	\$ 26,875	\$ -	\$ -		\$ 64,500
48 Surplus/(Deficit)	\$ (15,891)	\$ (12,227)	\$ 15,270	\$ (30,010)		\$ 15,270	\$ (30,010)	\$ -	\$ -		\$ (64,500)

Standards and Instruction

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

Classroom teachers are modeling and teaching routines, school rules and expectations. Instructional Coaches and Principal are monitoring best teaching practices by completing daily walkthroughs.

Teachers reviewed their SLO's with Principal.

Principal completed informal observations on all teachers according to OTES guidelines.

Testing and Assessment

All Students are being progressed monitored each Wednesday in math and reading using AIMSweb Plus.

Instructional Coaches have revised ability groups based on AIMSweb Plus testing.

The IOWA Test was administered to all 3rd grade students.

Number of students tested using alternative assessments: 3

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 – 63 Students

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 the report card data with our building leadership team and regional representative from Lake Erie West during December site visit.

OIP goals were reviewed by representative from Lake Erie West.

Events

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

December 19, 2017 Winter Celebration tied to School-wide Behavior System.

List any parent activities that occurred this month:

December 4, 2017	Attendance Intervention Meetings - 3
December 5, 2017	Attendance Intervention Meetings – 3
December 6, 2017	Attendance Intervention Meetings – 2
December 7, 2017	Attendance Intervention Meetings – 1
December 8, 2017	Attendance Intervention Meetings – 1

December 14, 2017
December 19, 2017

Attendance Intervention Meetings – 6
Parent-Teacher-Students-Together Meeting

List any staff trainings that occurred this month:

December 5 TGRG Exemption
December 5 Intervention Specialist Waiver
December 6 Staff Meeting
December 7 TBT Meeting
December 12 BLT Meeting
December 13 Staff Meeting
December 13 Special Transportation Webcast
December 14 TBT Meeting
December 20 Staff Meeting

December FUN!





Governing Authority Board Report From Barbara Danforth, CEO December 2017/January 2018

I. Reorganization

The reorganization of SAM operations has been fully implemented and we are now securely on track to end this school year with a balanced budget. The reorganization was carefully crafted to minimize disruption in our classrooms.

We are currently and aggressively moving down two paths simultaneously. The first path is this reorganization that will balance the budget. As you know, this restructuring is necessary because our expenses continue to increase while our revenue has decreased; our enrollment increased, as the result of our aggressive marketing initiatives, but our acuity decreased. We have many more general education students enrolled this year than in past years; last year the average revenue per student was \$15,400, this year that average revenue is down to \$13,704.

The second path that we are moving down looks to the future and the implementation of our Strategic Plan. Through the Plan goals, we will evaluate the components of our business model including our teacher/student ratios and our student recruitment and enrollment strategies. We must find a long-term model that balances the best education that we can offer our students and sound financial strategies.

As we look at the present and the future, developing and implementing fund raising strategies is critically important. Many of our schools host small fund raising activities. We need to work together, SAM administration, school staff and Boards to expand the fund raising capabilities of the schools. Any ideas that you have in that regard will be greatly appreciated and should be forwarded to Terri Mazzotti, who in addition to her Marketing responsibilities, will manage our external relations and assist me with fund raising.

This reorganization required very difficult decisions. As we move forward, we have an opportunity to recommit, as a fully integrated, united, and supportive team of Boards, administrative and school staffs, to continue providing the best possible education for our students.

II. Operations/Compliance

Student Services - (SSIS) worked diligently with Special Education to meet the identification deadline of October 31. For all students evaluated and determined to have special needs and an IEP by October 31, we receive the higher reimbursement amount retroactive to the beginning of the school year. For students assessed after November 1, we only receive the higher reimbursement going forward.

Work continues as the ODE and Software Answers make changes to DASL (Student information System) to accommodate the changes in the Truancy policy, pursuant to HB410. The Student Services Department is communicating these changes and providing training to all of our schools.



Food Service – Gretchen Berndt is working with schools to ensure that we have accurate meal counts. She is focused on working with our schools to serve as many students as possible and eliminating the wasted cost of meals ordered, but not served. Meals served vs. meals ordered increases the efficiency of the program and reduces our financial support of the food program.

Transportation – We have seen an increase in IEP’s requiring transportation for students, which has caused this expense line, in some schools, to be over budget. All other transportation expenses have been reviewed and, in some cases at the Directors request, non-IEP transportation has been eliminated to reduce our costs.

Sponsor Compliance/ Board Relations – This past month we welcomed a new Board in Toledo. Daniel Hornbeek has agreed to continue as Board Chair as the new Board gets organized. Sponsor compliance visits have gone well in all of the schools. Our sponsors’ ratings were published and are listed below:

Sponsor IRN	Sponsor Name	Overall Rating	Overall Points	Academic Performance Rating	Academic Performance Points	Compliance Rating	Compliance Points	Quality Practices Rating	Quality Practices Points
048199	ESC of Lake Erie West	Effective	8	D	1	Exemplary	4	Meets Standards	3
008303	Frids Count of Dayton, Inc	Ineffective	3	D	1	Ineffective	0	Progressing Toward Standards	2
012931	Office of School Sponsorship	Effective	7	D	1	Exemplary	4	Progressing Toward Standards	2

Title One School Improvement 1003A Funds have been allocated to Summit Academy Schools for many years. In prior years, this was strictly a formula amount given to schools with low test scores. The funds were mainly used for professional development. This year, the Ohio Department of Education made this a competitive grant. Summit Academy had fifteen schools that were eligible to apply for the grants. All but one of the schools chose to apply and all fourteen of the schools were awarded the grant. This one-year grant focuses either on using data to improve student outcomes, increasing teacher and administration leadership, or parent and community involvement. Each of the fourteen principals chose the focus of the grant for their school and worked with the curriculum team to write the applications.



Title One School Improvement Grants Awarded	Total Awarded
Summit Academy Akron Elementary School	50,000
Summit Academy Akron Middle School	50,000
Summit Academy Community School for Alternative Learners - Canton	128,625
Summit Academy Community School - Cincinnati	88,494
Summit Academy Community School - Columbus	50,000
Summit Academy Middle School - Lorain	50,000
Summit Academy Community School for Alternative Learners - Lorain	50,000
Summit Academy Lorain	76,529
Summit Academy Community School for Alternative Learners - Middletown	86,854
Summit Academy Community School – Painesville	50,000
Summit Academy Community School - Parma	50,000
Summit Academy Community School - Warren	62,430
Summit Academy Youngstown	50,000
Summit Academy Secondary School - Youngstown	50,000
Total	892,932

Summit Academy Management will be partnering with John Carroll University on a research project. This research project is designed to identify factors that might be unique to attracting, engaging and retaining millennial employees. Turnover is often an issue in organizations, especially among emerging adults (those 18-26 years old); this study seeks to help organizations retain top talent in this stage of life.

Specifically, the project will study and include:

- The trajectory of turnover decisions over time in our organization. This will help us be more aware of what drives turnover and when turnover decisions are most likely to be made among our employees.
- What organizational and work characteristics employees are most satisfied with in the organization and how those relate to employee engagement.
- Recommendations based on the results for improving engagement and retention in the organization, especially among emerging adults.
- The data will be aggregated so that individual responses will remain confidential. The study will only use psychometrically sound survey instruments to measure the variables over time to ensure results will have sufficient predictive validity for us to consider.

We are excited to work with John Carroll University on this venture.



V. Initiatives

Until last month, all of our schools' internet access paths were dependent upon Akron Administration data center being online. One bad cable, appliance, or power outage took all schools offline. All locations also were limited to 200 Mbps internet speed. For the past couple of months, the IT Dept. has been working to convert these circuits to a new and improved platform (ELAN). All but one school have been converted and tested; the Parma provider will have that project completed in early December.

ELAN with Spectrum/NEOnet provides the following new value-adds.

- Redundant paths to the internet
 - Each location can directly access each other as a direct path to the web using advanced routing features
- Upgrade from 200 Mbps to 1Gbps bandwidth (5x previous speed)
- If SAM data center goes down, the school internet connection and all cloud services are not affected (student testing, Google classroom, financial edge/Blackbaud, etc.)
 - Part of our future planning is getting all critical services decentralized so SAM going offline does not affect the schools (Email, File Server, SRS, Aestiva etc.)
- Added monitoring by NEOnet our upstream provider for Spectrum fiber internet
 - All sites are monitored for trends, hardware failures, and escalated service
 - We are no longer responsible for calling Spectrum; NEOnet calls on our behalf and gets priority service because of the level of service they host with Spectrum
- In the next quarter NEOnet will have their backup recovery center in place where we will get a redundant internet connection at their head end for no additional charge
- Approximately \$150,000.00 per year in cash flow savings will be realized

VI. Finance

We were advised by ODE on November 14, 2017 that our average State Foundation funding increased slightly from \$13,363 as noted in October, to \$13,704. We budgeted the Foundation Revenue at \$15,400 for 3,100 students. This revenue reduction is being managed through the current reorganization.

We had an initial meeting with NEOnet to discuss the transformation of our current financial database and operating system. We use Blackbaud, along with several add-on software tools, such as Aestiva, Paycor and Sage. Each tool carries different fees and annual commitments. Additionally, these systems do not communicate well with one another. We also discussed accounting codes that we use and moving them to the more commonly known language, USAS. USAS is the coding system recognized, used and supported by the Auditor of State.

Moving forward, we must continue to be prudent in making financial decisions. We also must evaluate our business model and business systems that are currently being utilized. Part of our Strategic Plan for FY18 is to improve and implement solutions in these areas.



148.6.1 Use of Credit Cards - Schools

The Governing Authority (Board) recognizes the value of an efficient method of payment and recordkeeping for certain expenses.

The Board, therefore, authorizes the use of District credit cards. The authorization, handling, and use of credit cards has been established to provide a convenient and efficient means to purchase goods and services from vendors. Credit cards, however, shall not be used in order to circumvent the general purchasing procedures established by State law and Board policy. The Board affirms that credit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall be paid for by credit card. However, under no circumstances shall credit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

Use of the District credit card for any cash withdrawal transaction is strictly prohibited.

The Summit Academy Management CFO shall develop administrative guidelines that specify those employees authorized to use credit cards, the types of expenses which can be paid by credit card, and their proper supervision and use. Inappropriate or illegal use of the credit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in a loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.

The Board authorizes the following employees to use District credit cards.

- A. Building Director

- B. Treasurer

The Board directs the CFO to determine and specify those employees authorized to use District credit cards following appendices 148.6 -A. The CFO or designee shall be responsible for giving direction to and supervising such employees' use of District credit cards.

Date Adopted: January and February 2018



146.1 GIFTS, GRANTS, DONATIONS – Schools

The Governing Authority (School Board) accepts its responsibility to provide from public funds sufficient supplies and equipment for an effective instructional program. It recognizes, however, that from time to time individuals and organizations in the community may wish to donate funds, additional supplies or equipment to enhance or extend the instructional program.

The School Board Chair, with the approval of the School Board as needed, may accept any donation of money, supplies, equipment, etc. or the grant of land, with or without improvement, and acknowledge the purpose, if any, for which the gift was made. The Board reserves the right to refuse any donation, gift or grant when the conditions or stipulations connected with it are inconsistent with the mission, vision and goals of the school.

Any gift accepted by the Board shall become the property of the Board, maintained in the possession of the school, and may not be returned without the approval of the Board. It will be subject to the same controls and guidelines as other properties of the Board.

The Board shall be responsible for the maintenance of any gift it accepts, subject to any conditions or stipulations connected with the gift.

In no case shall acceptance of a gift be considered an endorsement by the Board of a commercial product, business enterprise, or institution of learning.

See Appendix 146 - A

R.C. 9.20, 9.26, 3313.36, 3313.37

Date Adopted: January and February 2018

Summit Academy: Food and Beverage Sales

ORC 3313.814 Standards governing types of foods and beverages sold on school premises.

Vending Machines

- Summit Academy does not allow for vending machines of any type in any of our school buildings for students
 - Confirmed with building principals
- If any vending machines do exist, they must be in a staff lounge, or other locked room, and not available to the students
- Fundraisers and school stores do not include food for sale outside of the nutritional parameters of the Smart Snacks guidelines
- Summit Academy Policy 455-A outlines Nutrition Standards for Food and Beverages which complies with Smart Snacks
 - Please refer to Policy 455: Food Standards Policy for detailed guidance

School Breakfast and Lunch

- All food served at Summit Academy schools is provided by an approved food vendor by the Ohio Department of Education
- All vendors must comply with the food standards set by the National School Lunch Program and the School Breakfast Program
- All foods served must also comply with Summit Academy Policy 455- Food Standards Policy
- Each school undergoes an administrative review (audit) from ODE every 3 years to review these USDA food programs
- Menus are reviewed and approved monthly by Summit Academy's Food Service Coordinator, Gretchen Berndt, Registered Dietetic Technician.

Questions or Concerns?

- Please contact:
- Gretchen Berndt, MSEd, NDTR
- Food Service Coordinator
- Summit Academy Management
- (330) 670-8470 ext. 6544

References

- *ORC 3313.814: Standards governing types of food and beverages sold on school premises*
- *Summit Academy Schools Policy 455: Food Standards Policy*
- *Summit Academy Schools Policy 455-A: Nutrition Standards for Food and Beverages*

THANK YOU!!