

# Summit Academy Community School - Parma

## Board of Directors Agenda

Tuesday, February 6, 2018 | 5868 Stump Road | Parma, Ohio 44130

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### CALL TO ORDER

### ROLL CALL OF BOARD DIRECTORS

(Lino Sergo; Dawn Gardner; Julia Morris; Russell Moenich; Elke Blankenship; Lisa Mortensen)

### MOTION TO APPROVE MEETING AGENDA

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

- a. December 12, 2017

### APPROVALS/ADOPTIONS

- a. Approve re-revised Credit Card Policy (it was already approved once at the 12/12/17 meeting)- schools
- b. Approve new/tabled gifts, grants and donations policy - schools
- c. Approve new compensation policy #371
- d. Resolution for the school board secretary.

### FINANCIAL APPROVALS

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

### COMMITTEE REPORTS

- a. School Director Report
- b. Subcommittee Report
- c. Ambassador Report – Dawn Gardner

### 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
- e. Review, Discuss and Acknowledge Health and Safety Policies 400 section

### PUBLIC COMMENTS (3 MINUTE LIMIT)

### ADJOURNMENT

*Next Meeting April 10, 2018*

Summit Academy Community School - Parma  
BOARD of DIRECTORS  
Minutes of December 12, 2017

DIRECTORS PRESENT: Dawn Gardner; Julia Morris; Lino Sergo; Russell Moenich; Elka Blankenship

DIRECTORS ABSENT: Lisa Mortensen

ADMINISTRATIVE SUPPORT:  
Barbara Danforth, CEO  
Karen Combs, Recorder

GUESTS: Sign in Sheet attached Jeff Jarosak of ESC of Lake Erie West

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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 October 10, 2017.

ACTION: Motion was made and seconded to approve the minutes from October 10, 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 approve the Parental Notification Resolution of Core Requirements for grades 9-12. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve the Treasurer Waiver 2017/2018. 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.

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.

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

Reports:

School Director's Report – Attached. Charlotte spoke a lot about the staff cuts. Russell asked what were the exact cuts.

Subcommittee Report: - None

Ambassador Program Committee Report – Selling Lottery Tickets.

Summit Academy Management Report– A report was given by Charlotte Ray in Barbara absence. See attached report. Charlotte discussed reorganization, strategic planning and fundraising.

Other Business: Dawn had a question referencing the budgeted legal monies from last year. She ask for Barbara to give them a written process so the money can be given to the school this year.

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

Lino Sergo, President



**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



### 371 - Additional Compensation

This policy establishes guidelines for the appropriate utilization of additional compensation in the form of either stipends or supplemental income. In addition, this policy will define the different types of additional compensation and distinguish how each is to be awarded.

#### Definitions

##### Stipend

A stipend is an additional sum of money that is awarded to an employee in relation to a grant. The stipend is for duties performed outside of the normal working hours of the school. The amount, duration, and disbursement of a stipend is governed by the grant itself and administered out of the Curriculum Office. Stipends awarded to non-exempt employees must follow all provisions of the Fair Labor Standards Act (FLSA) in regards to overtime payment. Time and effort logs are required as a tracking mechanism to justify said payments. Some examples of stipend eligible activities include:

- Extended Learning Opportunities
- Building Leadership Team meetings
- Teacher Based Team meetings

##### Supplemental Income

Income that is provided to an exempt employee for performing duties reasonably outside of what would normally be considered within the scope of his/her normal responsibilities. This income is not grant funded and typically encompasses picking up extra duties outside of normal working hours, not necessarily related to his/her job. Tasks falling under the “other duties as assigned” expectations of one’s job description are not subject to supplemental income. Opportunities for supplemental income must be time limited; the duration of which is stated at its outset.

Generally, supplemental income opportunities are limited to a maximum of 90 calendar days though they may be extended with approval of the Chief Human Resources Officer (CHRO). Supplemental income for non-exempt personnel is managed by paying overtime for hours worked in excess of 40 in any week.

See Appendix 317-A

Adopted: February and March 2018



**371-A Additional Compensation Procedure:**

Stipends will be administered by the Curriculum Department and will be subject to the laws and regulations governing the grant(s) that fund them. Time and effort logs will be maintained as documentation that the stipends are being utilized appropriately. The Chief Academic Officer in tandem with the Chief Financial Officer will be accountable for the proper administration of these stipends.

Requests for supplemental income will be administered through the Human Resources Office with the only exception being home based instruction which will run through the Curriculum Office. School Directors, Regional Directors, or any SAM Administration Manager may send a proposal for a supplemental income opportunity to the CHRO. The proposal must include all of the following:

- A brief summary of the tasks involved
- A financial breakdown of the costs associated with the opportunity
- The effective date of the opportunity
- The expected end date of the opportunity
- The particular employee(s) who will partake in the opportunity
- The amount of time expected to be utilized during the opportunity

The CHRO will work in concert with the applicable Chiefs and return a decision on proposals within three (3) business days.





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Summit Academy Community School - Parma  
BOARD RESOLUTION  
February 6, 2018

**WHEREAS**, Summit Academy Community School - Parma (IRN #000302) would like to name a secretary to their Board, this position is a non-voting position; all the secretarial duties of the board including but not limited to communication between the Summit Academy Management company and board and will expire with the current School Year, but may be extended;

**NOW THEREFORE**, be it resolved that the Governing Authority of Summit Academy Community School - Parma hereby recognize their board secretary as Karen Combs.

Signed by: \_\_\_\_\_  
Its: Board President/Representative

Print Name: \_\_\_\_\_

Recorder: \_\_\_\_\_

RES:009-18/19

## Summit Academy Parma

### ***I. November and December Treasurer's Report***

#### ***a. November:***

- i.*** Foundation revenue (line 1) this month was for 190.86 FTE's. The budget is based on 189 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.*** 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 secretary conference that was cancelled.
- vi.*** Curriculum costs (line 26) actual includes a 1-year reading subscription license to Lexia Learning Systems; paid for with federal funds.
- vii.*** Education Therapy (line 27) actual cost varies from budget due to budget amounts spread out evenly from month to month.
- viii.*** Food Service costs (line 31) actual includes breakfast and lunch services for the month of October.
- ix.*** Computers\_IT costs (line 37) actual is the cost for internet access for the month of November.
- x.*** 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. December:**

- i.* Foundation revenue (line 1) this month was for 190.02 FTE's. The budget is based on 189 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.* Building Service cost (line 23) actual includes snow removal cost of \$1.5k, which was more than budgeted for.
  - v.* Repairs & Maintenance (line 25) budget includes amount for flooring/carpet cleaning to be done over winter break. Also includes amount for misc building abatement if necessary.
  - vi.* Curriculum costs (line 26) actual includes 1-year subscription to Edcite Schools, a software used for testing.
  - 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 breakfast and lunch services for the month of November.
  - ix.* Computers\_IT costs (line 37) includes payment to Richard Kevern & Associates for E-Rate Funding.
  - x.* 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**  
**Parma Community**  
**Unaudited Statement of Activities**  
**November 2017**

|  | FY18 Current Month |            | Budget/Actual Variance | Monthly % Variance | Year to Date Actual | FY18 YTD Budget | Budget/Actual Variance | YTD % Variance | FY18 Budget  |
|--|--------------------|------------|------------------------|--------------------|---------------------|-----------------|------------------------|----------------|--------------|
|  | Actual             | Budget     |                        |                    |                     |                 |                        |                |              |
| <b>Revenue</b>                         |                    |            |                        |                    |                     |                 |                        |                |              |
| 1 Foundation Revenue                   | \$ 230,593         | \$ 243,297 | \$ (12,704)            | 6%                 | \$ 1,269,735        | \$ 1,221,005    | \$ 48,730              | -4%            | \$ 2,928,580 |
| 2 Total Medicaid Revenue               | \$ 328             | \$ 1,663   | \$ (1,335)             | 407%               | \$ 2,404            | \$ 3,325        | \$ (921)               | 38%            | \$ 29,999    |
| 3 Total Grants Revenue                 | \$ 20,694          | \$ 26,670  | \$ (5,976)             | 29%                | \$ 124,719          | \$ 143,522      | \$ (18,803)            | 15%            | \$ 324,813   |
| 4 Total Food Program Revenue           | \$ 8,112           | \$ 7,817   | \$ 294                 | -4%                | \$ 27,931           | \$ 32,138       | \$ (4,207)             | 15%            | \$ 86,860    |
| 5 Total Student Fees                   | \$ 1,000           | \$ 269     | \$ 731                 | -73%               | \$ 6,382            | \$ 12,665       | \$ (6,383)             | 102%           | \$ 13,473    |
| 6 Total Contributions                  | \$ 112             | \$ -       | \$ 112                 | -100%              | \$ 224              | \$ -            | \$ 224                 | -100%          | \$ -         |
| 7 Total Investment Income              | \$ -               | \$ -       | \$ -                   | 0%                 | \$ -                | \$ -            | \$ -                   | 0%             | \$ -         |
| 8 Total Other Revenue                  | \$ -               | \$ -       | \$ -                   | 0%                 | \$ -                | \$ -            | \$ -                   | 0%             | \$ -         |
| <b>9 Total Revenue</b>                 | \$ 260,839         | \$ 279,716 | \$ (18,878)            | -7%                | \$ 1,431,295        | \$ 1,412,655    | \$ 18,640              | 1%             | \$ 3,383,725 |
| <b>10 Management Fees</b>              | \$ 260,839         | \$ 279,716 | \$ (18,878)            | -7%                | \$ 1,431,295        | \$ 1,412,655    | \$ 18,640              | 1%             | \$ 3,383,725 |
| <b>11 Net Gain (Loss) for the Year</b> | \$ -               | \$ -       | \$ -                   |                    | \$ -                | \$ -            | \$ -                   |                | \$ -         |

**Expenditures by SAM for each School**

|                                |            |            |            |        |            |            |            |        |              |
|--------------------------------|------------|------------|------------|--------|------------|------------|------------|--------|--------------|
| 12 Total Salaries and Wages    | \$ 174,038 | \$ 174,772 | \$ 734     | 0%     | \$ 754,711 | \$ 749,572 | \$ (5,139) | 1%     | \$ 1,763,740 |
| 13 Total Payroll Taxes         | \$ 2,192   | \$ 3,137   | \$ 946     | -43%   | \$ 16,119  | \$ 15,687  | \$ (432)   | 3%     | \$ 37,650    |
| 14 Total Retirement Benefits   | \$ 17,600  | \$ 20,178  | \$ 2,577   | -15%   | \$ 88,002  | \$ 100,889 | \$ 12,887  | -15%   | \$ 242,133   |
| 15 Total Insurance Benefits    | \$ 18,124  | \$ 22,247  | \$ 4,124   | -23%   | \$ 97,686  | \$ 111,236 | \$ 13,550  | -14%   | \$ 266,967   |
| 16 Total Payroll Processing    | \$ -       | \$ -       | \$ -       | 0%     | \$ -       | \$ -       | \$ -       | 0%     | \$ -         |
| 17 Total Staff Recruiting      | \$ -       | \$ -       | \$ -       | 0%     | \$ -       | \$ -       | \$ -       | 0%     | \$ -         |
| 18 Total Sponsorship Fees      | \$ 2,861   | \$ 3,645   | \$ 784     | -27%   | \$ 14,384  | \$ 18,224  | \$ 3,840   | -27%   | \$ 43,738    |
| 19 Total Staff Training costs  | \$ (461)   | \$ 1,757   | \$ 2,218   | -481%  | \$ 1,736   | \$ 10,277  | \$ 8,540   | -492%  | \$ 19,183    |
| 20 Total General Travel        | \$ 160     | \$ 217     | \$ 57      | -36%   | \$ 791     | \$ 803     | \$ 12      | -2%    | \$ 2,320     |
| 21 Total Building Lease costs  | \$ -       | \$ -       | \$ -       | 0%     | \$ -       | \$ -       | \$ -       | 0%     | \$ -         |
| 22 Total Bldg Utilities        | \$ 2,650   | \$ 3,125   | \$ 475     | -18%   | \$ 12,592  | \$ 15,615  | \$ 3,023   | -24%   | \$ 35,865    |
| 23 Total Bldg Service costs    | \$ 2,595   | \$ 2,772   | \$ 177     | -7%    | \$ 12,853  | \$ 19,361  | \$ 6,508   | -51%   | \$ 40,866    |
| 24 Total Copier Costs          | \$ 1,959   | \$ 1,650   | \$ (309)   | 16%    | \$ 8,359   | \$ 8,250   | \$ (109)   | 1%     | \$ 19,800    |
| 25 Total Repairs & Maintenance | \$ 130     | \$ 1,560   | \$ 1,430   | -1100% | \$ 943     | \$ 13,275  | \$ 12,332  | -1307% | \$ 45,195    |
| 26 Total Curriculum costs      | \$ 3,015   | \$ 1,902   | \$ (1,114) | 37%    | \$ 14,172  | \$ 29,017  | \$ 14,845  | -105%  | \$ 43,118    |
| 27 Total Education Therapy     | \$ 15,125  | \$ 11,865  | \$ (3,260) | 22%    | \$ 56,799  | \$ 82,312  | \$ 25,513  | -45%   | \$ 195,256   |
| 28 Total Marial Arts costs     | \$ 29      | \$ 42      | \$ 12      | -42%   | \$ 279     | \$ 2,494   | \$ 2,215   | -795%  | \$ 4,573     |
| 29 Total Meeting Costs         | \$ 87      | \$ -       | \$ (87)    | 100%   | \$ 186     | \$ 1,875   | \$ 1,689   | -907%  | \$ 5,450     |
| 30 Total Student Activity cost | \$ 1,637   | \$ 2,015   | \$ 378     | -23%   | \$ 3,344   | \$ 6,913   | \$ 3,569   | -107%  | \$ 27,109    |
| 31 Total Food Service costs    | \$ 11,960  | \$ 11,500  | \$ (460)   | 4%     | \$ 31,283  | \$ 36,600  | \$ 5,317   | -17%   | \$ 102,600   |
| 32 Total Shirts, Uniform costs | \$ -       | \$ -       | \$ -       | 0%     | \$ -       | \$ 3,030   | \$ 3,030   | 0%     | \$ 4,530     |
| 33 Total Contract Bus Services | \$ -       | \$ 15,306  | \$ 15,306  | 0%     | \$ 18,200  | \$ 57,601  | \$ 39,401  | -216%  | \$ 147,452   |
| 34 Total Insurance, General    | \$ 200     | \$ 200     | \$ -       | 0%     | \$ 10,595  | \$ 3,852   | \$ (6,743) | 64%    | \$ 9,491     |

Summit Academy  
Parma Community  
Unaudited Statement of Activities  
November 2017

|                                    | FY18                    |             | Budget/Actual<br>Variance | Monthly<br>% Variance | Year to Date<br>Actual | FY18<br>Budget | YTD<br>Budget | Budget/Actual<br>Variance | YTD<br>% Variance | FY18<br>Budget |
|------------------------------------|-------------------------|-------------|---------------------------|-----------------------|------------------------|----------------|---------------|---------------------------|-------------------|----------------|
|                                    | Current Month<br>Actual | Budget      |                           |                       |                        |                |               |                           |                   |                |
| 35 Total Legal Fees                | \$ -                    | \$ -        | \$ -                      | 0%                    | \$ -                   | \$ -           | \$ -          | \$ -                      | 0%                | \$ 3,000       |
| 36 Total Professional Services     | \$ 1,221                | \$ 1,541    | \$ 319                    | -26%                  | \$ 2,990               | \$ 4,444       | \$ 1,454      | \$ -                      | -49%              | \$ 9,238       |
| 37 Total Computers_ IT costs       | \$ 1,923                | \$ 1,000    | \$ (923)                  | 48%                   | \$ (14,652)            | \$ 11,471      | \$ 26,123     | \$ -                      | -178%             | \$ 13,511      |
| 38 Total Office Expense            | \$ 151                  | \$ 177      | \$ 26                     | -18%                  | \$ 1,933               | \$ 562         | \$ (1,371)    | \$ -                      | 71%               | \$ 1,370       |
| 39 Total Advertising Expense       | \$ 4                    | \$ 42       | \$ 38                     | -914%                 | \$ 24                  | \$ 993         | \$ 969        | \$ -                      | -4031%            | \$ 1,287       |
| 40 Total Development costs         | \$ -                    | \$ -        | \$ -                      | 0%                    | \$ -                   | \$ -           | \$ -          | \$ -                      | 0%                | \$ -           |
| 41 Total Other expenses            | \$ -                    | \$ -        | \$ -                      | 0%                    | \$ -                   | \$ -           | \$ -          | \$ -                      | 0%                | \$ -           |
| 42 Total Depreciation Expense      | \$ -                    | \$ -        | \$ -                      | 0%                    | \$ -                   | \$ -           | \$ -          | \$ -                      | 0%                | \$ -           |
| 43 Total Interest and Loan Pmts    | \$ -                    | \$ -        | \$ -                      | 0%                    | \$ 3,400               | \$ 2,450       | \$ (950)      | \$ -                      | 28%               | \$ 2,450       |
| 44 Total Admin. Cost               | \$ 39,009               | \$ 24,653   | \$ (14,356)               | -58%                  | \$ 243,849             | \$ 123,264     | \$ (120,585)  | \$ -                      | -98%              | \$ 295,833     |
| 45 Total Expenses                  | \$ 296,209              | \$ 303,302  | \$ 9,092                  | 3%                    | \$ 1,380,578           | \$ 1,430,066   | \$ 49,488     | \$ -                      | 3%                | \$ 3,383,725   |
| 46 Surplus/(Deficit) (before debt) | \$ (35,371)             | \$ (25,585) | \$ -                      |                       | \$ 50,717              | \$ (17,411)    | \$ -          | \$ -                      |                   | \$ -           |
| 47 Debt Payments                   | \$ -                    | \$ 5,552    | \$ 5,552                  |                       | \$ 299,813             | \$ 22,208      | \$ (277,604)  | \$ -                      |                   | \$ 66,625      |
| 48 Surplus/(Deficit)               | \$ (35,371)             | \$ (31,137) | \$ -                      |                       | \$ (249,095)           | \$ (39,619)    | \$ -          | \$ -                      |                   | \$ (66,625)    |

**Summit Academy  
Parma Community  
Unaudited Statement of Activities  
December 2017**

|  | FY18              |                   | FY18                      |                       | FY18                   |                     | FY18                      |                   | FY18                |                     | FY18             |                     |
|--|-------------------|-------------------|---------------------------|-----------------------|------------------------|---------------------|---------------------------|-------------------|---------------------|---------------------|------------------|---------------------|
|  | Actual            | Budget            | Budget/Actual<br>Variance | Monthly<br>% Variance | Year to Date<br>Actual | YTD<br>Budget       | Budget/Actual<br>Variance | YTD<br>% Variance | Budget              | Actual              | Budget           | Budget              |
| <b>Revenue</b>                             |                   |                   |                           |                       |                        |                     |                           |                   |                     |                     |                  |                     |
| 1 Foundation Revenue                       | \$ 242,682        | \$ 243,297        | \$ (615)                  | 0%                    | \$ 1,512,417           | \$ 1,464,302        | \$ 48,115                 | -3%               | \$ 1,512,417        | \$ 1,464,302        | \$ 48,115        | \$ 2,928,580        |
| 2 Total Medicaid Revenue                   | \$ -              | \$ 1,663          | \$ (1,663)                | 0%                    | \$ 2,404               | \$ 4,988            | \$ (2,583)                | 107%              | \$ 2,404            | \$ 4,988            | \$ (2,583)       | \$ 29,999           |
| 3 Total Grants Revenue                     | \$ 42,770         | \$ 25,770         | \$ 17,000                 | -40%                  | \$ 167,489             | \$ 169,293          | \$ (1,803)                | 1%                | \$ 167,489          | \$ 169,293          | \$ (1,803)       | \$ 324,813          |
| 4 Total Food Program Revenue               | \$ 6,920          | \$ 7,817          | \$ (897)                  | 13%                   | \$ 34,851              | \$ 39,956           | \$ (5,104)                | 15%               | \$ 34,851           | \$ 39,956           | \$ (5,104)       | \$ 86,860           |
| 5 Total Student Fees                       | \$ 775            | \$ 135            | \$ 640                    | -83%                  | \$ 7,057               | \$ 12,800           | \$ (5,743)                | 81%               | \$ 7,057            | \$ 12,800           | \$ (5,743)       | \$ 13,473           |
| 6 Total Contributions                      | \$ -              | \$ -              | \$ -                      | 0%                    | \$ 224                 | \$ -                | \$ 224                    | -100%             | \$ 224              | \$ -                | \$ 224           | \$ -                |
| 7 Total Investment Income                  | \$ -              | \$ -              | \$ -                      | 0%                    | \$ -                   | \$ -                | \$ -                      | 0%                | \$ -                | \$ -                | \$ -             | \$ -                |
| 8 Total Other Revenue                      | \$ -              | \$ -              | \$ -                      | 0%                    | \$ -                   | \$ -                | \$ -                      | 0%                | \$ -                | \$ -                | \$ -             | \$ -                |
| <b>9 Total Revenue</b>                     | <b>\$ 293,147</b> | <b>\$ 278,682</b> | <b>\$ 14,465</b>          | <b>5%</b>             | <b>\$ 1,724,442</b>    | <b>\$ 1,691,337</b> | <b>\$ 33,105</b>          | <b>2%</b>         | <b>\$ 1,724,442</b> | <b>\$ 1,691,337</b> | <b>\$ 33,105</b> | <b>\$ 3,383,725</b> |
| <b>10 Management Fees</b>                  | <b>\$ 293,147</b> | <b>\$ 278,682</b> | <b>\$ 14,465</b>          | <b>5%</b>             | <b>\$ 1,724,442</b>    | <b>\$ 1,691,337</b> | <b>\$ 33,105</b>          | <b>2%</b>         | <b>\$ 1,724,442</b> | <b>\$ 1,691,337</b> | <b>\$ 33,105</b> | <b>\$ 3,383,725</b> |
| <b>11 Net Gain (Loss) for the Year</b>     | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>               | <b>0%</b>             | <b>\$ -</b>            | <b>\$ -</b>         | <b>\$ -</b>               | <b>0%</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>      | <b>\$ -</b>         |
| <b>Expenditures by SAM for each School</b> |                   |                   |                           |                       |                        |                     |                           |                   |                     |                     |                  |                     |
| 12 Total Salaries and Wages                | \$ 142,729        | \$ 145,093        | \$ 2,364                  | -2%                   | \$ 897,440             | \$ 894,665          | \$ (2,775)                | 0%                | \$ 897,440          | \$ 894,665          | \$ (2,775)       | \$ 1,763,740        |
| 13 Total Payroll Taxes                     | \$ 1,889          | \$ 3,137          | \$ 1,249                  | -66%                  | \$ 18,008              | \$ 18,825           | \$ 817                    | -5%               | \$ 18,008           | \$ 18,825           | \$ 817           | \$ 37,650           |
| 14 Total Retirement Benefits               | \$ 17,600         | \$ 20,178         | \$ 2,577                  | -15%                  | \$ 105,602             | \$ 121,067          | \$ 15,465                 | -15%              | \$ 105,602          | \$ 121,067          | \$ 15,465        | \$ 242,133          |
| 15 Total Insurance Benefits                | \$ 19,759         | \$ 22,247         | \$ 2,489                  | -13%                  | \$ 117,445             | \$ 133,483          | \$ 16,039                 | -14%              | \$ 117,445          | \$ 133,483          | \$ 16,039        | \$ 266,967          |
| 16 Total Payroll Processing                | \$ -              | \$ -              | \$ -                      | 0%                    | \$ -                   | \$ -                | \$ -                      | 0%                | \$ -                | \$ -                | \$ -             | \$ -                |
| 17 Total Staff Recruiting                  | \$ -              | \$ -              | \$ -                      | 0%                    | \$ -                   | \$ -                | \$ -                      | 0%                | \$ -                | \$ -                | \$ -             | \$ -                |
| 18 Total Sponsorship Fees                  | \$ 2,840          | \$ 3,645          | \$ 805                    | -28%                  | \$ 17,223              | \$ 21,869           | \$ 4,645                  | -27%              | \$ 17,223           | \$ 21,869           | \$ 4,645         | \$ 43,738           |
| 19 Total Staff Training costs              | \$ 74             | \$ 315            | \$ 241                    | -326%                 | \$ 1,810               | \$ 10,592           | \$ 8,781                  | -485%             | \$ 1,810            | \$ 10,592           | \$ 8,781         | \$ 19,183           |
| 20 Total General Travel                    | \$ 52             | \$ 182            | \$ 130                    | -248%                 | \$ 843                 | \$ 985              | \$ 142                    | -17%              | \$ 843              | \$ 985              | \$ 142           | \$ 2,320            |
| 21 Total Building Lease costs              | \$ -              | \$ -              | \$ -                      | 0%                    | \$ -                   | \$ -                | \$ -                      | 0%                | \$ -                | \$ -                | \$ -             | \$ -                |
| 22 Total Bldg Utilities                    | \$ 3,111          | \$ 2,325          | \$ (786)                  | 25%                   | \$ 15,703              | \$ 17,940           | \$ 2,237                  | -14%              | \$ 15,703           | \$ 17,940           | \$ 2,237         | \$ 35,865           |
| 23 Total Bldg Service costs                | \$ 4,490          | \$ 3,022          | \$ (1,468)                | 33%                   | \$ 17,343              | \$ 22,383           | \$ 5,040                  | -29%              | \$ 17,343           | \$ 22,383           | \$ 5,040         | \$ 40,866           |
| 24 Total Copier Costs                      | \$ 1,530          | \$ 1,650          | \$ 120                    | -8%                   | \$ 9,888               | \$ 9,900            | \$ 12                     | 0%                | \$ 9,888            | \$ 9,900            | \$ 12            | \$ 19,800           |
| 25 Total Repairs & Maintenance             | \$ 13             | \$ 3,560          | \$ 3,547                  | -27454%               | \$ 956                 | \$ 16,835           | \$ 15,879                 | -1661%            | \$ 956              | \$ 16,835           | \$ 15,879        | \$ 45,195           |
| 26 Total Curriculum costs                  | \$ 2,236          | \$ 850            | \$ (1,386)                | 62%                   | \$ 16,409              | \$ 29,867           | \$ 13,459                 | -82%              | \$ 16,409           | \$ 29,867           | \$ 13,459        | \$ 43,118           |
| 27 Total Education Therapy                 | \$ 9,680          | \$ 11,865         | \$ 2,185                  | -23%                  | \$ 66,479              | \$ 94,177           | \$ 27,698                 | -42%              | \$ 66,479           | \$ 94,177           | \$ 27,698        | \$ 195,256          |
| 28 Total Martial Arts costs                | \$ -              | \$ 78             | \$ 78                     | 0%                    | \$ 279                 | \$ 2,572            | \$ 2,293                  | -823%             | \$ 279              | \$ 2,572            | \$ 2,293         | \$ 4,573            |
| 29 Total Meeting Costs                     | \$ 44             | \$ 1,325          | \$ 1,281                  | -2886%                | \$ 231                 | \$ 3,200            | \$ 2,969                  | -1288%            | \$ 231              | \$ 3,200            | \$ 2,969         | \$ 5,450            |
| 30 Total Student Activity cost             | \$ -              | \$ 5,143          | \$ 5,143                  | 0%                    | \$ 3,344               | \$ 12,056           | \$ 8,712                  | -261%             | \$ 3,344            | \$ 12,056           | \$ 8,712         | \$ 27,109           |
| 31 Total Food Service costs                | \$ 10,337         | \$ 11,000         | \$ 663                    | -6%                   | \$ 41,620              | \$ 47,600           | \$ 5,980                  | -14%              | \$ 41,620           | \$ 47,600           | \$ 5,980         | \$ 102,600          |
| 32 Total Shirts Uniform costs              | \$ -              | \$ -              | \$ -                      | 0%                    | \$ -                   | \$ 3,030            | \$ 3,030                  | 0%                | \$ -                | \$ 3,030            | \$ 3,030         | \$ 4,530            |
| 33 Total Contract Bus Services             | \$ 11,620         | \$ 11,897         | \$ 277                    | -2%                   | \$ 29,820              | \$ 69,498           | \$ 39,678                 | -133%             | \$ 29,820           | \$ 69,498           | \$ 39,678        | \$ 147,452          |
| 34 Total Insurance General                 | \$ 1,872          | \$ 1,880          | \$ 8                      | 0%                    | \$ 12,467              | \$ 5,732            | \$ (6,735)                | 54%               | \$ 12,467           | \$ 5,732            | \$ (6,735)       | \$ 9,491            |

Summit Academy  
Parma Community  
Unaudited Statement of Activities  
December 2017

|    | FY18       |            | FY18                      |                       | FY18                   |               | FY18                      |                   | FY18         |              |
|----|------------|------------|---------------------------|-----------------------|------------------------|---------------|---------------------------|-------------------|--------------|--------------|
|    | Actual     | Budget     | Budget/Actual<br>Variance | Monthly<br>% Variance | Year to Date<br>Actual | YTD<br>Budget | Budget/Actual<br>Variance | YTD<br>% Variance | Budget       | Budget       |
| 35 | \$ -       | \$ -       | \$ -                      | 0%                    | \$ -                   | \$ -          | \$ -                      | 0%                | \$ -         | \$ 3,000     |
| 36 | \$ 200     | \$ 1,541   | \$ 1,341                  | -670%                 | \$ 3,190               | \$ 5,985      | \$ 2,795                  | -88%              | \$ 9,238     | \$ 9,238     |
| 37 | \$ 2,364   | \$ -       | \$ (2,364)                | 100%                  | \$ (12,288)            | \$ 11,471     | \$ 23,759                 | -193%             | \$ 13,511    | \$ 13,511    |
| 38 | \$ 598     | \$ 69      | \$ (529)                  | 88%                   | \$ 2,531               | \$ 631        | \$ (1,900)                | 75%               | \$ 1,370     | \$ 1,370     |
| 39 | \$ 4       | \$ 42      | \$ 38                     | -914%                 | \$ 28                  | \$ 1,035      | \$ 1,007                  | -3573%            | \$ 1,287     | \$ 1,287     |
| 40 | \$ -       | \$ -       | \$ -                      | 0%                    | \$ -                   | \$ -          | \$ -                      | 0%                | \$ -         | \$ -         |
| 41 | \$ -       | \$ -       | \$ -                      | 0%                    | \$ -                   | \$ -          | \$ -                      | 0%                | \$ -         | \$ -         |
| 42 | \$ -       | \$ -       | \$ -                      | 0%                    | \$ -                   | \$ -          | \$ -                      | 0%                | \$ -         | \$ -         |
| 43 | \$ -       | \$ -       | \$ -                      | 0%                    | \$ 3,400               | \$ 2,450      | \$ (950)                  | 28%               | \$ 2,450     | \$ 2,450     |
| 44 | \$ 26,079  | \$ 24,653  | \$ (1,427)                | -6%                   | \$ 269,929             | \$ 147,917    | \$ (122,012)              | -82%              | \$ 295,833   | \$ 295,833   |
| 45 | \$ 259,121 | \$ 275,696 | \$ 16,576                 | 6%                    | \$ 1,639,698           | \$ 1,705,763  | \$ 66,064                 | 4%                | \$ 3,383,725 | \$ 3,383,725 |
| 46 | \$ 34,026  | \$ 2,985   | \$ -                      |                       | \$ 84,744              | \$ (14,426)   | \$ -                      |                   | \$ -         | \$ -         |
| 47 | \$ -       | \$ 5,552   | \$ 5,552                  |                       | \$ 299,813             | \$ 22,208     | \$ (277,604)              |                   | \$ 66,625    | \$ 66,625    |
| 48 | \$ 34,026  | \$ (2,567) | \$ -                      |                       | \$ (215,069)           | \$ (36,634)   | \$ -                      |                   | \$ (66,625)  | \$ (66,625)  |



**Educational Service Center of Lake Erie West  
Community Schools Center  
Director's Report  
2017-2018 School Year**

Month: December 2017

Director Name: Charlotte Ray

School Name: Summit Academy Community School Parma

Management Company: Summit Academy Management

**Teaching Staff Information**

Number of Teachers: 15

Number HQT: 15

Number of Intervention Specialists: 12

Number HQT: 12

Number of Instructional Aides: 1

Number HQT: 1

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

Names, positions, and effective dates of resignations, if any: Reduction of Force final day 12/15/17 for the following staff: Mallory Raines, Laurie Stechow, Philip Tavani, Amy Miller, Sharon Wynn, Linda Meyer

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

**Student Information**

Grades Served: K-12

Attendance Rate: 90.20%

Enrollment: 196

Number & Percent on IEPs: 143/73.3%

Number on Home Instruction: 0

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

Students Withdrawn: 1

Due to 105-Hour Rule: 0

Total Students Suspended: 7

Total Students Expelled: 0

Students with IEP's Suspended: 6

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:

-Teacher Based Teams are operating at primary, middle and secondary levels in order to analyze data and implement instructional strategies to increase student learning this year all teams will be focusing on writing standards.

K-5 teachers will be sending home bi-weekly reports to parents to foster a home-to school reading connection

Grades 2-4 are utilizing simple solutions math to deepen math practice for students.

Grades 6-12 are utilizing Scholastic Magazine's Choices for social skill lessons.

Grades 3-12 are utilizing Channel One News to introduce discussions with students surrounding current events

-Emphasizing tiered instruction, positive behavior support systems, student centered learning during teacher walkthroughs, observations and staff meetings in order to meet OIP goals

## Testing and Assessment

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

Aimswest Progress Monitoring in reading and math Grades K-12

AIR testing for grades 9-12

Number of students tested using alternative assessments: 0 (no alternate assessment administered this month)

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 One Math – Grades 1-8

Title One Reading – Grades K-12

Occupational Therapy – 26 students

Speech Therapy – 41 students

Social/Adaptive Behavior Therapy – 16 students

Lead Intervention Specialist Services – 18 students

## Corrective Action Plan Update (if applicable)

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

N/A

## Academic and Non-Academic Goal Update (Attachment 11.6)

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

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We are currently reviewing the newly released report card data with our building/district leadership team and regional representative from Lake Erie West

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## **Events**

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

Holiday Shop

Grades K-5 Holiday program for families

Magician performed shows for grades K-12

Internet Crimes Against Children Task Force presented to students grades 6-12

Classroom Holiday parties K-8

In-school holiday field trip grades 9-12

List any parent activities that occurred this month:

PTST committee meetings to discuss fundraising and family activities.

Popcorn Fundraiser

Holiday Shop

List any staff trainings that occurred this month:

No trainings this month

---

## **Time to Brag**

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

The short December month is flying by in a blink. Unfortunately illness has been running through the building requiring us to have a shut-down day to sanitize the building. This was followed by a snow day. Amongst the illness and closings students have been working hard to wrap up the 2017 school year. High school students worked on their retakes of the State Standardized testing. The elementary classrooms put on an enjoyable holiday show for parents, singing the classic Christmas songs like Rudolph and Rock Around the Christmas Tree.

We had a fabulous holiday shop which allowed students to shop for friends and family members for the holiday. CBI students sold products including their jewelry and parents volunteered to purchase items and run the shop. It was awesome to see the students excited about surprising their loved ones with gifts.

The classrooms finished out the month with holiday parties in the classrooms for students grade K-8 and high school students participated in an in-school field trip where they took part in various fun activities within the various high school classrooms.



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## Governing Authority Board Report From Barbara Danforth, CEO February/March 2018

### I. School Board Survey

Thank you for your responses to the School Board survey that was sent to you in December. We especially appreciate your suggestions for improving the relationship between the School Boards and the SAM Board and staff. From the survey responses, three themes emerged, we need to (1) Build Trust, (2) Improve Communication, and (3) Redesign School Board Training.

One of the suggestions in the survey was about providing more financial information about individual schools and SAM operations to the School Boards. In response to that suggestion, we have developed a dashboard that will give you a snapshot of key indicators that reflect the success or challenges in each school's operations. The dashboard includes actual enrollment numbers as compared to the goal, the percentage of students on IEPs, average revenue and the per student cost of providing special educational services in the Summit Academy model. The dashboard will have the expense to revenue percentage.

We will continue to consider additional information that we can provide that will enable you to maximize your role as a Board member. If you have any suggestions, for data that you would like, please let us know.

### II. Strategic Plan

We have picked up the pace on the Strategic Plan as we move toward the end of year-1 on the 5 Strategic initiatives, which are as follows:

1. Ensure high-quality Summit Academy educational experience for students, educators, administrators and parents
2. Build a healthy, high performing organization that is reflected by the culture, teams and leadership
3. Establish and implement a sustainable financial model
4. Promote the SAM brand and mission
5. Strengthen the operational infrastructure

A progress report on these initiatives will be sent to you shortly.

### III. Operations/Compliance

Compliance is processing the task list, with 258 items for each school, was issued by ODE for tracking for the 2018/19 school year. Each of our sponsors approaches this in a different way, but by the end of February we are required to review and respond to each item.



## Policy updates

An updated Credit Card policy and a Gifts Grants and Donations policy require School Board approval. Additionally, an "Additional Compensation" policy that defines stipends and other forms of compensation, will need approval.

## Educational Services Center of Lake Erie West (sponsor) News

Seven schools received letters for renewal. Youngstown Elementary and Secondary, Warren Middle/Secondary, Lorain Elementary, Parma, Cincinnati Elementary and Xenia were renewed for periods of 5, 3 and 2 years. Details of the sponsor's analysis of the school performance is expected shortly.

Compliance will work with the School Boards to get the renewal final contracts ready for approval before the end of June. School Boards have the right to have an independent attorney review and make recommendations to this contract, if they choose. Please contact John Guyer Email [jw.guyer@summitacademies.org](mailto:jw.guyer@summitacademies.org) or 330 - 734-8128 if your Board wants to use an attorney, so we may create the purchase order for payment; the Auditor of State requires pre-approval of our operational expenditures.

## IV. Curriculum and Federal Programs

The state has released a new round of competitive grants aimed at improving literacy in the state. The Curriculum, Federal Programs, and Regional teams are all involved in learning about the grants and preparing to submit applications. The state is encouraging individual schools to form consortiums to apply for and to implement the grant activities, which Summit Academy will do.

The Federal Program Administrators have been revising our Comprehensive Continuous Improvement Plans (CCIP) over the last six weeks to reflect the changes created by the recent staff layoffs. They will now begin a review of spending in all federal funds to ensure that schools are on pace to expend all allocated money in a timely fashion.

School Principals and CRC Program Managers will spend two days in Akron at a District Leadership Team meeting on February 7 and 8. We will review leading indicator data for all schools as well as begin planning for enrollment and staffing in school year 2018 – 2019.

## V. HR

We released the findings of our employee survey conducted by Kent State University. To improve the survey's utility, we engaged with Dr. Julie Cremeans-Smith, PhD to scour the vast amounts of narrative data collected by the survey to identify themes on which to focus development efforts. The survey serves as a needs assessment to help us strive towards continuous quality improvement. The results have been shared with the school boards and all SAM employees. We are studying the results and finding key areas where we can devote time and energy to make strategic improvements to the organization.



## VI. Finance

There have been questions about why and how the SAM finances became so fragile over the past year. First, the percentage of students on IEPs fell from an average of 80% to 73%. Twenty-seven percent of our students are need general education; they provide reimbursement of \$6,010. Through the Strategic Plan implementation, committees are analyzing our business model and evaluating options.

Second, we rent some of our school buildings and we have purchased or are purchasing others. During FY18, we have had to pay off loans that had been approved several years ago, totaling \$1,065,447 schools that had balloon payments. Two more balloon payments, totaling \$1,613,792, are due April 2018. We have worked with one of our financing banks, Huntington, to extend for 3 years the term of those two pay offs. In exchange for this loan extension, we have committed to keeping our expenses at 95% or less than total revenue and to maintain specified cash reserves. We appreciate Huntington's cooperation and the opportunity to continue building our sustainability.

We received news on January 11, 2018, from ODE, that our overall State Foundation funding remained consistent, slightly up from an average of \$14,820.20 to \$14,858.55, from December to January. The remainder of the year will still require cautionary spending to meet our obligations and new bank commitments.

Recently, we were advised that our Medicaid reimbursements were being delayed due to new Affordable Care Act regulations regarding documentation of services by therapists.

Moving forward, we must continue to be prudent in making financial decisions. We must also look at 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.



## **146 GIFTS, GRANTS, DONATIONS - Management Company**

The Summit Academy Management 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 SAM Board Chair, with the approval of the 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 management company.

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

SAM Board Date Adopted: 12/19/2017



**148.6 Use of Credit Cards - Management Company**

The Summit Academy Management Board (Board) recognizes the value of an efficient method of payment and recordkeeping for certain expenses.

The Board, therefore, authorizes the use of Company 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's 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 Company credit cards:

CEO

COO Operations

CFO Finance

CF/TO Facilities, Technology

Treasurer

OR Designee from above

The Board directs the Compliance Officer to determine and specify those employees authorized to use Company 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.

See also Policy 148.1 Purchasing/Invoicing.

SAM Board Date Adopted: 12/19/2017

# 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!!

## District or School Information

Each district or school will provide copies of the report available to the public upon request.

State law in Ohio requires each school district board of education and each chartered nonpublic school board or governing authority to adopt and enforce nutrition standards governing the types of food and beverages available for sale on the premises of its schools. Additionally, the board or governing authority must specify the time and place each type of food or beverage is available for sale. The standards specified for beverages and food are minimum standards. Local districts and schools may adopt higher standards.

Each board or governing authority assigns staff to make sure that the district or school meets the nutrition standards in state law. The staff prepares an annual report regarding the district's or school's compliance with the standards. Completion of this survey fulfills the district or school's requirement to report to the Ohio Department of Education its compliance with state law. The board or governing authority must schedule an annual presentation on the report at one of its regular meetings and include the date of the annual presentation in this survey.

\* **1. IRN:**

000302

\* **2. Organization Name:**

Summit Academy Community School - Parma

\* **3. By checking this option I attest that...**

- The district or school named above has adopted and is enforcing a nutrition standards policy that considers the requirements of Ohio Revised Code 3313.814 and governs the types of food and beverages that may be sold on the premises of its school(s).

The district or school named above has not adopted and/or is not enforcing a nutrition standards policy that considers the requirements of Ohio Revised Code 3313.814 and governs the types of food and beverages that may be sold on the premises of its school(s).



## Board or Governing Authority Meeting Presentation

**\* 4. Date of board or governing authority meeting presentation:**

Date

| MM | DD | YYYY |
|----|----|------|
| 10 | 10 | 2017 |

**\* 5. Name of district or school staff person responsible for ensuring that the school district or school meets the nutrition standards as required by law:**

Name: Gretchen Berndt

Title: Food Service Coordinator

Phone Number: 3306708470 ext. 6544

Email Address: gretchen.berndt@summitacademies.org

Prev

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Summit Academy Community School– Parma  
BOARD RESOLUTION  
February 8, 2018

WHEREAS, Summit Academy Community School-Parma (IRN #000302) recommends that a resolution relating to the discussion, acknowledgement and review of the Health and Safety Policies, section #400 of the Policy Book. (See attached Table of Contents)

**NOW THEREFORE, be it resolved,** that the Governing Board of Summit Academy Community School-Parma hereby recognizes the Health and Safety Polices and are updated according the Ohio Revised Codes.

Signed by: \_\_\_\_\_  
Its: Board President/Representative

Print Name: \_\_\_\_\_

Recorder: \_\_\_\_\_

RES:001-17/18





**SECTION 4: HEALTH AND SAFETY POLICIES**

**400 GENERAL HEALTH AND WELFARE**

- 401 Health Services
- 402 Use of Medications Policy
  - 402.1 Care of Students with Diabetes
- 403 Use of Inhaler/Epinephrine Autoinjector
  - 403.1 Procurement of Inhaler/Epinephrine Autoinjector for Emergency Use
- 404 Health Examinations and Immunizations
- 405 Emergency Medical Procedures
- 406 Emergency Medical Authorization
- 407 Control of Communicable Diseases
- 408 Prevention and Control of Non-Casual-Contact Communicable Diseases
- 409 Control of Blood-Borne Pathogens
- 410 Head Lice
- 411 Infectious Disease Policy
- 412 AIDS Policy
- 413 Peanut or Other Food Allergies
- 414 Bed Bug Infestation
- 415 Use of Animals in the Classroom or on School Premises

**420 PERSONAL SAFETY**

- 421 Dangerous Weapons
- 422 Public Conduct on School Property
- 423 Facility Security
- 424 Emergency Preparedness and Evacuation
  - 424.1 Student Suicide
- 425 Use of Equipment
- 426 Accidents to Students
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