

Summit Academy Community School-Painesville Board of Directors Agenda

Monday, February 12, 2018 | 268 N. State Street | Painesville, Ohio 44077

CALL TO ORDER

ROLL CALL OF BOARD DIRECTORS

(Rita Martin; David Check; Robert Braff; William Eppich; Lorraine Buser)

MOTION TO APPROVE MEETING AGENDA

MOTION TO APPROVE MEETING AGENDA

MOTION FOR THE APPROVAL AND THE SIGNING OF MINUTES

- a. December 11, 2017

APPROVALS/ADOPTIONS

- a. Approve re-revised Credit Card Policy (it was already approved once at the 12/6/17 meeting)- schools
- b. Approve new 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

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 9, 2018



Summit Academy
SCHOOLS

SUMMIT ACADEMY COMMUNITY SCHOOL - WARREN
2106 ARBOR AVE. S.E. | WARREN, OHIO 44484
SUMMITACADEMIES.ORG | p: 330-369-4233 | f: 330-369-4299

Summit Academy Community School - Painesville
BOARD of DIRECTORS
Minutes of December 11, 2017

DIRECTORS PRESENT: Lorraine Buser; William Eppich; David Check; Rita Martin

DIRECTORS ABSENT: Robert Braff

ADMINISTRATIVE SUPPORT:

Barbara Danforth, CEO

Karen Combs, Recorder

Amber Shaeffer, Treasurer

GUESTS: Sign in Sheet attached Deanna Shamp of ESC of Lake Erie West

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 4, 2017.

ACTION: Motion was made and seconded to approve the minutes from October 4, 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 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

Subcommittee Report: - None

Ambassador Program Committee Report – None

Summit Academy Management Report– A report was given by Barbara Danforth. See attached report. Barbara discussed reorganization, strategic planning and fundraising. Barbara let the board know that the CFO will be giving the board training on understanding the budget.

Other Business:

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

William Eppich, 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 Chief Operations and Compliance Officer (COCO) 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

148.6 A USE OF CREDIT CARDS

The Board recognizes the convenience and efficiency afforded by the use of District credit cards. Credit cards, however, shall not be used in order to circumvent the general purchasing procedures established by State law and Board policy. As such, employees are required to abide by the following guidelines when using a District credit card. **This procedure is for use with both Policy 148.6 and 148.6.1**

- A. All approvals for the issuance of credit cards must come from the Chief Compliance Officer in writing. All credit cards issued to and in the name of the Summit Academy (District) shall be held and supervised by the Treasurer.
- B. Administrative staff may use credit cards only in connection for school-related activities and in accordance with established, pre-approved single purchase limits, monthly spending limits, funds availability, and the appropriation of a particular building or department budget, grant provision, or student activity purpose clause. All transactions must have an approved purchase order *prior* to credit card use.
- C. Subject to the discretion of the Board and the approval of the Treasurer, credit cards may be used for eligible goods and services including:
 1. transportation reservations and expenses;
 2. conference registrations;
 3. hotel reservation guarantees and expenses;
 4. reasonable meal expenses (both in-town and out-of-town), including a maximum gratuity of twenty percent (20%), but excluding alcoholic beverages, since the purchase of such beverages clearly fails to serve a valid and proper public purpose;
 5. purchases from vendors who do not accept purchase orders or vouchers, with prior approval from Treasurer;
 6. safety and security reasons in connection with a student field trip, competition, and/or other activity or event, if monies are budgeted and deposited with the Treasurer in advance;
 7. other purchases approved by the Treasurer on a case-by-case basis.
- D. Credit cards shall not be used for personal purchases or expenditures not allowed under this guideline. In particular, credit cards shall not be used for expenses that are not incurred in connection with school-related activities, are not for the benefit of the District, and do not serve a valid and proper public purpose. Use of credit cards in an unauthorized or illegal manner may result in revocation of credit card privileges, disciplinary action and/or, where appropriate, may require the user to pay any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase. Use of the District credit card for any cash withdrawal transaction is strictly prohibited.
- E. Employees requiring the use of District credit cards shall request (in writing) such cards from the Treasurer.

F. Each request for use of a district or company credit card shall be logged with the following information: **see Form 148.6 F**

1. Date needed,
2. Who checked the card out,
3. Date to be returned,
4. Purpose,
5. Authorization, -
Approved Purchase
Order.

G. The District is a nonprofit political subdivision of the State of Ohio. Tax exemption forms shall be utilized and are available at the Treasurer's Office.

H. Upon receipt of a District credit card, employees shall:

1. Inform merchants that the purchase is for "official School District business" and is not subject to State or local sales tax. However, if the merchant fails to waive the tax, the employee shall pay it. For large purchases where the merchant refuses to waive the tax, the employee shall present a tax exemption form.
2. Maintain credit cards in a secure fashion and prevent unauthorized charges to the account.
3. Maintain sufficient documentation of all purchases, including, but not limited to, charge receipts, original cash register slip or other detailed receipt, and invoices. Complete credit card reconciliation each month and submit to the treasurer's office in a timely manner (15 days of receipt of statement).
4. Provide documentation of all purchases to the Treasurer in a timely manner to ensure prompt payment.
5. Immediately notify his/her immediate supervisor and the Treasurer if the card is lost or stolen.
6. Refrain from allowing anyone else to use the credit card or account number.
7. Refrain from splitting the costs of an invoice or purchase in order to circumvent the credit card process and established, pre-approved single purchase limits, monthly spending limits, and/or funds availability.

I. When using the card for over-the-counter purchases:

- I. Identify the purchase needed and determine funds availability.

2. Determine if the purchase amount is within his/her pre-approved single purchase limit. If yes, proceed to the next step. If no, check with his/her supervisor for details on how to proceed.
3. In purchasing goods and/or services, employee(s) shall provide merchant with the credit card and inform the merchant that the purchase is for "official School District business" and is not subject to State or local sales tax. If merchant refuses to waive the sales tax, employee shall pay it.
4. Retain receipts, including cash register receipt and credit card charge slip.
5. Give receipt and all supporting documentation to the Treasurer with the reconciliation.

J. When using the card for telephone orders:

1. Identify the purchase needed and determine funds availability.
2. Determine if the purchase amount is within his/her pre-approved single purchase limit. If yes, proceed to the next step. If no, check with his/her supervisor for details on how to proceed.
3. Contact the merchant and place the order.
4. In purchasing goods and/or services, employee(s) shall provide merchant with the credit card and inform the merchant that the purchase is for "official School District business" and is not subject to State or local sales tax. If merchant refuses to waive the sales tax, employee shall pay it.
5. Provide merchant with card number and expiration date and any and all pertinent information, including the name of the Cardholder, shipping address, etc.
6. Upon arrival of merchandise, employee shall inspect and verify order accuracy, quality, and price and retain shipping documents and receipts received with the merchandise.
7. Give all related documents to the Treasurer.

K. When using the card for Internet orders;

1. Identify the purchase needed and determine funds availability.
2. Determine if the purchase amount is within his/her pre-approved single purchase limit. If yes, proceed to the next step. If no, check with his/her supervisor for details on how to proceed.
3. Locate the merchant's website and place the order.

4. In purchasing goods and/or services, employee(s) shall enter card number and expiration date. The employee(s) shall indicate that the purchase is tax exempt if the website does not automatically recognize that the purchase is tax exempt. Note: The employee(s) should verify whether the website s/he is accessing is secure before entering his/her credit card account number.
 5. Provide all pertinent information to supplier, including the name of the Cardholder, shipping address, etc. Note: If downloading a purchased product from the Internet, employee shall print out the electronic confirmation and include it with the transaction documentation.
 6. Upon arrival of merchandise, employee(s) shall inspect and verify order accuracy, quality, and price and retain shipping documentation received with merchandise.
 7. Give all related documents to the Treasurer via .pdf and send all originals through carrier that is trackable along with reconciliation.
- L. After use, District credit cards are to be returned to the Treasurer along with appropriate receipt copies of all charges within five (5) business days upon completion of the school year.
1. Employees, when possible, shall include an original cash register slip or other detailed receipt (i.e., a receipt from a restaurant itemizing all purchases made), in addition to the receipt copy of all charges. In addition, employees shall include, shipping documents and receipts received with the merchandise. **Meals must follow Board policy and Auditor of State (AOS) guidelines at all times.**
 2. Employees shall specify on the back of the receipt the following information:
 - a. the names and affiliation of each attendee if a purchase is made on behalf of a group of individuals
 - b. verification that family members or other individuals having no school-related purpose for their attendance paid their own expenses
- M. Failure to return District credit cards and/or receipts, or reconciliation documents within the above-referenced time period may result in the suspension of credit card privileges and/or charges being deemed unrelated or unsubstantiated.
1. Employees shall be responsible for any and all unrelated or unsubstantiated purchases and shall be required to make full reimbursement to the District within thirty (30) business days.
 2. If an employee(s) reimburses the District for an unsupported purchase, it shall be documented in the monthly credit card reconciliation.

- N. The Treasurer will keep a record/activity log of all credit card uses and review and approve all purchases to verify that the expenses are incurred in connection with Board-approved or school-related activities, are for the benefit of the District, and serve a valid and proper public purpose prior to disbursing public funds for payment of such expenses.

In addition to evidencing review and approval of the purchase, the Treasurer should immediately send all questionable items to the employee purchasing the item for explanation. These explanations shall be approved by the employee's immediate supervisor and the Treasurer prior to the payment of such expenses. If an employee reimburses the District for a questionable purchase, it shall be documented in the monthly credit card reconciliation.

- O. Upon receipt of the appropriate documentation, credit card expenditures will be paid through the Treasurer's Office.
- P. The Treasurer will monitor the credit card account(s) and reconcile all credit card accounts on a monthly basis.
- Q. If the employee is terminated or resigns, then s/he must return the credit card and remain responsible for any inappropriate use.

See also Policy 148.1 Purchasing/Invoicing
Revised 12/14/2017



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.



Summit Academy Community School - Painesville
BOARD RESOLUTION
February 12, 2018

WHEREAS, Summit Academy Community School - Painesville (IRN #000629) 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 - Painesville hereby recognize their board secretary as Karen Combs.

Signed by: _____
Its: Board President/Representative

Print Name: _____

Recorder: _____

RES:009-18/19

Summit Academy Painesville

I. November and December Treasurer's Report

a. November:

- i.* Foundation revenue (line 1) this month was for 85.29 FTE's. The budget is based on 85 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.* Repairs & Maintenance (line 25) budget includes misc building testing and abatement, should it be necessary.
- 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.* 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 81.07 FTE's. The budget is based on 85 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 Utilities (line 22) actual does not include gas/water/electric utilities. These are billed thru the church, have not received invoice yet for December.
- v.* Repairs & Maintenance (line 25) budget included an amount for flooring/carpet cleaning to be done over winter break.
- 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 for the month of November.
- viii.* Computers_IT costs (line 37) includes payment to Richard Kevern & Associates for E-Rate Funding.
- ix.* Admin cost (line 44) is the cost of administration expenses, the majority being salaries. For the budget for the fiscal year, this is the number that is used to balance the budget. The monthly budget amount is the fiscal year amount divided by 12. The actual month's amount is the schools portion of the actual costs. This is calculated and allocated by comparing to the amount of foundation received as a part of the whole consortium.

c. All other items were reviewed and no material or significant discrepancies were notated.

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

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

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

| | FY18 | | FY18 | | FY18 | | FY18 | | FY18 | |
|--|-------------------|-------------------|---------------------------|-----------------------|------------------------|-------------------|---------------------------|-------------------|---------------------|---------------------|
| | Actual | Budget | Budget/Actual Variance | Monthly % Variance | Year to Date Actual | YTD Budget | Budget/Actual Variance | YTD % Variance | FY18 Budget | FY18 Budget |
| Revenue | | | | | | | | | | |
| 1 Foundation Revenue | \$ 107,715 | \$ 109,489 | \$ (1,774) | 2% | \$ 525,819 | \$ 658,776 | \$ (132,957) | 25% | \$ 1,317,595 | \$ 1,317,595 |
| 2 Total Medicaid Revenue | \$ - | \$ 2,017 | \$ (2,017) | 0% | \$ 1,408 | \$ 6,051 | \$ (4,643) | 330% | \$ 36,396 | \$ 36,396 |
| 3 Total Grants Revenue | \$ 6,680 | \$ 11,892 | \$ (5,212) | 78% | \$ 74,313 | \$ 89,712 | \$ (15,399) | 21% | \$ 161,961 | \$ 161,961 |
| 4 Total Food Program Revenue | \$ 5,166 | \$ 4,420 | \$ 747 | -14% | \$ 22,533 | \$ 21,428 | \$ 1,105 | -5% | \$ 47,396 | \$ 47,396 |
| 5 Total Student Fees | \$ (66) | \$ 41 | \$ (107) | 162% | \$ 1,682 | \$ 3,877 | \$ (2,195) | 131% | \$ 4,081 | \$ 4,081 |
| 6 Total Contributions | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - | \$ - |
| 7 Total Investment Income | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - | \$ - |
| 8 Total Other Revenue | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - | \$ - |
| 9 Total Revenue | \$ 119,495 | \$ 127,858 | \$ (8,363) | -7% | \$ 625,754 | \$ 779,844 | \$ (154,090) | -20% | \$ 1,567,429 | \$ 1,567,429 |
| 10 Management Fees | \$ 119,495 | \$ 127,858 | \$ (8,363) | -7% | \$ 625,754 | \$ 779,844 | \$ (154,090) | -20% | \$ 1,567,429 | \$ 1,567,429 |
| 11 Net Gain (Loss) for the Year | \$ - | \$ - | \$ - | \$ | \$ - | \$ - | \$ - | \$ | \$ - | \$ - |

Expenditures by SAM for each School

| | | | | | | | | | | |
|--------------------------------|-----------|-----------|------------|---------|------------|------------|------------|--------|------------|------------|
| 12 Total Salaries and Wages | \$ 52,699 | \$ 56,531 | \$ 3,832 | -7% | \$ 342,110 | \$ 347,745 | \$ 5,635 | -2% | \$ 686,231 | \$ 686,231 |
| 13 Total Payroll Taxes | \$ 850 | \$ 1,412 | \$ 562 | -66% | \$ 8,104 | \$ 8,471 | \$ 368 | -5% | \$ 16,942 | \$ 16,942 |
| 14 Total Retirement Benefits | \$ 6,843 | \$ 9,080 | \$ 2,237 | -33% | \$ 41,058 | \$ 54,480 | \$ 13,422 | -33% | \$ 108,960 | \$ 108,960 |
| 15 Total Insurance Benefits | \$ 8,892 | \$ 10,011 | \$ 1,120 | -13% | \$ 52,851 | \$ 60,068 | \$ 7,216 | -14% | \$ 120,135 | \$ 120,135 |
| 16 Total Payroll Processing | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - | \$ - |
| 17 Total Staff Recruiting | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - | \$ - |
| 18 Total Sponsorship Fees | \$ 1,173 | \$ 1,640 | \$ 467 | -40% | \$ 7,580 | \$ 9,841 | \$ 2,261 | -30% | \$ 19,682 | \$ 19,682 |
| 19 Total Staff Training costs | \$ 162 | \$ 296 | \$ 134 | -83% | \$ 972 | \$ 4,870 | \$ 3,898 | -401% | \$ 7,973 | \$ 7,973 |
| 20 Total General Travel | \$ 64 | \$ 496 | \$ 432 | -679% | \$ 1,153 | \$ 2,745 | \$ 1,592 | -138% | \$ 5,605 | \$ 5,605 |
| 21 Total Building Lease costs | \$ 11,762 | \$ 11,762 | \$ - | 0% | \$ 70,571 | \$ 70,571 | \$ - | 0% | \$ 141,141 | \$ 141,141 |
| 22 Total Bldg Utilities | \$ 996 | \$ 2,540 | \$ 1,544 | -155% | \$ 14,195 | \$ 17,120 | \$ 2,925 | -21% | \$ 35,485 | \$ 35,485 |
| 23 Total Bldg Service costs | \$ 127 | \$ 579 | \$ 452 | -354% | \$ 1,816 | \$ 3,888 | \$ 2,072 | -114% | \$ 8,362 | \$ 8,362 |
| 24 Total Copier Costs | \$ 705 | \$ 675 | \$ (30) | 4% | \$ 3,894 | \$ 4,050 | \$ 156 | -4% | \$ 8,100 | \$ 8,100 |
| 25 Total Repairs & Maintenance | \$ 13 | \$ 2,150 | \$ 2,137 | -16541% | \$ 5,805 | \$ 6,875 | \$ 1,070 | -18% | \$ 11,275 | \$ 11,275 |
| 26 Total Curriculum costs | \$ 443 | \$ 257 | \$ (186) | 42% | \$ 6,506 | \$ 11,477 | \$ 4,971 | -76% | \$ 15,845 | \$ 15,845 |
| 27 Total Education Therapy | \$ 7,890 | \$ 5,635 | \$ (2,255) | 29% | \$ 23,700 | \$ 28,548 | \$ 4,848 | -20% | \$ 59,655 | \$ 59,655 |
| 28 Total Martial Arts costs | \$ - | \$ 97 | \$ 97 | 0% | \$ 124 | \$ 1,883 | \$ 1,759 | -1419% | \$ 3,179 | \$ 3,179 |
| 29 Total Meeting Costs | \$ - | \$ 850 | \$ 850 | 0% | \$ 24 | \$ 2,250 | \$ 2,226 | -9298% | \$ 4,125 | \$ 4,125 |
| 30 Total Student Activity cost | \$ - | \$ 1,738 | \$ 1,738 | 0% | \$ 1,388 | \$ 4,665 | \$ 3,277 | -236% | \$ 10,527 | \$ 10,527 |
| 31 Total Food Service costs | \$ 6,211 | \$ 5,850 | \$ (361) | 6% | \$ 24,105 | \$ 24,300 | \$ 195 | -1% | \$ 52,000 | \$ 52,000 |
| 32 Total Shirts Uniform costs | \$ - | \$ - | \$ - | 0% | \$ - | \$ 1,030 | \$ 1,030 | 0% | \$ 1,380 | \$ 1,380 |
| 33 Total Contract Bus Services | \$ - | \$ 350 | \$ 350 | 0% | \$ - | \$ 1,650 | \$ 1,650 | 0% | \$ 3,400 | \$ 3,400 |
| 34 Total Insurance General | \$ 842 | \$ 846 | \$ 4 | 0% | \$ 5,720 | \$ 2,689 | \$ (3,031) | 53% | \$ 4,381 | \$ 4,381 |

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

| | FY18 | | Year to Date Actual | Monthly % Variance | Budget/Actual Variance | YTD Budget | Budget/Actual Variance | YTD % Variance | FY18 Budget |
|------------------------------------|-------------------------|------------|------------------------|-----------------------|---------------------------|---------------|---------------------------|-------------------|----------------|
| | Current Month Actual | Budget | | | | | | | |
| 35 Total Legal Fees | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - |
| 36 Total Professional Services | \$ 200 | \$ 1,408 | \$ 3,094 | -604% | \$ 1,208 | \$ 5,190 | \$ 2,096 | -68% | \$ 7,873 |
| 37 Total Computers IT costs | \$ 416 | \$ - | \$ 1,027 | 100% | \$ (416) | \$ 10,281 | \$ 9,254 | -901% | \$ 11,581 |
| 38 Total Office Expense | \$ 272 | \$ 39 | \$ 1,515 | 86% | \$ (232) | \$ 452 | \$ (1,063) | 70% | \$ 1,012 |
| 39 Total Advertising Expense | \$ 2 | \$ 42 | \$ 4,038 | -2158% | \$ 40 | \$ 1,035 | \$ (3,003) | 74% | \$ 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% | \$ - | \$ - | \$ - | 0% | \$ - |
| 44 Total Admin. Cost | \$ 13,550 | \$ 18,441 | \$ 93,846 | 27% | \$ 4,891 | \$ 110,646 | \$ 16,800 | 15% | \$ 221,292 |
| 45 Total Expenses | \$ 114,110 | \$ 132,726 | \$ 715,195 | 14% | \$ 18,616 | \$ 796,819 | \$ 81,624 | 10% | \$ 1,567,429 |
| 46 Surplus/(Deficit) (before debt) | \$ 5,385 | \$ (4,868) | \$ (89,440) | | | \$ (16,975) | | | \$ - |
| 47 Debt Payments | \$ - | \$ - | \$ - | | | \$ - | | | \$ - |
| 48 Surplus/(Deficit) | \$ 5,385 | \$ (4,868) | \$ (89,440) | | | \$ (16,975) | | | \$ (72,465) |

**Summit Academy
Painesville Community
Unaudited Statement of Activities
November 2017**

| | FY18 | | Budget/Actual Variance | Monthly % Variance | Year to Date Actual | FY18 Budget | YTD Budget | Budget/Actual Variance | YTD % Variance | FY18 Budget |
|--|-------------------------|------------|---------------------------|-----------------------|------------------------|----------------|---------------|---------------------------|-------------------|----------------|
| | Current Month Actual | Budget | | | | | | | | |
| Revenue | | | | | | | | | | |
| 1 Foundation Revenue | \$ 80,438 | \$ 109,489 | \$ (29,052) | 36% | \$ 418,104 | \$ 549,287 | \$ (131,183) | 31% | \$ 1,317,595 | |
| 2 Total Medicaid Revenue | \$ - | \$ 2,017 | \$ (2,017) | 0% | \$ 1,408 | \$ 4,034 | \$ (2,626) | 187% | \$ 36,396 | |
| 3 Total Grants Revenue | \$ 22,538 | \$ 12,792 | \$ 9,746 | -43% | \$ 67,633 | \$ 77,820 | \$ (10,188) | 15% | \$ 161,961 | |
| 4 Total Food Program Revenue | \$ 5,806 | \$ 4,420 | \$ 1,386 | -24% | \$ 17,367 | \$ 17,008 | \$ 359 | -2% | \$ 47,396 | |
| 5 Total Student Fees | \$ - | \$ 82 | \$ (82) | 0% | \$ 1,748 | \$ 3,836 | \$ (2,088) | 119% | \$ 4,081 | |
| 6 Total Contributions | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - | |
| 7 Total Investment Income | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - | |
| 8 Total Other Revenue | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - | |
| 9 Total Revenue | \$ 108,781 | \$ 128,799 | \$ (20,018) | -16% | \$ 506,259 | \$ 651,986 | \$ (145,726) | -22% | \$ 1,567,429 | |
| 10 Management Fees | \$ 108,781 | \$ 128,799 | \$ (20,018) | -16% | \$ 506,259 | \$ 651,986 | \$ (145,726) | -22% | \$ 1,567,429 | |
| 11 Net Gain (Loss) for the Year | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | | \$ - | |

Expenditures by SAM for each School

| | | | | | | | | | |
|--------------------------------|-----------|-----------|----------|--------|------------|------------|------------|--------|------------|
| 12 Total Salaries and Wages | \$ 64,325 | \$ 66,940 | \$ 2,615 | -4% | \$ 289,411 | \$ 291,214 | \$ 1,803 | -1% | \$ 686,231 |
| 13 Total Payroll Taxes | \$ 986 | \$ 1,412 | \$ 426 | -43% | \$ 7,254 | \$ 7,059 | \$ (194) | 3% | \$ 16,942 |
| 14 Total Retirement Benefits | \$ 6,843 | \$ 9,080 | \$ 2,237 | -33% | \$ 34,215 | \$ 45,400 | \$ 11,185 | -33% | \$ 108,960 |
| 15 Total Insurance Benefits | \$ 8,156 | \$ 10,011 | \$ 1,855 | -23% | \$ 43,960 | \$ 50,056 | \$ 6,097 | -14% | \$ 120,155 |
| 16 Total Payroll Processing | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - |
| 17 Total Staff Recruiting | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - |
| 18 Total Sponsorship Fees | \$ 1,443 | \$ 1,640 | \$ 198 | -14% | \$ 6,407 | \$ 8,201 | \$ 1,793 | -28% | \$ 19,682 |
| 19 Total Staff Training costs | \$ 29 | \$ 1,003 | \$ 974 | -3340% | \$ 810 | \$ 4,574 | \$ 3,764 | -465% | \$ 7,973 |
| 20 Total General Travel | \$ 114 | \$ 561 | \$ 447 | -392% | \$ 1,089 | \$ 2,249 | \$ 1,160 | -106% | \$ 5,605 |
| 21 Total Building Lease costs | \$ 11,762 | \$ 11,762 | \$ - | 0% | \$ 58,809 | \$ 58,809 | \$ - | 0% | \$ 141,141 |
| 22 Total Bldg Utilities | \$ 3,598 | \$ 2,965 | \$ (633) | 18% | \$ 13,199 | \$ 14,580 | \$ 1,381 | -10% | \$ 35,485 |
| 23 Total Bldg Service costs | \$ 1,035 | \$ 579 | \$ (456) | 44% | \$ 1,688 | \$ 3,309 | \$ 1,621 | -96% | \$ 8,362 |
| 24 Total Copier Costs | \$ 1,008 | \$ 675 | \$ (333) | 33% | \$ 3,189 | \$ 3,375 | \$ 186 | -6% | \$ 8,100 |
| 25 Total Repairs & Maintenance | \$ 442 | \$ 2,150 | \$ 1,708 | -386% | \$ 5,792 | \$ 4,725 | \$ (1,067) | 18% | \$ 11,275 |
| 26 Total Curriculum costs | \$ 1,123 | \$ 574 | \$ (550) | 49% | \$ 6,063 | \$ 11,220 | \$ 5,157 | -85% | \$ 15,845 |
| 27 Total Education Therapy | \$ 4,349 | \$ 5,635 | \$ 1,286 | -30% | \$ 15,810 | \$ 22,913 | \$ 7,103 | -45% | \$ 59,655 |
| 28 Total Martial Arts costs | \$ 29 | \$ 95 | \$ 66 | -224% | \$ 124 | \$ 1,786 | \$ 1,662 | -1341% | \$ 3,179 |
| 29 Total Meeting Costs | \$ 9 | \$ - | \$ (9) | 100% | \$ 24 | \$ 1,400 | \$ 1,376 | -5748% | \$ 4,125 |
| 30 Total Student Activity cost | \$ - | \$ 531 | \$ 531 | 0% | \$ 1,388 | \$ 2,927 | \$ 1,539 | -111% | \$ 10,527 |
| 31 Total Food Service costs | \$ 6,920 | \$ 5,950 | \$ (970) | 14% | \$ 17,894 | \$ 18,450 | \$ 556 | -3% | \$ 52,000 |
| 32 Total Shirts_Uniform costs | \$ - | \$ - | \$ - | 0% | \$ - | \$ 1,030 | \$ 1,030 | 0% | \$ 1,380 |
| 33 Total Contract Bus Services | \$ - | \$ 350 | \$ 350 | 0% | \$ - | \$ 1,300 | \$ 1,300 | 0% | \$ 3,400 |
| 34 Total Insurance_General | \$ 200 | \$ 200 | \$ - | 0% | \$ 4,878 | \$ 1,843 | \$ (3,034) | 62% | \$ 4,381 |

Summit Academy
Painesville Community
Unaudited Statement of Activities
November 2017

| | FY18 | | Budget/Actual Variance | Monthly % Variance | Year to Date Actual | YTD Budget | Budget/Actual Variance | YTD % Variance | FY18 Budget |
|------------------------------------|-------------------------|-------------|---------------------------|-----------------------|------------------------|---------------|---------------------------|-------------------|----------------|
| | Current Month Actual | Budget | | | | | | | |
| 35 Total Legal Fees | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - |
| 36 Total Professional Services | \$ 1,200 | \$ 1,408 | \$ 208 | -17% | \$ 2,894 | \$ 3,782 | \$ 888 | -31% | \$ 7,873 |
| 37 Total Computers_IT costs | \$ 27 | \$ 1,000 | \$ 973 | -3612% | \$ 611 | \$ 10,281 | \$ 9,670 | -1583% | \$ 11,581 |
| 38 Total Office Expense | \$ 110 | \$ 147 | \$ 37 | -34% | \$ 1,243 | \$ 413 | \$ (831) | 67% | \$ 1,012 |
| 39 Total Advertising Expense | \$ 2 | \$ 42 | \$ 40 | -2158% | \$ 4,036 | \$ 993 | \$ (3,043) | 75% | \$ 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% | \$ - | \$ - | \$ - | 0% | \$ - |
| 44 Total Admin. Cost | \$ 13,733 | \$ 18,441 | \$ 4,707 | 26% | \$ 80,296 | \$ 92,205 | \$ 11,909 | 13% | \$ 221,292 |
| 45 Total Expenses | \$ 127,443 | \$ 143,151 | \$ 15,708 | 11% | \$ 601,085 | \$ 664,093 | \$ 63,008 | 9% | \$ 1,567,429 |
| 46 Surplus/(Deficit) (before debt) | \$ (18,662) | \$ (14,352) | | | \$ (94,825) | \$ (12,107) | | | \$ - |
| 47 Debt Payments | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | | \$ - |
| 48 Surplus/(Deficit) | \$ (18,662) | \$ (14,352) | | | \$ (94,825) | \$ (12,107) | \$ (82,718) | | \$ - |



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

Month: January

Director Name: Frank Cheraso

School Name: Summit Academy Community School - Painesville

Management Company: Summit Academy Management

Teaching Staff Information

Number of Teachers: 6

Number HQT: 5

Number of Intervention Specialists: 5

Number HQT: 4

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:

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

Student Information

Grades Served: K-8

Attendance Rate: 92.24%

Enrollment: 75

Number & Percent on IEPs: 44 / 59%

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: 0

Total Students Expelled: 0

Students with IEP's Suspended: 0

Students with IEP's Expelled: 0

Additional Comments:

Standards and Instruction

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

Continued focus on Whole Brain Teaching (WBT) strategies

Testing and Assessment

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

WIAT, AIMSweb, RIAS

Number of students tested using alternative assessments: 1

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)

Behavior Specialist: 11 students

Occupational Therapy: 16 students

Physical Therapy: 3 student

Speech and Language: 20 students

Intervention Specialist: 10 students

Literacy Coordinator: 18 Students

Title I Math: School Wide / Push-In

Corrective Action Plan Update (if applicable)

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

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

In review of Attachment 11.6, the following is noted:

Mission Specific Goal: The Principal and SST4 Representative have been continually conducting walkthroughs together – giving immediate feedback to teachers, and working with the BLT to support meaningful instruction with a focus on PBIS / WBT implementation and focusing on learning goals being communicated to students.

Achievement: Focusing on making sure we implement universal design strategies to support all learners and to push students toward proficiency / tier 1. The Art Teachers has evolved her intervention by working with some specific students in grades K – 1.

K-3 Literacy: RIMPS developed for appropriate students this school year and were mailed home for parent signatures. Three out of 9 students met the cut score for the Third Grade Reading Guarantee. One retained third grade student achieved mid-year promotion to fourth grade.

Attendance: Attendance rate is still below 93%. A review of attendance records was conducted and letters were mailed out in January. Another review of attendance records will be conducted and additional follow-up will be conducted. It is noted that we do have a number of doctor's excuses for many of our students' absences.

Financial Sustainability: We currently have 75 students. We are maintaining our enrollment goal of at least 70 students. We are continuing to work with our marketing department to work on strategies to promote awareness of our programming and increase enrollment. A few enrollments are in process and parent meetings have been scheduled.

Student Performance: We are continuing to collaborate as a team with school staff to support our students, and get parents involved as well. The principal has been checking on classrooms frequently to make sure students are following the rules, which is helping with compliance. Our Data coaches have focused a lot of energy on our K /1 classroom to provide structure and interventions for the students, and we are seeing improvement there as well.

Events

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

1/22-1/26: National School Choice / Spirit Week

List any parent activities that occurred this month:

1/11: PTST Meeting

11/30 – 12/3: Five Below Fundraiser Update - \$107.22 raised

List any staff trainings that occurred this month:

None

Time to Brag

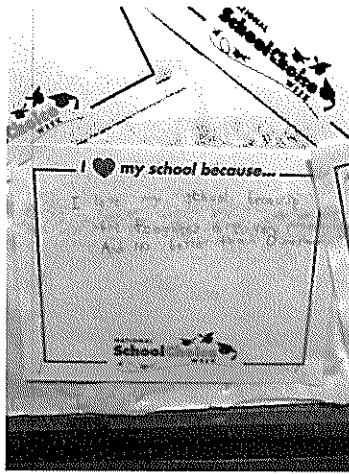
List any exciting news you wish to share about your school, staff, and/or students:

Principal's Pride

Kaitlyn P., Agibail P., Janaya D., Heavenae H., Amira T., Skylar T., J'Aonna D., Chance L., Kasey M., Kylee K., Mason L., Kayse B., Logan K., Kylie P., Symone B., Cassandra C., James D., Logan T., Lilliana Z., Caleb A., Michael M., James P., Sebastian M., Angelina P., Austin W., Devyn F., Savannah K., Xavier P.

The Principal's Pride is a prestigious honor met by meeting the following criteria:

- Student must have no missing assignments.
- Student earned Merit Roll or above.
- Student can have no more than one office referral (cannot have a suspension on record – in school or out of school).



"I love my school because the teachers are very nice.....And it's better than Disneyland." I'd say that's a pretty good endorsement! Thanks, Samuel C., 5th grader.



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@summitacademes.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 \$1,239,432 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.



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



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



Summit Academy Community School– Painesville
BOARD RESOLUTION
February 12, 2018

WHEREAS, Summit Academy Community School-Painesville (IRN #000629) 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-Painesville 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

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, MEd, 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!!