

# Summit Academy - Toledo

## Board of Directors Agenda

Thursday February 22, 2018 | 301 Collingwood Blvd | Toledo, Ohio

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### CALL TO ORDER

### ROLL CALL OF BOARD DIRECTORS

(Daniel Hornbeek; Rachel Trumbull; Brittany Marciniak; Danielle Nelson; Sheree Madison-Emery; Douglas Lutman II)

### MOTION TO APPROVE MEETING AGENDA

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

- a. December 4, 2017 and January 5, 2018

### APPROVALS/ADOPTIONS

- a. Approve re-revised Credit Card Policy (it was already approved once at the 12/4/17 meeting)- schools
- b. Approve new gifts, grants and donations policy – schools
- c. Approve new compensation policy #371

### 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
- f. Acknowledge the calendar that was already approved (for verification)

### PUBLIC COMMENTS (3 MINUTE LIMIT)

### ADJOURNMENT

*Next Meeting April 11, 2018 346 Illinois Ave. Lorain, Ohio*

Summit Academy Toledo  
BOARD of DIRECTORS  
Minutes of December 4, 2017

DIRECTORS PRESENT: Daniel Hornbeek; Rachael Trumbull; Sheree Madison-Emery;  
Douglas Lutman; Danielle Nelson

DIRECTORS ABSENT: Brittany Marciniak

ADMINISTRATIVE SUPPORT:

Barbara Danforth, CEO  
John Guyer, COO  
Karen Combs, Recorder  
Chris Wheeler, Regional Consultant

GUESTS: Sign in Sheet attached Kristy Hayward and Ericka Pharis 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 18, 2017.

ACTION: Motion was made and seconded to approve the minutes from October 18, 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 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.

**ACTION:** Motion was made and seconded to approve the revised School Board Calendar Motion carried by unanimous vote of directors present.

**ACTION:** Motion was made and seconded to table the revised School Student Calendar. Motion carried by unanimous vote of directors present.

**ACTION:** Motion was made and seconded to approve the waiver for the treasurer. Motion carried by unanimous vote of directors present.

**ACTION:** Motion was made and seconded to approve the Code of Regulations with the necessary corrections. (school name in 1<sup>st</sup> paragraph and Exhibit A). Motion carried by unanimous vote of directors present.

**ACTION:** Motion was made and seconded to approve the resolution to name Karen Combs as board secretary (non-voting). Motion carried by unanimous vote of directors present.

**ACTION:** Motion was made and seconded to approve Rachael Trumbull as the School Board President. Motion carried by unanimous vote of directors present.

**ACTION:** Motion was made and seconded to approve Sheree Madison Emery as the School Board Vice President Motion carried by unanimous vote of directors present.

Treasurer's Report – John Guyer in Amber Shaeffer absence 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: - Rachael Trumbull will work with me on board member search. We will be looking for a new board member. The board has given Barbara until December 15, 2017 to contact Brittany Marciniak.

Ambassador Program Committee Report – None

Summit Academy Management Report– A report was given by Barbara Danforth. See attached report. Barbara asked for a testimonial and Rachael Trumbull noted we are the best kept secret.

Other Business:

ESC Ericka Pharis, report, Site Visit went well. Congrats on the Award from the ODE. Linda Moye has monthly discussion with finances. Kristy will sent Governing Update. Annual performance evaluation.

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

Rachael Trumbull, President

Summit Academy Toledo  
SPECIAL BOARD of DIRECTORS  
Minutes of January 5, 2018

DIRECTORS PRESENT: Rachael Trumbull; Sheree Madison-Emery;  
Douglas Lutman

DIRECTORS ABSENT: Daniel Hornbeek; Daniel Nelson

ADMINISTRATIVE SUPPORT:  
John Guyer, COO

GUESTS: Sign in Sheet attached Ericka Pharis 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.

ACTION: Motion was made and seconded to approve the Modification between the ESC and the school referencing the location.

Respectfully,

Karen Combs, Recorder

Approve,

Rachel Trumbull



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 Executive Officer (CEO) or designee to determine and specify those employees authorized to use District credit cards following appendices 148.6 -A. The CFO or designee shall be responsible for giving direction to and supervising such employees' use of District credit cards.

Date Adopted: January and February 2018



### **146.1 GIFTS, GRANTS, DONATIONS – Schools**

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

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

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

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

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

See Appendix 146 - A

R.C. 9.20, 9.26, 3313.36, 3313.37

Date Adopted: January and February 2018



## Summit Academy Toledo

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

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

- i.*** Foundation revenue (line 1) this month was for 139.14 FTE's. The budget is based on 150 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.*** Building Lease costs (line 21) actual includes lease payment for building on Glendale Ave. The lease was not budgeted for.
- vii.*** Building Utilities (line 22) Actual includes Electric utility payment and phone utility payment for the building on Glendale Ave. Utilities were not budgeted for this building.
- viii.*** Curriculum costs (line 26) actual includes a 1-year reading subscription license to Lexia Learning Systems; paid for with federal funds.
- ix.*** Education Therapy (line 27) actual cost varies from budget due to budget amounts spread out evenly from month to month.
- x.*** Food Service costs (line 31) actual includes breakfast and lunch services for the month of November.
- xi.*** Professional Services (line 36) actual includes final settlement payment to HBS for Medicaid billing services.
- xii.*** Computers\_IT costs (line 37) actual is internet access thru BCN Telecom.
- xiii.*** 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 137.51FTE's. The budget is based on 150 students at an average of \$15,446.76 per student for the year. Actual is significantly higher than budget due 'catch-up' payment made due to underpayments made in previous months.
  - 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.* Sponsorship Fees (line 18) actual was incorrectly posted to another school. Adjustment made in the month of February.
  - iv.* Building Lease costs (line 21) actual includes lease payment for building on Glendale Ave. The lease was not budgeted for.
  - v.* Building Utilities (line 22) Actual includes Electric utility payment and phone utility payment for the building on Glendale Ave. Utilities were not budgeted for this building.
  - 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 December.
  - viii.* Computers\_IT costs (line 37) actual is internet access thru BCN Telecom.
  - ix.* Admin cost (line 44) is the cost of administration expenses, the majority being salaries. For the budget for the fiscal year, this is the number that is used to balance the budget. The monthly budget amount is the fiscal year amount divided by 12. The actual month's amount is the schools portion of the actual costs. This is calculated and allocated by comparing to the amount of foundation received as a part of the whole consortium.
- c.** All other items were reviewed and no material or significant discrepancies were notated.
- d. NOTE:** In compliance with HB2 and ORC 3314.024 we will present to your school board at your next board meeting the detailed accounting for your school. This will be in addition to the regular financials for the month of February. In order to meet compliance with the ESCLEW we will have posted this information in the compliance system by the end of March.

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

Summit Academy  
Toledo  
Unaudited Statement of Activities  
December 2017

	FY18				FY18					
	Current Month Actual	Budget	Budget/Actual Variance	Monthly % Variance	Year to Date Actual	YTD Budget	Budget/Actual Variance	YTD % Variance		
<b>Revenue</b>										
1	Foundation Revenue	\$ 464,301	\$ 193,494	\$ 270,807	-58%	\$ 1,022,456	\$ 1,168,298	\$ (145,843)	14%	\$ 2,334,460
2	Total Medicaid Revenue	\$ -	\$ 10,404	\$ (10,404)	0%	\$ 55,499	\$ 31,212	\$ 24,287	-44%	\$ 187,732
3	Total Grants Revenue	\$ 7,302	\$ 9,851	\$ (2,548)	35%	\$ 40,017	\$ 80,698	\$ (40,682)	102%	\$ 140,703
4	Total Food Program Revenue	\$ 8,319	\$ 6,605	\$ 1,714	-21%	\$ 29,434	\$ 32,071	\$ (2,637)	9%	\$ 70,902
5	Total Student Fees	\$ -	\$ 70	\$ (70)	0%	\$ 1,672	\$ 6,654	\$ (4,982)	298%	\$ 7,005
6	Total Contributions	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
7	Total Investment Income	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
8	Total Other Revenue	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
9	<b>Total Revenue</b>	\$ 479,923	\$ 220,424	\$ 259,499	118%	\$ 1,149,078	\$ 1,318,934	\$ (169,856)	-13%	\$ 2,740,803
10	<b>Management Fees</b>	\$ 479,923	\$ 220,424	\$ 259,499	118%	\$ 1,149,078	\$ 1,318,934	\$ (169,856)	-13%	\$ 2,740,803
11	<b>Net Gain (Loss) for the Year</b>	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -
<b>Expenditures by SAM for each School</b>										
12	Total Salaries and Wages	\$ 113,770	\$ 127,226	\$ 13,456	-12%	\$ 776,963	\$ 789,916	\$ 12,953	-2%	\$ 1,553,524
13	Total Payroll Taxes	\$ 1,492	\$ 2,479	\$ 987	-66%	\$ 14,226	\$ 14,872	\$ 646	-5%	\$ 29,743
14	Total Retirement Benefits	\$ 16,899	\$ 15,940	\$ (959)	6%	\$ 50,170	\$ 95,643	\$ 45,473	-91%	\$ 191,285
15	Total Insurance Benefits	\$ 15,609	\$ 17,575	\$ 1,966	-13%	\$ 92,779	\$ 105,452	\$ 12,673	-14%	\$ 210,904
16	Total Payroll Processing	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
17	Total Staff Recruiting	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
18	Total Sponsorship Fees	\$ -	\$ 2,879	\$ 2,879	0%	\$ 10,453	\$ 17,276	\$ 6,823	-65%	\$ 34,553
19	Total Staff Training costs	\$ 88	\$ 1,210	\$ 1,122	-1277%	\$ 3,224	\$ 8,332	\$ 5,108	-158%	\$ 12,304
20	Total General Travel	\$ 165	\$ 919	\$ 754	-456%	\$ 4,114	\$ 5,980	\$ 1,866	-45%	\$ 11,240
21	Total Building Lease costs	\$ 42,408	\$ 32,511	\$ (9,897)	23%	\$ 237,302	\$ 195,066	\$ (42,236)	18%	\$ 390,132
22	Total Bldg Utilities	\$ 4,249	\$ 1,390	\$ (2,859)	67%	\$ 23,942	\$ 8,340	\$ (15,602)	65%	\$ 16,680
23	Total Bldg Service costs	\$ 626	\$ 4,909	\$ 4,283	-685%	\$ 65,674	\$ 145,826	\$ 80,152	-122%	\$ 175,805
24	Total Copier Costs	\$ 1,446	\$ 1,455	\$ 9	-1%	\$ 9,140	\$ 8,730	\$ (410)	4%	\$ 17,460
25	Total Repairs & Maintenance	\$ 13	\$ 475	\$ 462	-3576%	\$ 534,973	\$ 773,825	\$ 238,852	-45%	\$ 783,175
26	Total Curriculum costs	\$ 838	\$ 732	\$ (106)	13%	\$ 19,950	\$ 57,599	\$ 37,649	-189%	\$ 67,296
27	Total Education Therapy	\$ 18,217	\$ 15,227	\$ (2,990)	16%	\$ 75,099	\$ 72,414	\$ (2,685)	4%	\$ 152,699
28	Total Martial Arts costs	\$ -	\$ 175	\$ 175	0%	\$ 256	\$ 2,881	\$ 2,625	-1027%	\$ 5,103
29	Total Meeting Costs	\$ 291	\$ 1,600	\$ 1,309	-449%	\$ 291	\$ 4,175	\$ 3,884	-1332%	\$ 7,550
30	Total Student Activity cost	\$ -	\$ 3,447	\$ 3,447	0%	\$ 334	\$ 7,566	\$ 7,233	-2167%	\$ 17,697
31	Total Food Service costs	\$ 6,863	\$ 9,900	\$ 3,037	-44%	\$ 28,824	\$ 41,300	\$ 12,476	-43%	\$ 90,100
32	Total Shirts- Uniform costs	\$ -	\$ -	\$ -	0%	\$ 1,618	\$ 1,460	\$ (158)	10%	\$ 2,260
33	Total Contract Bus Services	\$ -	\$ 2,530	\$ 2,530	0%	\$ -	\$ 14,760	\$ 14,760	0%	\$ 30,960
34	Total Insurance General	\$ 1,679	\$ 1,485	\$ (194)	12%	\$ 9,891	\$ 4,570	\$ (5,321)	54%	\$ 7,540

Summit Academy  
Toledo  
Unaudited Statement of Activities  
December 2017

	FY18				FY18				
	Current Month Actual	Budget	Budget/Actual Variance	Monthly % Variance	Year to Date Actual	YTD Budget	Budget/Actual Variance	YTD % Variance	FY18 Budget
35 Total Legal Fees	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
36 Total Professional Services	\$ -	\$ 1,418	\$ 1,418	0%	\$ 10,400	\$ 5,249	\$ (5,150)	50%	\$ 7,768
37 Total Computers, IT costs	\$ 7,366	\$ 5,100	\$ (2,266)	31%	\$ 75,123	\$ 94,081	\$ 18,958	-25%	\$ 124,681
38 Total Office Expense	\$ 123	\$ 58	\$ (65)	53%	\$ 5,526	\$ 13,629	\$ 8,103	-147%	\$ 14,624
39 Total Advertising Expense	\$ 3	\$ 42	\$ 39	-1184%	\$ 3,049	\$ 2,910	\$ (139)	5%	\$ 3,162
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	\$ 75,291	\$ (101,449)	\$ (176,740)	174%	\$ 182,483	\$ (608,696)	\$ (791,179)	130%	\$ (1,217,392)
45 Total Expenses	\$ 307,437	\$ 149,224	\$ (158,213)	-106%	\$ 2,235,801	\$ 1,883,156	\$ (352,646)	-19%	\$ 2,740,803
46 Surplus/(Deficit) (before deb)	\$ 172,486	\$ 71,200			\$ (1,086,724)	\$ (564,222)			\$ -
47 Debt Payments	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -
48 Surplus/(Deficit)	\$ 172,486	\$ 71,200			\$ (1,086,724)	\$ (564,222)			\$ -

**Summit Academy  
Toledo  
Unaudited Statement of Activities  
November 2017**

	FY18			Budget/Actual Variance	Monthly % Variance	FY18		YTD Budget	Budget/Actual Variance	YTD % Variance	FY18 Budget
	Current Month Actual	Budget	Year to Date Actual			Year to Date Actual					
<b>Revenue</b>											
1 Foundation Revenue	\$ 85,805	\$ 193,494	\$ (107,689)	126%	\$ 558,154	\$ 974,804	\$ (416,650)	75%	\$ 2,334,460		
2 Total Medicaid Revenue	\$ -	\$ 10,404	\$ (10,404)	0%	\$ 55,499	\$ 20,808	\$ 34,691	-63%	\$ 187,732		
3 Total Grants Revenue	\$ 4,655	\$ 10,751	\$ (6,096)	131%	\$ 32,714	\$ 70,847	\$ (38,133)	117%	\$ 140,703		
4 Total Food Program Revenue	\$ 9,682	\$ 6,605	\$ 3,077	-32%	\$ 21,115	\$ 25,466	\$ (4,351)	21%	\$ 70,902		
5 Total Student Fees	\$ -	\$ 140	\$ (140)	0%	\$ 1,672	\$ 6,584	\$ (4,912)	294%	\$ 7,005		
6 Total Contributions	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -		
7 Total Investment Income	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -		
8 Total Other Revenue	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -		
9 Total Revenue	\$ 100,142	\$ 221,394	\$ (121,252)	-55%	\$ 669,154	\$ 1,098,510	\$ (429,355)	-39%	\$ 2,740,803		
10 Management Fees	\$ 100,142	\$ 221,394	\$ (121,252)	-55%	\$ 669,154	\$ 1,098,510	\$ (429,355)	-39%	\$ 2,740,803		
11 Net Gain (Loss) for the Year	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -		
<b>Expenditures by SAM for each School</b>											
12 Total Salaries and Wages	\$ 133,440	\$ 157,160	\$ 23,720	-18%	\$ 663,193	\$ 662,690	\$ (503)	0%	\$ 1,553,524		
13 Total Payroll Taxes	\$ 1,731	\$ 2,479	\$ 747	-43%	\$ 12,734	\$ 12,393	\$ (341)	3%	\$ 29,743		
14 Total Retirement Benefits	\$ 27,534	\$ 15,940	\$ (11,594)	42%	\$ 33,271	\$ 79,702	\$ 46,431	-140%	\$ 191,285		
15 Total Insurance Benefits	\$ 14,317	\$ 17,575	\$ 3,258	-23%	\$ 77,170	\$ 87,877	\$ 10,706	-14%	\$ 210,904		
16 Total Payroll Processing	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -		
17 Total Staff Recruiting	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -		
18 Total Sponsorship Fees	\$ 2,155	\$ 2,879	\$ 724	-34%	\$ 10,453	\$ 14,397	\$ 3,944	-38%	\$ 34,553		
19 Total Staff Training costs	\$ (511)	\$ 1,202	\$ 1,713	-335%	\$ 3,136	\$ 7,122	\$ 3,986	-127%	\$ 12,504		
20 Total General Travel	\$ 356	\$ 1,129	\$ 773	-217%	\$ 3,948	\$ 5,061	\$ 1,113	-28%	\$ 11,240		
21 Total Building Lease costs	\$ 42,408	\$ 32,511	\$ (9,897)	23%	\$ 194,894	\$ 162,555	\$ (32,339)	17%	\$ 390,132		
22 Total Bldg Utilities	\$ 3,701	\$ 1,390	\$ (2,311)	62%	\$ 19,692	\$ 6,950	\$ (12,742)	65%	\$ 16,680		
23 Total Bldg Service costs	\$ 2,868	\$ 4,909	\$ 2,041	-71%	\$ 65,049	\$ 140,917	\$ 75,868	-117%	\$ 175,805		
24 Total Copier Costs	\$ 1,979	\$ 1,455	\$ (524)	26%	\$ 7,694	\$ 7,275	\$ (419)	5%	\$ 17,460		
25 Total Repairs & Maintenance	\$ 65	\$ 475	\$ 410	-625%	\$ 534,960	\$ 773,350	\$ 238,390	-45%	\$ 783,175		
26 Total Curriculum costs	\$ 2,440	\$ 1,224	\$ (1,216)	50%	\$ 19,112	\$ 56,866	\$ 37,754	-198%	\$ 67,246		
27 Total Education Therapy	\$ 10,234	\$ 15,727	\$ 5,493	-54%	\$ 56,882	\$ 57,187	\$ 305	-1%	\$ 152,699		
28 Total Martial Arts costs	\$ -	\$ 85	\$ 85	0%	\$ 256	\$ 2,706	\$ 2,450	-958%	\$ 5,103		
29 Total Meeting Costs	\$ -	\$ -	\$ -	0%	\$ -	\$ 2,575	\$ 2,575	0%	\$ 7,550		
30 Total Student Activity cost	\$ -	\$ 921	\$ 921	0%	\$ 334	\$ 4,120	\$ 3,786	-1134%	\$ 17,697		
31 Total Food Service costs	\$ 8,193	\$ 10,100	\$ 1,908	-23%	\$ 21,961	\$ 31,400	\$ 9,439	-43%	\$ 90,100		
32 Total Shirts, Uniform costs	\$ -	\$ -	\$ -	0%	\$ 1,618	\$ 1,460	\$ (158)	10%	\$ 2,260		
33 Total Contract Bus Services	\$ -	\$ 3,240	\$ 3,240	0%	\$ -	\$ 12,240	\$ 12,240	0%	\$ 30,960		
34 Total Insurance General	\$ -	\$ 200	\$ 200	0%	\$ 8,212	\$ 3,085	\$ (5,127)	62%	\$ 7,540		

Summit Academy  
Toledo  
Unaudited Statement of Activities  
November 2017

	FY18				FY18				
	Current Month Actual	Budget	Budget/Actual Variance	Monthly % Variance	Year to Date Actual	YTD Budget	Budget/Actual Variance	YTD % Variance	FY18 Budget
35 Total Legal Fees	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
36 Total Professional Services	\$ 5,403	\$ 1,418	\$ (3,985)	74%	\$ 10,400	\$ 3,831	\$ (6,568)	63%	\$ 7,768
37 Total Computers_IT costs	\$ 7,498	\$ 6,100	\$ (1,398)	19%	\$ 67,756	\$ 88,981	\$ 21,225	-31%	\$ 124,681
38 Total Office Expense	\$ 10	\$ 274	\$ 264	-2638%	\$ 5,403	\$ 13,571	\$ 8,168	-151%	\$ 14,624
39 Total Advertising Expense	\$ 3	\$ 42	\$ 39	-1184%	\$ 3,046	\$ 2,868	\$ (178)	6%	\$ 3,162
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 Adm. Cost	\$ 14,080	\$ (101,449)	\$ (115,530)	114%	\$ 107,192	\$ (507,247)	\$ (614,439)	121%	\$ (1,217,392)
45 Total Expenses	\$ 277,908	\$ 176,987	\$ (100,921)	-57%	\$ 1,928,364	\$ 1,733,932	\$ (194,432)	-11%	\$ 2,740,803
46 Surplus/(Deficit) (before debt)	\$ (177,766)	\$ 44,407			\$ (1,259,210)	\$ (635,422)			\$ -
47 Debt Payments	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -
48 Surplus/(Deficit)	\$ (177,766)	\$ 44,407			\$ (1,259,210)	\$ (635,422)			\$ -



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

Month: January 2018

Director Name: Julie Kadri, Abby Spangler, Brent Cummings

School Name: Summit Academy Toledo

Management Company: Summit Academy Management

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**Teaching Staff Information**

Number of Teachers: 10

Number HQT: 10

Number of Intervention Specialists: 8

Number HQT: 8

Number of Instructional Aides: 5

Number HQT: 5

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

N/A

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

N/A

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

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**Student Information**

Grades Served: K-12

Attendance Rate: 93.1%

Enrollment: 137

Number & Percent on IEPs: 109 & 79.6%

Number on Home Instruction: 1

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

Students Withdrawn: 2

Due to 105-Hour Rule: 1

Total Students Suspended: 5

Total Students Expelled: 0

Students with IEP's Suspended: 5

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:

- Direct Instruction Math is now offered to the students in our Cross Categorical rooms.

## Testing and Assessment

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

- aimswebPlus Winter Benchmarking

Number of students tested using alternative assessments: 14

List interventions offered and the number of students involved in each:

*(Example: After-school tutoring – 11 students; Title I services – 26 students; Tier II & III students)*

- Title I
- Direct Instruction reading program offered to students in grades K-8
- Direct Instruction math is offered to the students in both of our cross-categorical rooms
- Tiered instruction grouping is used for our students to offer ability level interventions as needed

## 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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## Events

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

- Open House January 18<sup>th</sup>
- ESC of Lake Erie West Site Visit January 25<sup>th</sup>
- Middle School PBIS Incentive January 25<sup>th</sup>
- K-8 PBIS Incentive January 26<sup>th</sup>

List any parent activities that occurred this month:

- Open House January 18<sup>th</sup>



List any staff trainings that occurred this month:

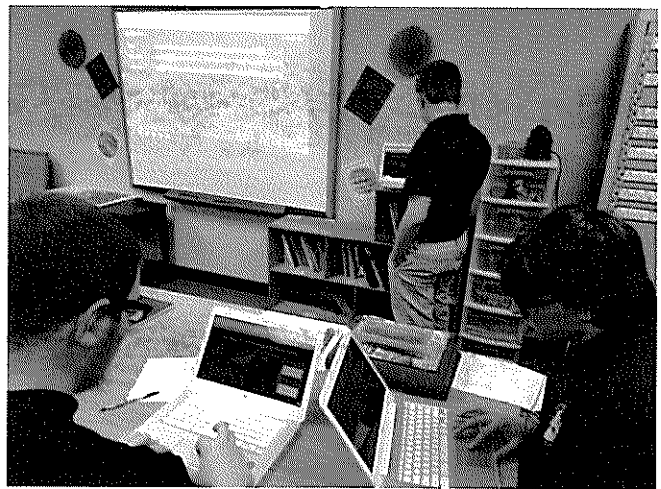
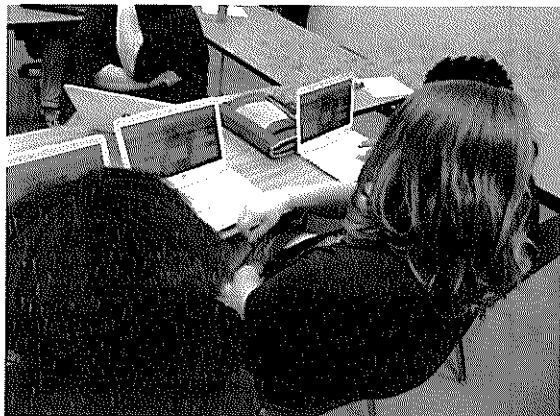
- |                                       |  |
|---------------------------------------|--|
| • Striving Literacy Grant Academy     | January 17 <sup>th</sup> -18 <sup>th</sup> |
| • ESCLEW Technical Assistance Meeting | January 23 <sup>rd</sup>                   |
| • SST1 Sped Admin Meeting             | January 24 <sup>th</sup>                   |
| • Striving Literacy Needs Assessment  | January 26 <sup>th</sup>                   |
| • SST1 Post-Secondary Transition 2.0  | January 26 <sup>th</sup>                   |
| • 5 Whys Webinar                      | January 30 <sup>th</sup>                   |
| • IEP Goal Writing                    | January 31 <sup>st</sup>                   |
| • IEP Progress Monitoring             | January 31 <sup>st</sup>                   |

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## Time to Brag

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

- We started 2018 in our new building at 301 Collingwood Blvd. The faculty, staff, and Summit Academy Management worked together tirelessly to assume a smooth transition in our new home. We have welcomed stakeholders into the building to tour our new facility and see our students.
- Middle school students are divided into ‘houses’, and each house is mentored by a building administrator. House Heck, led by our IEP coordinator Dawn Heck, won the House Trophy for the month of December. Students celebrated with Mrs. Heck while enjoying a special lunch and celebration in Mr. Cummings’ office.
- Principal’s 200 Club winners participated in a variety of games and ate ice cream sundaes in the cafeteria.
- The high school is currently in the third week of the Flocabulary SAT vocabulary challenge (pictured below). Each week teachers give the students a pre-test and post-test on the 15 vocabulary words. Sophomores and juniors are currently competing against each other for the highest percentage as a class. Juniors are in the lead with 74% of words, and sophomores have 55%.





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## Governing Authority Board Report Summit Academy Management 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](mailto: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 III

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.



## **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!!



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Summit Academy Toledo  
BOARD RESOLUTION  
February 22, 2018

WHEREAS, Summit Academy Toledo (IRN #000301) 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 Toledo 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
- 427 Visitors, Volunteers and Guests
- 428 Bomb Threat Policy
- 429 Crisis Media Situations

**440 ENVIRONMENTAL HEALTH AND SAFETY**

- 441 OSHA/PERPP Compliance/Risk Reduction Program
- 442 Property, Equipment and Supplies
- 443 Hazard Communication Program
- 444 Toxic Hazards and Asbestos Hazards
- 445 OSHA/Bloodborne Pathogens Exposure Control Plan
- 446 Prevention of Lead Poisoning
- 447 School Emergency Management Plan
- 448 School Health and Safety Network Inspections
- 449 Prior Notification of Pesticide Application

**450 FOOD SAFETY**

- 451 Food Services
  - 451.1 Unpaid Meal Charges
- 452 Free and Reduced-Price Meals



Summit Academy  
SCHOOLS

**Policy Book Table of Contents**

453	Wellness Policy
454	Hand Washing Policy
455	Food Sale Standards Policy

# SUMMIT ACADEMY SCHOOLS

## REVISED BOARD MEETING SCHEDULE: 2017/2018

Meetings Begin at 5:30P.M.	
Summit Academy - Toledo	<i>Third Monday of every other month</i>
<b>MEETING DATE</b>	<b>MEETING LOCATION</b>
August 16, 2017	301 Collingwood Blvd, Toledo OH
October 18, 2017	301 Collingwood Blvd, Toledo OH
December 4, 2017 (Monday)	301 Collingwood Blvd, Toledo OH
February 22, 2018 (Thursday)	301 Collingwood Blvd, Toledo OH
April 16, 2018	301 Collingwood Blvd, Toledo OH
June 18, 2018	301 Collingwood Blvd, Toledo OH

First Monday in December due to Holiday

Second Thursday in February due to Holiday