

Summit Academy Middle School-Columbus Board of Directors Agenda

Wednesday, March 14, 2018 | 2521 Fairwood Ave | Columbus, Ohio 43207

CALL TO ORDER

ROLL CALL OF BOARD DIRECTORS

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

MOTION TO APPROVE MEETING AGENDA

MOTION FOR THE APPROVAL AND THE SIGNING OF MINUTES

- a. January 10, 2018

APPROVALS/ADOPTIONS

- a. Approve new compensation policy #371
- b. Re-approve Student Assessment and Academic Services #242
- c. Re-approve Career Advising and Student Success Plan #204.14
- d. Resolution to discuss, acknowledge and review Health and Safety Policies (section #400)
- e. Resolution to "not provide a summer extension program for 2017/2018"
- f. Approval of member to vote at the annual meeting June 2, 2018
- g. Approval of School Board Calendar 2018/2019 school year
- h. Approval of Student Calendar for the 2018/2019 school year

FINANCIAL APPROVALS

- a. Approve Financial Statements & Reports for December 2017 & January 2018

COMMITTEE REPORTS

- a. School Director Report
- b. Subcommittee Report
 - a) Resignation of Marvin Rich
 - b) Approval of new board member Michael Burgess

SUMMIT ACADEMY MANAGEMENT REPORT (Presented by SAM Representative Karen Combs)

OTHER BUSINESS

- a. ESC of Lake Erie West Comments
- b. Review Correction Action Plan update

ADJOURNMENT

Next Meeting: May 9, 2018 2521 | Fairwood Avenue | Columbus, Ohio

Summit Academy Middle School - Columbus
BOARD of DIRECTORS
Minutes of January 17, 2018

DIRECTORS PRESENT: Terry Kleman; Robert Bentz; Anthon Brooks; Erin Bentz

DIRECTORS ABSENT: Marvin Rich

ADMINISTRATIVE SUPPORT:

Amber Shaeffer, Treasurer
Karen Combs, Board Secretary
Chris Wheeler, Regional Consultant
Ryan Hough, Chief HR Officer

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

The meeting was called to order at 6:30 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 November 15, 2017.

ACTION: Motion was made and seconded to approve the minutes from November 15, 2017. Motion carried by unanimous vote of directors present.

Approval/Adoptions of the following:

ACTION: Motion was made and seconded to approve the Treasurer Waiver for 2018/2019 school year. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve 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 Resoultion for the School Board Secretary (Karen Combs). Motion carried by unanimous vote of directors present.

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

Reports:

School Director's Report – Attached

Subcommittee Report: Marvin Rich has resigned from the board. There is a potential and Karen will send resume to Board.

Ambassador Program Committee Report – None

Summit Academy Management Report– A report was given by Ryan Hough. See attached report.

Other Business:

The Board acknowledges Management Company policies 146 and 148.6.
The discussion referencing food standards annual report was given and additional information in the attached minutes.

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

Public Comment: None

Motion was made and seconded to adjourn the meeting.

Respectfully submitted,

Approved,

Karen Combs, Recorder

Terry Kleman, President



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 Middle School – Columbus
BOARD RESOLUTION
March 14, 2018

WHEREAS, Summit Academy Middle School-Columbus (IRN #000610) approved the following Policies:

- #242- Student Assessment and Academic Intervention Services
- #204.14- Career Advising and Student Success Plans

Approved by the Board of Directors for Summit Academy Middle School-Columbus.

Signed by: _____
Its: Board President/Representative

Print Name: _____

RES:010-17/18



204.14 Career Advising and Student Success Plans

This policy governs the School's plan for advising students on career readiness and shall be reviewed at least once every two years. This policy must be made available-upon request and placed prominently on the School's website.

I. Definitions

Academic Pathways: A designated and specific plan for secondary and post-secondary coursework, academic programs and/or learning experiences that a student will complete in order to earn a diploma or other related credentials.

Career Advising: An integrated process that helps students understand how personal interests, values and strengths may predict educational and career satisfaction and success and may relate to academic and career goals.

Career Connection Learning Strategies: Grade-level examples linking schoolwork to one or more career fields as defined by the Ohio Department of Education.

Career Fields: Groups of occupations and broad industries based on common characteristics as defined by the Ohio Department of Education.

Career Pathways: An overview of the various career options and the amount of education or training necessary for each option.

Early Warning System: Data indicators that help identify students who are at risk of dropping out of school.

Online Tools: OhioMeansJobs K-12, or another similar tool that provides resources, tools and information for students to determine individual career interests, explore career and education options and develop an individual plan for their future.

Student Success Plan: A formalized process that helps students develop goals and plans for success in their futures. The process is based on strategic activities and reflections in which students discover their interests, explore and evaluate options and make informed decisions.

Successful Transition and Postsecondary Destinations: Acceptance to and enrollment in a postsecondary education or training program at an institution of higher education, without remediation. This includes apprenticeship, cooperative education, certificate, associate, or bachelor's degree; employment in a high-skill, high-wage career field; or, acceptance into the military.

II. Career Advising Plan

The School shall establish a school wide system of career advising. The School shall train staff to advise students on career pathways, including training and advising students to use online tools.

The School's career advising program:



1. will provide career advising to students in grades 6-12 through a combination of formal scheduled meetings with each student, classroom instruction regarding possible career options and career advice provided by teachers;
2. shall provide grade-level examples linking a student's schoolwork to one or more career fields by consulting the Career Connections Learning Strategies and/or any other career advising source the Principal of the School and/or the Board deems appropriate;
3. shall develop multiple academic pathways through high school that will allow a student to earn a high school diploma, including career technical programs and advanced standing programs;
4. will provide the supports necessary for students to transition successfully from high school to their post-secondary destination, including interventions and services necessary for students who need remediation in mathematics and English language arts; and
5. identify and publicize courses that can award students both traditional academic and career technical credit.

III. Documentation of the School's Career Advising Program

The School shall document the career advising provided to each student for review by the student, the student's parent, and future schools that the student may attend. The School shall not otherwise release any documentation of career advising provided to each student absent the written consent of the student's parent or the written consent of the student if the student is at least eighteen years old.

IV. Students At Risk of Dropping Out of High School

The School shall identify students who are at risk of dropping out using one or more local, research-based methods, such as the Ohio Department of Education Early Warning System or any other method deemed appropriate by the School's Principal or his/her designee or by the Board. The School shall consider the input of teachers and guidance counselors in identifying students at risk of dropping out of school.

Any student identified as at risk shall be provided a Student Success Plan. A Student Success Plan shall address the role of career-technical education, competency-based education, and/or experiential learning, and create a pathway to high school graduation. The School shall offer the student's parent an opportunity to assist in developing the plan. If the student's parent does not participate in the development of the plan, the School shall provide the parent (1) a copy of the Student's Success Plan, (2) a statement of the importance of a high school diploma, and (3) a summary of the academic success pathways available to the student to succeed in graduation.

The School shall provide additional interventions and career advising for students who are identified as at risk of dropping out. Career advising shall be aligned with the student's success plan.

R.C. 3313.6020.

See **Appendices 204.14-A** Model Student Success Plan Invitation Letter to Parent and **204.14-B** Model Letter to Parent After Development of Student Success Plan.

Approved: January and February 2017 Reviewed: March and April 2018



Student Assessment and Academic Intervention Services

State-Mandated Assessments. The School shall administer State-mandated assessments (e.g., diagnostic assessments and achievement tests) to Students at the times designated by the State Board of Education. The School may, for medical reasons or other good cause, excuse a Student from taking a State-mandated assessment on the date scheduled, but any such assessment shall be administered to such excused Student not later than nine (9) calendar days after the last regularly scheduled test administration date. The School shall annually report to the State Board of Education, not later than June 30, the number of Students who have not taken one or more of the State-mandated assessments.

The Superintendent or his/her designee shall administer State-mandated assessments and submit the assessments to the entity with which the Ohio Department of Education contracts for the scoring of the tests, in accordance with Ohio law.

Diagnostic Assessments are assessments aligned with the Ohio academic content standards and model curriculum designed to measure student comprehension of academic content and mastery of related skills for relevant subject areas. Diagnostic assessments shall be administered by the School at least once annually for grades levels kindergarten through second grade in reading, writing, and mathematics, and for grade three in reading and writing to the following students:

- Any Student who transfers to the School if his/her former school did not administer each applicable diagnostic assessment to the Student in the current school year (must be administered within thirty (30) days from the date of transfer).
- Previously home-schooled Students enrolling at the School will be given a diagnostic assessment in order to determine their appropriate grade level placement.
- Each kindergarten student will complete the readiness assessment. The School shall administer the readiness assessment not earlier than the first day of the school year and not later than November 1 of that year, except that the language and reading skills portion of the assessment must be administered by September 30 of that year.
- As required pursuant to the Third Grade Reading Guarantee. See Policy No. 245, Promotion and Retention Policy.

Recordkeeping. The School shall keep records for each student that include the following:

- A unique state student identification code or student data verification code in accordance with R.C. 3301.0714(D)(2);
- A list or designation of which assessments are required and which assessments are not required;
- A list or designation of which assessments, required or not required, are taken and which assessments are not taken during each assessment administration period;
- A score for each assessment taken, whether required or not required;



- Whether or not each student attained the requisite performance standard designated for each required assessment;
- What, if any, assessments must still be taken;
- Whether or not intervention must be provided; and
- For each test required for graduation, the date passed shall be recorded on the student's transcript. No information regarding a test not passed shall be on the student's transcript.

After the administration of any diagnostic assessment and upon a Parent's request, the School shall provide a Student's completed diagnostic assessment, the results of such assessment, and any other accompanying documents used during the administration of the assessment to the Student's Parent.

Retention. No results from required statewide assessments shall be used as the sole basis for determining whether or not to promote a student from grade to grade, except as specified in the Third Grade Reading Guarantee.

Summer Remediation Services. Instruction will be developed and offered by the School during the summer to any student who failed to score at the proficient level on a third grade reading achievement test or a diagnostic assessment.

Superintendent Duties. The Superintendent, or his/her designee, shall develop an assessment system that includes:

- The administration of state-mandated assessments;
- Regular assessments of student performance;
- Multiple and appropriate assessments that will be used to measure student progress;
- Assessment practices that conform to current professional standards for validity and reliability; and
- Sharing information with parents, students, and the community regarding assessment purposes and results.

The Superintendent, or his/her designee, shall also develop:

- Procedures for using diagnostic assessments to measure student progress in accordance with academic standards;
- A plan for the design of classroom-based intervention services to meet the instructional needs of individual students as determined by the results of the diagnostic assessments;
- Procedures for the regular collection of student performance data; and
- Procedures for using student performance data to evaluate the effectiveness of intervention services and, if necessary, to modify those services.

Students with Disabilities. All identified students with disabilities in the School shall be considered for participation in State-mandated testing. The extent of the student's participation shall be determined by the IEP/504 team. The IEP/504 plan developed for the student must specify the manner in which the student will participate in the state achievement assessments. All students



shall participate in diagnostic assessments except those with significant cognitive disabilities or other disabilities as authorized by the Ohio Department of Education on a case-by-case basis.

This policy shall be reviewed and updated annually.

R.C. 3301.0710, 3301.0711, 3301.0715, 3313.608, 3313.6012; OAC 3301-13 et seq. and 3301-35 et seq.

See Policy No. 242.2 Alternate Assessments for Students with Disabilities; Policy No. 245 Promotion and Retention Policy. See Appendix 242.3-A for Individual Student Recordkeeping Chart.

Approved: January and February 2017

Reviewed: March and April 2018



Summit Academy Middle School– Columbus
BOARD RESOLUTION
March 14, 2018

WHEREAS, Summit Academy Middle School-Columbus (IRN #000610) 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 Middle School-Columbus 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 Middle School – Columbus
BOARD RESOLUTION
March 14, 2018

WHEREAS, Summit Academy Middle School-Columbus (IRN #000610) will not provide a summer extension program for the 2017/2018 fiscal year.

Approved by the Board of Directors for Summit Academy Middle School-Columbus.

Signed by: _____
Its: Board President/Representative

Print Name: _____

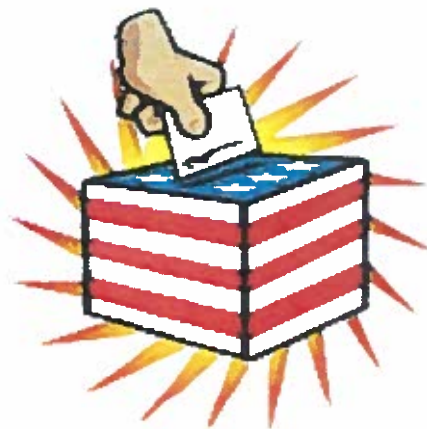
RES:011-17/18

**REPRESENTATIVE TO VOTE AT THE
ANNUAL MEETING OF THE
MEMBERSHIP 2018/2019**

NAME _____

ALTERNATE

NAME _____



**SUMMIT ACADEMY SCHOOLS
BOARD MEETING SCHEDULE: 2018/2019**

**Meetings Begin at 5:30P.M.
Second Wednesday of every
other month.**

Summit Academy Community School - Columbus

Summit Academy Middle School

Summit Academy Transition High School

MEETING DATE

July 25, 2018

2521 Fairwood Avenue
Columbus, Ohio 43207

September 12, 2018

2521 Fairwood Avenue
Columbus, Ohio 43207

November 14, 2018

2521 Fairwood Avenue
Columbus, Ohio 43207

January 9, 2019

2521 Fairwood Avenue
Columbus, Ohio 43207

March 13, 2019

2521 Fairwood Avenue
Columbus, Ohio 43207

May 8, 2019

2521 Fairwood Avenue
Columbus, Ohio 43207

Fourth Wednesday due to SAM shut down



Summit Academy Middle School
Columbus #000610

2018-2019 School Calendar

August

21 Students' First Day of School

September

3 NO School - Labor Day
28 NO School

October

1 NO School
19 NO School

November

8 Parent Conferences (PM)
9 NO School - Parent Conferences (AM)
21-23 NO School - Thanksgiving Break

December

24-31 NO School - Winter Break

January

1-4 NO School - Winter Break cont.
18 NO School
21 NO School - Martin Luther King Day

February

14 Parent Conferences (PM)
15 NO School - Parent Conferences (AM)
18 NO School - Presidents' Day

March

15 NO School
25-29 NO School - Spring Break

April

19 NO School

May

27 NO School - Memorial Day
30 Students' Last Day of School

KEY

- First / Last Day of School for Students
- NO School
- * End Grading Period

Total Student Hours / Days = 1095.09 / 173

July 2018

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

August 2018

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

September 2018

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

October 2018

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	*18	19
22	23	24	25	26
29	30	31		

November 2018

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December 2018

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	*21
24	25	26	27	28
31				

January 2019

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

February 2019

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

March 2019

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	*14	15
18	19	20	21	22
25	26	27	28	29

April 2019

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May 2019

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	*30	31

June 2019

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Summit Academy Columbus Middle

I. December and January Treasurer's Report

a. December:

- i.*** Foundation revenue (line 1) is based on 68.83FTE's. The budget is based on 64 students at an average of \$15,446.76 per student for the year.
- ii.*** Lines 2, 3 and 4 – Actual revenue varies from budget due to timing of claim payments and when they are received. Budget amounts are projected evenly from month to month throughout the year.
- iii.*** Retirement benefits (line 14) budget amounts are based on estimates that are provided to the retirement systems months in advance. They do a true up at year end and we either pay the difference or they issue us a check.
- iv.*** Repairs & Maintenance (line 25) budget includes an amount for floor cleaning to be done over winter shut-down.
- v.*** Education Therapy (line 27) actual cost varies from budget due to budget amounts spread out evenly from month to month.
- vi.*** Food Service costs (line 31) actual includes breakfast and lunch services provided for the month of December.
- vii.*** Computers_IT costs (line 37) includes payment to Richard Kevern & Associates for E-Rate Funding.
- viii.*** Admin cost (line 44) is the cost of administration expenses, the majority being salaries. For the budget for the fiscal year, this is the number that is used to balance the budget. The monthly budget amount is the fiscal year amount divided by 12. The actual month's amount is the schools portion of the actual costs. This is calculated and allocated by comparing to the amount of foundation received as a part of the whole consortium.

b. January:

- i.** Foundation revenue (line 1) is based on 70.15 FTE's. The budget is based on 64 students at an average of \$15,446.76 per student for the year. Both actual and budget includes amount for half year casino revenue disbursement.
- ii.** Lines 2, 3 and 4 – Actual revenue varies from budget due to timing of claim payments and when they are received. Also, budget amounts are projected evenly from month to month throughout the year.
- iii.** 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.** Repairs & Maintenance (line 25) budget includes amount for facilities CIP project to replace sanitary pipes in tunnel.
- v.** Education Therapy (line 27) actual cost varies from budget due to budget amounts spread out evenly from month to month.
- vi.** Food Service costs (line 31) actual includes breakfast and lunch services provided for the month of January.
- vii.** Admin cost (line 44) is the cost of administration expenses, the majority being salaries. For the budget for the fiscal year, this is the number that is used to balance the budget. The monthly budget amount is the fiscal year amount divided by 12. The actual month's amount is the schools portion of the actual costs. This is calculated and allocated by comparing to the amount of foundation received as a part of the whole consortium.

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

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

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

Summit Academy
Columbus Middle
Unaudited Statement of Activities
January 2018

	FY18				FY18				FY18 Budget
	Current Month Actual	Budget	Budget/Actual Variance	Monthly % Variance	Year to Date Actual	YTD Budget	Budget/Actual Variance	YTD % Variance	
Revenue									
1 Foundation Revenue	\$ 85,753	\$ 83,263	\$ 2,490	-3%	\$ 555,333	\$ 578,363	\$ (23,030)	4%	\$ 988,961
2 Total Medicaid Revenue	\$ -	\$ 2,636	\$ (2,636)	0%	\$ 2,032	\$ 10,546	\$ (8,514)	419%	\$ 47,573
3 Total Grants Revenue	\$ 28,163	\$ 17,502	\$ 10,661	-38%	\$ 156,748	\$ 185,001	\$ (28,253)	18%	\$ 273,413
4 Total Food Program Revenue	\$ -	\$ 2,955	\$ (2,955)	0%	\$ 13,248	\$ 18,058	\$ (4,810)	36%	\$ 32,833
5 Total Student Fees	\$ -	\$ 3	\$ (3)	0%	\$ 1,174	\$ 285	\$ 889	-76%	\$ 297
6 Total Contributions	\$ -	\$ -	\$ -	0%	\$ 107	\$ -	\$ 107	-100%	\$ -
7 Total Investment Income	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
8 Total Other Revenue	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
9 Total Revenue	\$ 113,917	\$ 106,360	\$ 7,557	7%	\$ 728,643	\$ 792,253	\$ (63,611)	-8%	\$ 1,343,077
10 Management Fees	\$ 113,917	\$ 106,360	\$ 7,557	7%	\$ 728,643	\$ 792,253	\$ (63,611)	-8%	\$ 1,343,077
11 Net Gain (Loss) for the Year	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -
Expenditures by SAM for each School									
12 Total Salaries and Wages	\$ 39,914	\$ 41,725	\$ 1,811	-5%	\$ 296,555	\$ 293,930	\$ (2,624)	1%	\$ 503,837
13 Total Payroll Taxes	\$ 584	\$ 1,020	\$ 435	-75%	\$ 6,435	\$ 7,138	\$ 702	-11%	\$ 12,236
14 Total Retirement Benefits	\$ 8,453	\$ 6,558	\$ (1,895)	22%	\$ 27,489	\$ 45,904	\$ 18,415	-67%	\$ 78,693
15 Total Insurance Benefits	\$ 5,618	\$ 7,230	\$ 1,612	-29%	\$ 43,775	\$ 50,613	\$ 6,837	-16%	\$ 86,764
16 Total Payroll Processing	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
17 Total Staff Recruiting	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
18 Total Sponsorship Fees	\$ 1,173	\$ 984	\$ (189)	16%	\$ 7,378	\$ 6,889	\$ (489)	7%	\$ 11,809
19 Total Staff Training costs	\$ 860	\$ 522	\$ (338)	39%	\$ 9,507	\$ 7,233	\$ (2,274)	24%	\$ 11,897
20 Total General Travel	\$ 136	\$ 248	\$ 112	-82%	\$ 1,185	\$ 1,820	\$ 635	-54%	\$ 3,119
21 Total Building Lease costs	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
22 Total Bldg Utilities	\$ 1,559	\$ 1,720	\$ 161	-10%	\$ 7,124	\$ 10,145	\$ 3,021	-42%	\$ 16,520
23 Total Bldg Service costs	\$ 1,109	\$ 987	\$ (122)	11%	\$ (35,818)	\$ 14,026	\$ 49,844	-139%	\$ 20,361
24 Total Copier Costs	\$ 385	\$ 375	\$ (10)	2%	\$ 2,975	\$ 2,625	\$ (350)	12%	\$ 4,500
25 Total Repairs & Maintenance	\$ 159	\$ 10,215	\$ 10,056	-6343%	\$ 917	\$ 17,180	\$ 16,263	-1773%	\$ 23,388
26 Total Curriculum costs	\$ 14	\$ 166	\$ 152	-1097%	\$ 3,321	\$ 10,516	\$ 7,195	-217%	\$ 13,741
27 Total Education Therapy	\$ 2,792	\$ 9,209	\$ 6,416	-230%	\$ 32,308	\$ 38,334	\$ 6,026	-19%	\$ 62,541
28 Total Martial Arts costs	\$ -	\$ 744	\$ 744	0%	\$ 62	\$ 2,114	\$ 2,053	-3318%	\$ 2,200
29 Total Meeting Costs	\$ -	\$ 208	\$ 208	0%	\$ -	\$ 1,033	\$ 1,033	0%	\$ 1,450
30 Total Student Activity cost	\$ -	\$ 20	\$ 20	0%	\$ 360	\$ 2,079	\$ 1,719	-477%	\$ 5,825
31 Total Food Service costs	\$ 2,893	\$ 4,300	\$ 1,407	-49%	\$ 22,316	\$ 22,500	\$ 184	-1%	\$ 39,200
32 Total Shirts Uniform costs	\$ -	\$ -	\$ -	0%	\$ 372	\$ 130	\$ (242)	65%	\$ 130
33 Total Contract Bus Services	\$ 324	\$ 738	\$ 414	-128%	\$ 2,916	\$ 4,428	\$ 1,512	-52%	\$ 7,380
34 Total Insurance General	\$ -	\$ -	\$ -	0%	\$ 4,186	\$ 1,998	\$ (2,188)	52%	\$ 3,220

**Summit Academy
Columbus Middle
Unaudited Statement of Activities
January 2018**

	FY18			Budget/Actual Variance	Monthly % Variance	FY18			Budget/Actual Variance	YTD % Variance	FY18 Budget
	Actual	Current Month Budget	Budget			Actual	YTD Budget	YTD Variance			
35	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	0%	\$ -
36	\$ 315	\$ 1,244	\$ 929	\$ -295%	\$ 3,455	\$ 8,448	\$ 4,992	\$ -1,449%	\$ 11,602	\$ -	
37	\$ 248	\$ 835	\$ 587	\$ -237%	\$ 1,560	\$ 10,671	\$ 9,111	\$ -584%	\$ 10,766	\$ -	
38	\$ 173	\$ 140	\$ (32)	\$ 19%	\$ 1,293	\$ 552	\$ (741)	\$ 57%	\$ 931	\$ -	
39	\$ 1	\$ 42	\$ 41	\$ -3650%	\$ 2,084	\$ 1,286	\$ (798)	\$ 38%	\$ 1,496	\$ -	
40	\$ -	\$ -	\$ -	\$ 0%	\$ -	\$ -	\$ -	\$ 0%	\$ -	\$ -	
41	\$ -	\$ -	\$ -	\$ 0%	\$ -	\$ -	\$ -	\$ 0%	\$ -	\$ -	
42	\$ -	\$ -	\$ -	\$ 0%	\$ -	\$ -	\$ -	\$ 0%	\$ -	\$ -	
43	\$ 1,576	\$ 1,500	\$ (76)	\$ 5%	\$ 10,072	\$ 10,500	\$ 428	\$ -4%	\$ 18,000	\$ -	
44	\$ 14,075	\$ 32,623	\$ 18,547	\$ 57%	\$ 97,884	\$ 228,358	\$ 130,474	\$ 57%	\$ 391,471	\$ -	
45	\$ 82,362	\$ 123,354	\$ 40,992	\$ 33%	\$ 549,711	\$ 800,450	\$ 250,740	\$ 31%	\$ 1,343,077	\$ -	
46	\$ 31,555	\$ (16,994)	\$ -	\$ -	\$ 178,932	\$ (8,197)	\$ -	\$ -	\$ -	\$ -	
47	\$ 3,180	\$ 5,375	\$ 2,195	\$ -	\$ 35,430	\$ 37,625	\$ 2,195	\$ -	\$ 64,500	\$ -	
48	\$ 28,375	\$ (22,369)	\$ -	\$ -	\$ 143,502	\$ (45,822)	\$ -	\$ -	\$ (64,500)	\$ -	

Summit Academy
Columbus Middle
Unaudited Statement of Activities
December 2017

	FY18				FY18				FY18			
	Current Month Actual	Current Month Budget	Budget/Actual Variance	Monthly % Variance	Year to Date Actual	YTD Budget	Budget/Actual Variance	YTD % Variance	FY18 Budget			
Revenue												
1 Foundation Revenue	\$ 116,533	\$ 82,120	\$ 34,414	-30%	\$ 469,580	\$ 495,100	\$ (25,521)	5%	\$ 988,961			
2 Total Medicaid Revenue	\$ -	\$ 2,636	\$ (2,636)	0%	\$ 2,032	\$ 7,909	\$ (5,877)	289%	\$ 47,573			
3 Total Grants Revenue	\$ 3,376	\$ 17,502	\$ (14,127)	418%	\$ 128,585	\$ 167,499	\$ (38,914)	30%	\$ 273,413			
4 Total Food Program Revenue	\$ 2,468	\$ 2,955	\$ (487)	20%	\$ 13,248	\$ 15,103	\$ (1,855)	14%	\$ 32,833			
5 Total Student Fees	\$ 22	\$ 3	\$ 19	-87%	\$ 1,174	\$ 282	\$ 892	-76%	\$ 297			
6 Total Contributions	\$ 36	\$ -	\$ 36	-100%	\$ 107	\$ -	\$ 107	-100%	\$ -			
7 Total Investment Income	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -			
8 Total Other Revenue	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -			
9 Total Revenue	\$ 122,435	\$ 105,216	\$ 17,219	16%	\$ 614,726	\$ 685,894	\$ (71,167)	-10%	\$ 1,343,077			
10 Management Fees	\$ 122,435	\$ 105,216	\$ 17,219	16%	\$ 614,726	\$ 685,894	\$ (71,167)	-10%	\$ 1,343,077			
11 Net Gain (Loss) for the Year	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -			
Expenditures by SAM for each School												
12 Total Salaries and Wages	\$ 40,138	\$ 41,645	\$ 1,507	-4%	\$ 256,641	\$ 252,205	\$ (4,435)	2%	\$ 503,837			
13 Total Payroll Taxes	\$ 614	\$ 1,020	\$ 406	-66%	\$ 5,851	\$ 6,118	\$ 267	-5%	\$ 12,236			
14 Total Retirement Benefits	\$ 3,340	\$ 6,558	\$ 3,218	-96%	\$ 19,036	\$ 39,347	\$ 20,310	-107%	\$ 78,693			
15 Total Insurance Benefits	\$ 6,419	\$ 7,230	\$ 811	-13%	\$ 38,157	\$ 43,382	\$ 5,225	-14%	\$ 86,764			
16 Total Payroll Processing	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -			
17 Total Staff Recruiting	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -			
18 Total Sponsorship Fees	\$ 1,103	\$ 984	\$ 119	11%	\$ 6,205	\$ 5,905	\$ (300)	5%	\$ 11,809			
19 Total Staff Training costs	\$ 88	\$ 231	\$ 144	-164%	\$ 8,647	\$ 6,711	\$ (1,936)	22%	\$ 11,897			
20 Total General Travel	\$ 51	\$ 251	\$ 200	-395%	\$ 1,049	\$ 1,572	\$ 523	-50%	\$ 3,119			
21 Total Building Lease costs	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -			
22 Total Bldg Utilities	\$ 1,316	\$ 1,520	\$ 204	-15%	\$ 5,565	\$ 8,425	\$ 2,860	-51%	\$ 16,520			
23 Total Bldg Service costs	\$ 267	\$ 987	\$ 720	-269%	\$ (36,927)	\$ 13,039	\$ 49,966	-135%	\$ 20,361			
24 Total Copier Costs	\$ 684	\$ 375	\$ 309	45%	\$ 2,591	\$ 2,250	\$ (341)	13%	\$ 4,500			
25 Total Repairs & Maintenance	\$ 13	\$ 1,415	\$ 1,402	-10852%	\$ 759	\$ 6,965	\$ 6,206	-818%	\$ 23,388			
26 Total Curriculum costs	\$ 316	\$ 166	\$ 150	47%	\$ 3,307	\$ 10,350	\$ 7,043	-213%	\$ 13,741			
27 Total Education Therapy	\$ 4,500	\$ 5,635	\$ 1,135	-25%	\$ 29,516	\$ 29,125	\$ (390)	1%	\$ 62,541			
28 Total Martial Arts costs	\$ 26	\$ 45	\$ 19	-73%	\$ 62	\$ 1,370	\$ 1,308	-2115%	\$ 2,200			
29 Total Meeting Costs	\$ -	\$ 125	\$ 125	0%	\$ -	\$ 825	\$ 825	0%	\$ 1,450			
30 Total Student Activity cost	\$ -	\$ 608	\$ 608	0%	\$ 360	\$ 2,059	\$ 1,699	-472%	\$ 5,825			
31 Total Food Service costs	\$ 3,274	\$ 4,300	\$ 1,026	-31%	\$ 19,422	\$ 18,200	\$ (1,222)	6%	\$ 39,200			
32 Total Shirts Uniform costs	\$ -	\$ -	\$ -	0%	\$ 372	\$ 130	\$ (242)	65%	\$ 130			
33 Total Contract Bus Services	\$ 729	\$ 738	\$ 9	-1%	\$ 2,592	\$ 3,690	\$ 1,098	-42%	\$ 7,380			
34 Total Insurance General	\$ 608	\$ 611	\$ 3	0%	\$ 4,186	\$ 1,998	\$ (2,188)	52%	\$ 3,220			

Summit Academy
Columbus Middle
Unaudited Statement of Activities
December 2017

	FY18				FY18				FY18 Budget	
	Current Month Actual	Current Month Budget	Budget/Actual Variance	Monthly % Variance	Year to Date Actual	YTD Budget	Budget/Actual Variance	YTD % Variance		
35	Total Legal Fees	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
36	Total Professional Services	\$ 200	\$ 1,744	\$ 1,544	-772%	\$ 3,140	\$ 7,204	\$ 4,064	-129%	\$ 11,602
37	Total Computers, IT costs	\$ 441	\$ -	\$ (441)	100%	\$ 1,312	\$ 9,836	\$ 8,524	-650%	\$ 10,766
38	Total Office Expense	\$ 157	\$ 33	\$ (124)	79%	\$ 1,120	\$ 411	\$ (709)	63%	\$ 931
39	Total Advertising Expense	\$ 1	\$ 42	\$ 41	-3650%	\$ 2,083	\$ 1,244	\$ (839)	40%	\$ 1,496
40	Total Development costs	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
41	Total Other expenses	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
42	Total Depreciation Expense	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
43	Total Interest and Loan Pmts	\$ 1,337	\$ 1,500	\$ 163	-12%	\$ 8,496	\$ 9,000	\$ 504	-6%	\$ 18,000
44	Total Admin. Cost	\$ 16,007	\$ 32,623	\$ 16,616	51%	\$ 83,808	\$ 195,736	\$ 111,927	57%	\$ 391,471
45	Total Expenses	\$ 81,630	\$ 110,385	\$ 28,755	26%	\$ 467,349	\$ 677,096	\$ 209,748	31%	\$ 1,343,077
46	Surplus/(Deficit) (before debt)	\$ 40,805	\$ (5,169)			\$ 147,377	\$ 8,797			\$ -
47	Debt Payments	\$ 5,375	\$ 5,375	\$ -		\$ 32,250	\$ 32,250	\$ -		\$ 64,500
48	Surplus/(Deficit)	\$ 35,430	\$ (10,544)			\$ 115,127	\$ (23,453)			\$ (64,500)

Instructional Coaches and Principal are monitoring best teaching practices by completing daily walkthroughs.

Teachers reviewed their SLO's with Principal.

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

Principal is completing OTES formal observations February and March.

Testing and Assessment

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

Instructional Coaches completed winter AIMSWeb Benchmarking and Back-testing.

The BLT/TBT compared AIMSWeb Benchmarking, last year's state testing scores and Attendance Improvement plans and have revised ability groups and targeted curriculum to meet individual needs.

Number of students tested using alternative assessments: 3

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

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

Title I Services – 58 Students

Corrective Action Plan Update (if applicable)

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

FY17 Report Card data was shared with teachers.

TBT's reviewed AIMSweb Benchmarking data and Report Card Data and implemented individual goals.

Academic and Non-Academic Goal Update (Attachment 11.6)

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

We reviewed the report card data with our BLT team and regional representative from Lake Erie West during January site visit.

OIP goals were reviewed by representative from Lake Erie West.

Events

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

Weekly Attendance Improvement Incentives – Cupcakes to the winners!

Citizenship and Honor Roll Presentations for 2nd Quarter

List any parent activities that occurred this month:

2nd Attendance Intervention Meeting – 2

6th Safety Plan Meeting – 1

9th Parent Tour

9th Attendance Intervention Meeting – 18

13th Safety Plan Meeting – 1

13th Attendance Intervention Meeting – 5

15th and 16th Parent Teacher Conferences

15th Parent Tour

20th Attendance Intervention Meeting – 14

- 23rd Enrollment Parent Call – 4
 - 26th Attendance Intervention Call – 6
 - 27th Safety Plan Meeting – 2
 - 27th IEP Meeting – 1
 - 28th Attendance Intervention Meeting – 6
 - 28th IEP Meeting – 1
 - 29th Parent Tour – 1
-

List any staff trainings that occurred this month:

- 5th TBT Meeting
 - 6th Staff Meeting
 - 7th DLT Meeting in Akron
 - 8th DLT Meeting in Akron
 - 8th Testing Accommodation Training
 - 8th TBT Meeting
 - 13th Striving Literacy Grant Webinar
 - 14th Staff Meeting
 - 20th BLT Meeting
 - 21st Striving Literacy Grant Webinar
 - 22nd TBT Meeting
 - 22nd Striving Literacy Grant Writing Dayton
-



Summit Academy Columbus

Monthly Newsletter

March 2018

Current Events



**Pennies
for
Patients**

**Pennies for Patients Fundraiser
supporting the Leukemia & Lymphoma Society.**

**Bring in your change and make a difference!
March 15-22**



Student who brings in the most money gets a trophy and can throw a pie in the face of the teacher of their choice.

Class who collects the most money gets a pizza party.



Upcoming Dates

❖ **Spirit Week March 19-23**

Monday March 19 - Twin Day

Tuesday March 20 - Crazy Hat Day

Wednesday March 21 - PJ Day

Thursday March 22 - Super Hero

Friday March 23 - Mismatch Day

❖ **Spring Break March 26-30**

❖ **Family Night April 12**

❖ **Testing Begins April 16**

❖ **Martial Arts Tournament May 5**

Congratulations!

Student of the Month: Elementary School Michael Middle School Jared

Teacher of the Month: Miss Padilla & Ms. Ghani

Congratulations to those who got Honor Roll and Straight A's for Quarter 2:

★ ★ Brian & Calvin ★ ★



Mark Your Calendar!



Intent to Re-enroll - Due March 20th

Middle School Test Prep Boot Camp - April 2 - 12th for 1 hour. 4:15 pm - 5:15 pm

Summer Camp (FREE) - June 11 - June 25

Join us on Facebook!

Summit Academy Columbus Community School





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@summitacademies.org or 330 - 734-8128 if your Board wants to use an attorney, so we may create the purchase order for payment; the Auditor of State requires pre-approval of our operational expenditures.

IV. Curriculum and Federal Programs

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

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

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

V. HR

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



VI. Finance

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

Second, we rent some of our school buildings and we have purchased or are purchasing others. During FY18, we have had to pay off loans that had been approved several years ago, totaling \$1,239,432 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.



**Educational Service Center of Lake Erie West
Community Schools Center**

**2017-2018 Academic Corrective Action Plan
Summit Academy Middle School - Columbus**

School Name: Summit Academy Middle School - Columbus		School Contact: Cheryl Elliott	
Corrective Action Status:		Position: Principal	
<input checked="" type="checkbox"/> Corrective Action Year 1		Email: Cheryl.Elliott@summitacademies.org	
<input type="checkbox"/> Corrective Action Year 2			
<input type="checkbox"/> Corrective Action Year 3			
<input type="checkbox"/> Corrective Action Year 4			

Purpose of the Corrective Action Plan

The identification of "Academic Target School" was based on an analysis of three years of local report card school data in the areas of; Performance Index Points: *Maintenance or upward movement, Performance Index Letter Grade, Progress Component Letter Grade, Gap Closing Component Letter Grade and K-3 Literacy Component Letter Grade*. Each item evaluated was analyzed and converted into a numeric value. The numeric values, coupled with anecdotal evidence regarding the performance of each school contributed to the decision regarding placement on an Academic Corrective Action Plan.

Directions

A school identified as an "Academic Target School" must develop an Academic Corrective Action Plan (CAP) by Thursday January 18, 2018. The school must consult with any of the relevant individuals in the development of the CAP: parents, school staff, Management Company. The Academic CAP must be submitted to the Academic Services Team Leader of the Center for Community Schools at ESCLEW, Kristi Hayward (khayward@esclawest.org) for review and approval. The Academic CAP must be implemented as soon as possible after approval.

In the following table the Findings and Corrective Action have been indicated. In the blank columns, please provide the information listed with specificity. Several implementation strategies may be listed in order to increase the academic performance of the corrective action. As part of the monitoring phase you will be asked to provide physical evidence of progress toward improvement in the stated area.

Academic Concerns

Finding	Corrective Action	Implementation Strategies	List the Evidence you will present to show progress in this area	Person Responsible for Implementation	Determination of Progress
<p>Performance Index Points PI points maintained from 50.4 (2014-15) 45.0 (2015-16) 45.1 (2016-17) (3 out of 5 points earned)</p>	<p>Performance Index points must show maintenance or increase each academic year.</p>	<p>Summit Academy Middle School will increase reading and math scores by moving 50% of students who scored Limited FY17 to Basic; and 50% of students who scored Basic FY17 to Proficient FY18.</p>	<p>Strategies to be implemented</p> <ol style="list-style-type: none"> 1. BLT will share FY17 Report Card Data with teachers. 2. TBT will compare Allweb Benchmark and Progress Monitoring Data with FY17 Report Card Data. 3. TBT will come up with interventions targeted to individual student weaknesses. These interventions will be planned and implemented weekly to increase student proficiency levels. 4. TBT will evaluate the effectiveness of interventions and make adjustments monthly as needed to increase proficiency. 5. Teachers will use rephased test questions from ODE daily. Plan will be approved by Instructional Coach and Principal weekly. 5. Principal will reach out to Hannah Hill and Julia Peige and inform them of strategies that are being implemented to increase scores. <p>Evidence includes PD agendas (1), TBT agendas (2,3,4), approved plan and lesson plans (5), phone log/emails (6)</p>	<ol style="list-style-type: none"> 1. Building Leadership Team 2. Teachers 3. Teachers 4. Teachers/Instructional Coach 5. Teachers/Instructional Coach/Principal 6. Principal 	<p>To be completed by ESCLEW</p>

Finding	Corrective Action	Implementation Strategies	List the Evidence you will present to show progress in this area	Person Responsible for Implementation	Determination of Progress
<p>Performance Index Score 45.1 = F (1 out of 5 points earned)</p>	<p>Increase Performance Index score to result in a higher letter grade.</p>	<p>Summik Academy Middle School will increase reading and math scores by moving 50% of students who scored Limited FY17 to Basic; and 50% of students who scored Basic FY17 to Proficient FY18.</p>	<p>Strategies to be implemented</p> <ol style="list-style-type: none"> 1. BLT will share FY17 Report Card Data with leaders. 2. TBT will compare Adweek Benchmark and Progress Monitoring Data with FY17 Report Card Data. TBT will come up with interventions targeted to individual student weaknesses. These interventions will be planned and implemented weekly to increase student proficiency levels. 3. TBT will evaluate the effectiveness of interventions and make adjustments monthly as needed to increase proficiency. Teachers will use released test questions from ODE daily. Plan will be approved by Instructional Coach and Principal weekly. 4. Principal will reach out to Hannah Neil and Julia Paige and inform them of strategies that are being implemented to increase scores. 5. Evidence includes: PD agendas (1), TBT agendas (2,3,4), approved plan and lesson plans (5), phone logs/emails (6) 	<ol style="list-style-type: none"> 1. Building Leadership Team 2. Teachers 3. Teachers 4. Teachers/Instructional Coach 5. Teachers/Instructional Coach/Principal 6. Principal 	<p>To be completed by ESCLEW</p>

Finding	Corrective Action	Implementation Strategies	List the Evidence you will present to show progress in this area	Person Responsible for Implementation	Determination of Progress
<p>Progress Component C (3 out of 5 points earned)</p>	<p>Increase Progress Component Grade to result in a higher letter grade.</p>	<p>Summit Academy Middle School will increase reading and math scores by moving 50% of students who scored Limited FY17 to Basic; and 50% of students who scored Basic FY17 to Proficient FY18.</p>	<p>Strategies to be implemented</p> <ol style="list-style-type: none"> 1. BIT will share FY17 Report Card Data with teachers. 2. TBT will compare Allflexweb Benchmark and Progress Monitoring Data with FY17 Report Card Data. TBT will come up with interventions targeted to individual student weaknesses. These interventions will be planned and implemented weekly to increase student proficiency levels. 3. TBT will evaluate the effectiveness of interventions and make adjustments monthly as needed to increase proficiency. 4. Teachers will use released test questions from OOE daily. Plan will be approved by Instructional Coach and Principal weekly. 5. Principal will reach out to Hannah Neil and Julie Paige and inform them of strategies that are being implemented to increase scores. 6. Evidence includes PD agendas (1), TBT agendas (2,3,4), approved plan and lesson plans (5), phone log/emails (6) 	<ol style="list-style-type: none"> 1. Building Leadership Team 2. Teachers 3. Teachers 4. Teachers/Instructional Coach 5. Teachers/Instructional Coach/Principal 6. Principal 	<p>To be completed by ESCLEW</p>

Finding	Corrective Action	Implementation Strategies	List the Evidence you will present to show progress in this area	Person Responsible for Implementation	Determination of Progress
<p>GAP Closing Component F (1 out of 5 points earned)</p>	<p>Increase GAP Closing Component to result in a higher letter grade.</p>	<p>Summit Academy Middle School will close the GAP in English Language Arts and Math by increasing the percentage points for economically disadvantaged students. ELA 17.1% to 27.1% and Math 9.8% to 19.8%</p>	<p>Strategies to be implemented</p> <ol style="list-style-type: none"> 1. BLT will share FY17 Report Card Data with teachers. 2. TBT will compare Alkovea Benchmark and Progress Monitoring Data with FY17 Report Card Data. TBT will come up with interventions targeted to individual student weaknesses. These interventions will be planned and implemented weekly to increase student proficiency levels. 3. TBT will evaluate the effectiveness of interventions and make adjustments monthly as needed to increase proficiency. 4. Teachers will use released test questions from ODE daily. Plan will be approved by Instructional Coach and Principal weekly. 5. Principal will reach out to Hannah Neal and Julia Paige and inform them of strategies that are being implemented to increase scores. <p>Evidence includes: PD agendas (1), TBT agendas (2,3,4), approved plan and lesson plans (5), phone logs/emails (6)</p>	<ol style="list-style-type: none"> 1. Building Leadership Team 2. Teachers 3. Teachers 4. Teachers/Instructional Coach 5. Teachers/Instructional Coach/Principal 6. Principal 	<p>To be completed by ESCLEW</p>

Finding	Corrective Action	Implementation Strategies	List the Evidence you will present to show progress in this area	Person Responsible for Implementation	Determination of Progress
K-3 Literacy Component NR (NR points earned)	Increase K-3 Literacy Component to result in a higher letter grade.	NA	NA	NA	To be completed by ESCLEW

By signing below you are certifying that you have read and agree with the CAP. . If the school fails to implement the plan or fails to make satisfactory progress on the action items, then the school may be subject to probation or other intervention.

School Leader Signature Cheryl Edgett Date 1/30/18

Governing Authority President Signature _____ Date _____
Kaisti Hayward
 Academic Services Team Leader - ESCLEW Date 1-29-18