

Summit Academy Community School - Parma Board of Directors Agenda

Thursday February 12, 2019 | 5868 Stump Road | Parma, Ohio 44130

CALL TO ORDER

ROLL CALL OF BOARD DIRECTORS

(Lino Sergo; Dawn Gardner; Julia Morris; Russell Moenich; Elke Blankenship; James Slogar)

MOTION TO APPROVE MEETING AGENDA

MOTION FOR THE APPROVAL AND THE SIGNING OF MINUTES

- a. Minutes of December 11, 2018
- b. Minutes of Special Meeting January 10, 2019

APPROVALS/ADOPTIONS

- a. Approve the resolution for the Racial and Ethnic Balance of the school.

FINANCIAL APPROVALS/DISCUSSIONS

- a. Approve Financial Statements & Reports for November & December 2018

COMMITTEE REPORTS

- a. School Director Report
- b. Subcommittee Report – Appointment of James Slogar as Board Director
- c. Ambassador/Fundraising Report

SUMMIT ACADEMY MANAGEMENT REPORT (*Presented by SAM Representative*) the report is attached.

The Board acknowledges the monthly residency verification process (Dec. & Jan.)

OTHER BUSINESS

ESC OF LAKE ERIE COMMENTS – JEFF JAROSAK – COMMENTS

PUBLIC COMMENTS

ADJOURNMENT-

NEXT MEETING APRIL 9, 2019 @5:30P.M. @ 5868 STUMPH ROAD, PARMA

Summit Academy Community School - Parma
Board of Directors
Minutes of December 19, 2018

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

DIRECTORS ABSENT: None

ADMINISTRATIVE SUPPORT:

Karen Combs, Board Recorder, Sponsor Compliance Director

Mark Michael, Director of Governance and Compliance

John Guyer, CEO

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

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

Approval of Meeting Agenda

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

Approval of Meeting Minutes from October 8, 2018.

ACTION: Motion was made and seconded to approve James Slogar as a Board Director. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve the minutes from October 8, 2018. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to Go into executive session to review Negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of employment. Motion carried by unanimous vote of directors present.

Approval/Adoptions of the following:

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

ACTION: Motion was made and seconded to approve the Truancy, Attendance and Withdrawal policy. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve EMIS Designee Beth Harrison begins January 7, 2019, Motion Carried by unanimous vote of directors present.

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

ACTION: Motion was made and seconded to approve the Health and Safety Policies Section(attached) 400 specifies all policies. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to ratify the pre-approved Annual Education Report for 2017/2018 school year with modification and or addition of the performance attachment Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve the Fiscal Officer Waiver for 2019/2020 school year. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve the Summer Food Service Extension. Motion carried by unanimous vote of directors present.

Treasurer's Report – No physical presentation of the Statement of Financial Position of September and October 2018. A copy of the reports, as well as the bank statement reconciliations will be filed with the minutes.

ACTION: Motion was made and seconded to approve the financials for September and October as presented. Motion carried by unanimous vote of directors present.

Reports:

School Director's Report – Attached.

Subcommittee Report – None

Ambassador Program Committee Report / Fundraising – Lottery Ticket update Dawn Gardner.

Summit Academy Management Report– A report was given by Mark Michaels. See attached report.

Esc of Lake Erie West – Jeff Jarosak; Comments finances look good meeting with Linda Moye and Amber meet monthly; he discussed the state report for te sponsor they are rated Effective.

The board acknowledged the residency verification process.

Other Busines: None

Public Comment: Comments Cards attached

Motion was made and seconded to adjourn the meeting.

Respectfully submitted,

Approved,

Karen Combs, Recorder

Lino Sergo, President

Summit Academy Community School - Parma
Special Board of Directors
Minutes of January 10, 2019

DIRECTORS PRESENT: Lino Sergo; Russell Moenich; Elke Blankenship; Dawn Garder;
James Slogar

DIRECTORS ABSENT: Julia Morris

ADMINISTRATIVE SUPPORT:
Karen Combs, Board Recorder, Sponsor Compliance Director
Deb Skul, Chief Academic Officer

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

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

Approval of Meeting Agenda

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

ACTION: Motion was made and seconded to approve the School Improvement Plan. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve the School Improvement Quality Grant. Motion carried by unanimous vote of directors present.

Motion was made and seconded to adjourn the meeting.

Respectfully submitted,

Approved,

Karen Combs, Recorder

Lino Sergo, President



Summit Academy Community School - Parma
BOARD RESOLUTION
February 12, 2019

WHEREAS, Summit Academy Community School - Parma (IRN # 000302) approves the Racial and Ethnic Balance of the school.

NOW THEREFORE, be it resolved, that the Governing Board of Summit Academy Community School - Parma hereby approves the Racial and Ethnic Balance of the school.

Signed by: _____
Board President/Representative

Print Name: _____

Recorder: _____

Summit Academy Parma

I. November and December Treasurer's Report

a. November:

- i.*** Foundation revenue (line 1) this month was for 194.29 FTE's. The budget is based on 222 students. Of the 222 students, 188 students are calculated at an average of \$15,692.03 and 34 of those students calculated at \$6,020.
- ii.*** Lines 2, 3 and 4 – Actual revenue varies from budget due to timing of claim payments and when they are received. Budget amounts are projected evenly from month to month throughout the year.
- iii.*** Retirement benefits (line 14) budget amounts are based on estimates that are provided to the retirement systems months in advance. They do a true up at year end and we either pay the difference or they issue us a check.
- iv.*** Sponsorship Fees (line 18) Actual is 2.5% of total State Support amount from State Foundation revenue, which was \$223k for this month. Budget is based on Opportunity Grant from State Foundation revenue, which was \$102k this month.
- v.*** Curriculum costs (line 26) actual includes 1 year software license renewal to Lexia Learning Systems, an online reading program; paid for with both federal and general funds.
- vi.*** Student Activity costs (line 30) yearly budget amount spread out evenly from month to month.
- vii.*** Food Service costs (line 31) actual includes breakfast and lunch services for the month of October.
- viii.*** Contract Bus Services (line 33) actual includes student transportation for the month of October.
- ix.*** Insurance_General (line 34) actual is Treasurer Bond yearly renewal thru CNA Surety.
- x.*** Admin cost (line 44) we are changing up the way we are charging the admin expense, as well as the way it is presented on the financial statements. We are now calculating this as a "per student" expense. The total admin budget is \$8,045,905, with a projected total enrollment of 3,150. The per student admin expense is \$2,554.26 times 222 students for a total of \$567,045. Also included in this is the "building fund" expense for your school. Each student receives \$200 per year, thru foundation, that we are setting aside for building related repairs for our various locations; \$200 times 222 students is \$44,400, for a total of \$611,445 in budgeted admin expense for the year.

b. December:

- i.* Foundation revenue (line 1) this month was for 193.00 FTE's. The budget is based on 222 students. Of the 222 students, 188 students are calculated at an average of \$15,692.03 and 34 of those students calculated at \$6,020.
- ii.* Medicaid Revenue (line 2) actual includes \$94k for FY16 Medicaid Settlement claims submitted.
- iii.* 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.
- 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.* Sponsorship Fees (line 18) Actual is 2.5% of total State Support amount from State Foundation revenue, which was \$255k for this month. Budget is based on Opportunity Grant from State Foundation revenue, which was \$96k this month.
- vi.* Building Services (line 23) actual includes \$1,500 for deep cleaning of entire building due to outbreak of scabies.
- vii.* Repairs & maintenance (line 25) budget includes an amount of \$1k for misc building testing and abatement, should it be necessary. Also includes \$1k for floor cleaning during winter shut down.
- viii.* Student Activity costs (line 30) yearly budget amount spread out evenly from month to month.
- ix.* Food Service costs (line 31) actual includes breakfast and lunch services for the month of November.
- x.* Contract Bus Services (line 33) actual includes student transportation for the month of November.
- xi.* Professional Services (line 36) actual includes HealthCare Billing Service settlement fee for the 15/16 Medicaid settlement.
- xii.* Computers_IT costs (line 37) actual includes 7 months software license to Edmentum, an online core library program.
- xiii.* Admin cost (line 44) we are changing up the way we are charging the admin expense, as well as the way it is presented on the financial statements. We are now calculating this as a “per student” expense. The total admin budget is \$8,045,905, with a projected total enrollment of 3,150. The per student admin expense is \$2,554.26 times 222 students for a total of \$567,045. Also included in this is the “building fund” expense for your school. Each student receives \$200 per year, thru foundation, that we are setting aside for building related repairs for our various locations; \$200 times 222 students is \$44,400, for a total of \$611,445 in budgeted admin expense for the year.

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

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
Parma Community
Unaudited Statement of Activities
November 2018**

| | FY19 | | | Budget/Actual Variance | Monthly % Variance | FY19 | | | YTD Budget Variance | YTD % Variance | FY19 Budget |
|--|----------------------|------------|-------------|------------------------|--------------------|---------------------|--------------|---------|---------------------|----------------|-------------|
| | Current Month Actual | Budget | | | | Year to Date Actual | Budget | | | | |
| Revenue | | | | | | | | | | | |
| 1 Foundation Revenue | \$ 225,959 | \$ 262,899 | \$ (36,940) | 16% | \$ 1,217,892 | \$ 1,319,013 | \$ (101,120) | 8% | \$ 3,163,799 | | |
| 2 Total Medicaid Revenue | \$ - | \$ 3,682 | \$ (3,682) | 0% | \$ 85,557 | \$ 7,363 | \$ 78,194 | -91% | \$ 33,136 | | |
| 3 Total Grants Revenue | \$ 21,262 | \$ 19,227 | \$ 2,035 | -10% | \$ 85,106 | \$ 92,536 | \$ (7,430) | 9% | \$ 221,725 | | |
| 4 Total Food Program Revenue | \$ 8,374 | \$ 11,647 | \$ (3,273) | 39% | \$ 26,770 | \$ 58,235 | \$ (31,465) | 118% | \$ 139,765 | | |
| 5 Total Student Fees | \$ 882 | \$ 269 | \$ 613 | -69% | \$ 3,815 | \$ 12,665 | \$ (8,850) | 232% | \$ 13,473 | | |
| 6 Total Contributions | \$ 12 | \$ - | \$ 12 | -100% | \$ 20 | \$ - | \$ 20 | -100% | \$ - | | |
| 7 Total Investment Income | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - | | |
| 8 Total Other Revenue | \$ - | \$ - | \$ - | 0% | \$ 2,698 | \$ - | \$ 2,698 | -100% | \$ - | | |
| 9 Total Revenue | \$ 256,490 | \$ 297,724 | \$ (41,234) | -14% | \$ 1,421,858 | \$ 1,489,812 | \$ (67,954) | -5% | \$ 3,571,898 | | |
| 10 Management Fees | \$ 256,490 | \$ 297,724 | \$ (41,234) | -14% | \$ 1,421,858 | \$ 1,489,812 | \$ (67,954) | -5% | \$ 3,571,898 | | |
| 11 Net Gain (Loss) for the Year | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | | \$ - | | |
| Expenditures by SAM for each School | | | | | | | | | | | |
| 12 Total Salaries and Wages | \$ 120,872 | \$ 120,047 | \$ (825) | 1% | \$ 586,425 | \$ 602,634 | \$ 16,209 | -3% | \$ 1,443,210 | | |
| 13 Total Payroll Taxes | \$ 1,503 | \$ 1,823 | \$ 320 | -21% | \$ 7,703 | \$ 22,576 | \$ 14,873 | -193% | \$ 48,798 | | |
| 14 Total Retirement Benefits | \$ 27,315 | \$ 16,785 | \$ (10,530) | 39% | \$ 8,311 | \$ 83,925 | \$ 75,614 | -910% | \$ 201,419 | | |
| 15 Total Insurance Benefits | \$ 16,653 | \$ 29,934 | \$ 13,282 | -80% | \$ 85,170 | \$ 146,010 | \$ 60,840 | -71% | \$ 355,549 | | |
| 16 Total Payroll Processing | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - | | |
| 17 Total Staff Recruiting | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - | | |
| 18 Total Sponsorship Fees | \$ 5,571 | \$ 2,915 | \$ (2,656) | 48% | \$ 29,773 | \$ 14,574 | \$ (15,199) | 51% | \$ 34,978 | | |
| 19 Total Staff Training costs | \$ 193 | \$ 2,042 | \$ 1,849 | -958% | \$ 1,948 | \$ 12,941 | \$ 10,992 | -564% | \$ 27,395 | | |
| 20 Total General Travel | \$ 260 | \$ 25 | \$ (235) | 90% | \$ 865 | \$ 1,354 | \$ 489 | -56% | \$ 1,839 | | |
| 21 Total Building Lease costs | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - | | |
| 22 Total Bidg Utilities | \$ 2,935 | \$ 3,035 | \$ 100 | -3% | \$ 17,045 | \$ 15,265 | \$ (1,780) | 10% | \$ 35,985 | | |
| 23 Total Bidg Service costs | \$ 1,186 | \$ 2,972 | \$ 1,786 | -151% | \$ 13,382 | \$ 14,361 | \$ 979 | -7% | \$ 36,766 | | |
| 24 Total Copier Costs | \$ 1,194 | \$ 910 | \$ (284) | 24% | \$ 3,452 | \$ 4,550 | \$ 1,098 | -32% | \$ 10,920 | | |
| 25 Total Repairs & Maintenance | \$ 270 | \$ 1,610 | \$ 1,340 | -497% | \$ 2,852 | \$ 6,025 | \$ 3,173 | -1111% | \$ 20,795 | | |
| 26 Total Curriculum costs | \$ 2,482 | \$ 2,250 | \$ (232) | 9% | \$ 21,807 | \$ 28,441 | \$ 6,634 | -30% | \$ 51,078 | | |
| 27 Total Education Therapy | \$ - | \$ 13,379 | \$ 13,379 | 0% | \$ 68,995 | \$ 83,341 | \$ 14,346 | -21% | \$ 196,269 | | |
| 28 Total Martial Arts costs | \$ 224 | \$ - | \$ (224) | 100% | \$ 1,209 | \$ 4,754 | \$ 3,546 | -293% | \$ 4,794 | | |
| 29 Total Meeting Costs | \$ 7 | \$ - | \$ (7) | 100% | \$ 7 | \$ 1,569 | \$ 1,563 | -22980% | \$ 4,708 | | |
| 30 Total Student Activity cost | \$ - | \$ 3,382 | \$ 3,382 | 0% | \$ 354 | \$ 16,147 | \$ 15,793 | -4467% | \$ 39,823 | | |
| 31 Total Food Service costs | \$ 12,184 | \$ 13,481 | \$ 1,297 | -11% | \$ 30,148 | \$ 62,422 | \$ 32,274 | -107% | \$ 143,305 | | |
| 32 Total Shirts Uniform costs | \$ - | \$ - | \$ - | 0% | \$ - | \$ 1,500 | \$ 1,500 | 0% | \$ 2,250 | | |
| 33 Total Contract Bus Services | \$ 11,718 | \$ 6,232 | \$ (5,486) | 47% | \$ 25,910 | \$ 18,696 | \$ (7,214) | 28% | \$ 62,322 | | |
| 34 Total Insurance General | \$ 200 | \$ - | \$ (200) | 100% | \$ 13,986 | \$ 10,935 | \$ (3,051) | 22% | \$ 16,899 | | |

**Summit Academy
Parma Community
Unaudited Statement of Activities
November 2018**

| | FY19 | | | Budget/Actual Variance | Monthly % Variance | FY19 | | | Budget/Actual Variance | YTD % Variance | FY19 Budget |
|----|-------------------------------|---------------|------------------------|---------------------------|-----------------------|---------------|----------------|----------------|---------------------------|-------------------|----------------|
| | Current Month Actual | Budget | Year to Date Actual | | | YTD Budget | FY19 Actual | FY19 Budget | | | |
| 35 | Total Legal Fees | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - | |
| 36 | Total Professional Services | \$ 1,345 | \$ 1,541 | \$ 196 | -15% | \$ 7,139 | \$ 4,444 | \$ (2,695) | 38% | \$ 9,263 | |
| 37 | Total Computers_ IT costs | \$ - | \$ - | \$ - | 0% | \$ 7,581 | \$ 8,635 | \$ 1,054 | -14% | \$ 9,671 | |
| 38 | Total Office Expense | \$ 522 | \$ 177 | \$ (345) | 66% | \$ 2,076 | \$ 562 | \$ (1,514) | 73% | \$ 1,370 | |
| 39 | Total Advertising Expense | \$ - | \$ 100 | \$ 100 | 0% | \$ 3 | \$ 1,125 | \$ 1,122 | -43336% | \$ 1,875 | |
| 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 | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - | |
| 45 | Total Consortium Contribution | \$ 32,076 | \$ 50,954 | \$ 18,878 | 37% | \$ 175,836 | \$ 254,769 | \$ 78,913 | 31% | \$ 611,445 | |
| 46 | Total Expenses | \$ 238,708 | \$ 273,593 | \$ 34,885 | 13% | \$ 1,111,995 | \$ 1,421,554 | \$ 309,558 | 22% | \$ 3,571,898 | |
| 47 | Surplus/(Deficit) | \$ 17,782 | \$ 24,131 | \$ 6,349 | 36% | \$ 309,863 | \$ 68,258 | \$ 241,605 | 78% | \$ - | |
| 48 | Debt Principal Payments | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - | |
| 49 | Surplus/(Deficit) | \$ 17,782 | \$ 24,131 | \$ 6,349 | 36% | \$ 309,863 | \$ 68,258 | \$ 241,605 | 78% | \$ - | |
| | Budgeted Number of Students | 222.00 | | | | | | | | | |
| | Number of Students This Month | 194.29 | | | | 194.29 | | | | | |
| | Admin Cost | \$ 464,142.99 | | | | | | | | | |
| | Total Number of Students | 2,811.38 | | | | | | | | | |
| | Admin Cost per Student | \$ 165.09 | | | | | | | | | |
| | Revenue per Student | \$ 1,320.14 | | | | \$ 7,318.23 | | | | | |
| | Expense per Student | \$ 1,228.62 | | | | \$ 5,723.38 | | | | | |

**Summit Academy
Parma Community
Unaudited Statement of Activities
December 2018**

| | FY19 | | | | FY19 | | | | FY19 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 | \$ 258,162 | \$ 262,899 | \$ (4,737) | 2% | \$ 1,476,054 | \$ 1,581,911 | \$ (105,857) | 7% | \$ 3,163,799 |
| 2 Total Medicaid Revenue | \$ 97,214 | \$ 3,682 | \$ 93,532 | -96% | \$ 182,771 | \$ 11,045 | \$ 171,726 | -94% | \$ 33,136 |
| 3 Total Grants Revenue | \$ - | \$ 18,327 | \$ (18,327) | 0% | \$ 85,106 | \$ 110,863 | \$ (25,757) | 30% | \$ 221,725 |
| 4 Total Food Program Revenue | \$ 6,370 | \$ 11,647 | \$ (5,277) | 83% | \$ 33,141 | \$ 69,882 | \$ (36,742) | 111% | \$ 139,765 |
| 5 Total Student Fees | \$ 344 | \$ 135 | \$ 209 | -61% | \$ 4,159 | \$ 12,800 | \$ (8,641) | 208% | \$ 13,473 |
| 6 Total Contributions | \$ 103 | \$ - | \$ 103 | -100% | \$ 122 | \$ - | \$ 122 | -100% | \$ - |
| 7 Total Investment Income | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - |
| 8 Total Other Revenue | \$ - | \$ - | \$ - | 0% | \$ 2,698 | \$ - | \$ 2,698 | -100% | \$ - |
| 9 Total Revenue | \$ 362,192 | \$ 296,689 | \$ 65,503 | 22% | \$ 1,784,050 | \$ 1,786,501 | \$ (2,451) | 0% | \$ 3,571,898 |
| 10 Management Fees | \$ 362,192 | \$ 296,689 | \$ 65,503 | 22% | \$ 1,784,050 | \$ 1,786,501 | \$ (2,451) | 0% | \$ 3,571,898 |
| 11 Net Gain (Loss) for the Year | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | | \$ - |
| Expenditures by SAM for each School | | | | | | | | | |
| 12 Total Salaries and Wages | \$ 109,546 | \$ 120,047 | \$ 10,501 | -10% | \$ 695,971 | \$ 722,680 | \$ 26,709 | -4% | \$ 1,443,210 |
| 13 Total Payroll Taxes | \$ 1,509 | \$ 1,823 | \$ 314 | -21% | \$ 9,212 | \$ 24,399 | \$ 15,187 | -165% | \$ 48,798 |
| 14 Total Retirement Benefits | \$ 27,315 | \$ 16,785 | \$ (10,530) | 39% | \$ 35,626 | \$ 100,710 | \$ 65,084 | -183% | \$ 201,419 |
| 15 Total Insurance Benefits | \$ 17,543 | \$ 29,934 | \$ 12,391 | -71% | \$ 102,713 | \$ 175,944 | \$ 73,232 | -71% | \$ 353,549 |
| 16 Total Payroll Processing | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - |
| 17 Total Staff Recruiting | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - |
| 18 Total Sponsorship Fees | \$ 6,376 | \$ 2,915 | \$ (3,461) | 54% | \$ 36,149 | \$ 17,489 | \$ (18,660) | 52% | \$ 34,978 |
| 19 Total Staff Training costs | \$ 379 | \$ 2,052 | \$ 1,672 | -441% | \$ 2,328 | \$ 14,992 | \$ 12,664 | -544% | \$ 27,395 |
| 20 Total General Travel | \$ 292 | \$ 25 | \$ (267) | 91% | \$ 1,157 | \$ 1,379 | \$ 222 | -19% | \$ 1,839 |
| 21 Total Building Lease costs | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - |
| 22 Total Bldg Utilities | \$ 3,336 | \$ 3,135 | \$ (201) | 6% | \$ 20,381 | \$ 18,400 | \$ (1,981) | 10% | \$ 35,985 |
| 23 Total Bldg Service costs | \$ 4,295 | \$ 3,222 | \$ (1,072) | 25% | \$ 17,677 | \$ 17,583 | \$ (94) | 1% | \$ 36,766 |
| 24 Total Copier Costs | \$ 646 | \$ 910 | \$ 264 | -41% | \$ 4,099 | \$ 5,460 | \$ 1,361 | -33% | \$ 10,920 |
| 25 Total Repairs & Maintenance | \$ 74 | \$ 3,610 | \$ 3,536 | -4810% | \$ 2,926 | \$ 9,635 | \$ 6,709 | -229% | \$ 20,795 |
| 26 Total Curriculum costs | \$ 178 | \$ 2,250 | \$ 2,072 | -1162% | \$ 21,986 | \$ 30,691 | \$ 8,705 | -40% | \$ 51,078 |
| 27 Total Education Therapy | \$ 35,006 | \$ 10,103 | \$ (24,903) | 71% | \$ 104,001 | \$ 93,444 | \$ (10,557) | 10% | \$ 196,269 |
| 28 Total Martial Arts costs | \$ 64 | \$ - | \$ (64) | 100% | \$ 1,272 | \$ 4,754 | \$ 3,482 | -274% | \$ 4,794 |
| 29 Total Meeting Costs | \$ - | \$ 785 | \$ 785 | 0% | \$ 7 | \$ 2,354 | \$ 2,347 | -34520% | \$ 4,708 |
| 30 Total Student Activity cost | \$ 370 | \$ 3,823 | \$ 3,453 | -933% | \$ 724 | \$ 19,970 | \$ 19,247 | -2660% | \$ 39,823 |
| 31 Total Food Service costs | \$ 9,925 | \$ 13,481 | \$ 3,556 | -36% | \$ 40,073 | \$ 75,903 | \$ 33,830 | -89% | \$ 143,305 |
| 32 Total Shirts_Uniform costs | \$ - | \$ - | \$ - | 0% | \$ - | \$ 1,500 | \$ 1,500 | 0% | \$ 2,250 |
| 33 Total Contract Bus Services | \$ 9,886 | \$ 6,232 | \$ (3,654) | 37% | \$ 35,796 | \$ 24,929 | \$ (10,867) | 30% | \$ 62,322 |
| 34 Total Insurance General | \$ 2,089 | \$ 1,988 | \$ (101) | 5% | \$ 16,075 | \$ 12,923 | \$ (3,152) | 20% | \$ 16,899 |

**Summit Academy
Parma Community
Unaudited Statement of Activities
December 2018**

| | FY19 | | | | FY19 | | | | FY19 Budget | |
|----|-------------------------------|---------------|---------------------------|-----------------------|------------------------|---------------|---------------------------|-------------------|----------------|--------------|
| | Current Month Actual | 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 | \$ 6,413 | \$ 1,541 | \$ (4,873) | 76% | \$ 13,552 | \$ 5,985 | \$ (7,568) | 56% | \$ 9,263 |
| 37 | Total Computers_ IT costs | \$ 1,142 | \$ - | \$ (1,142) | 100% | \$ 8,723 | \$ 8,635 | \$ (88) | 1% | \$ 9,671 |
| 38 | Total Office Expense | \$ 194 | \$ 69 | \$ (124) | 64% | \$ 2,269 | \$ 631 | \$ (1,638) | 72% | \$ 1,370 |
| 39 | Total Advertising Expense | \$ - | \$ 100 | \$ 100 | 0% | \$ 3 | \$ 1,225 | \$ 1,222 | -47197% | \$ 1,875 |
| 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 | \$ - | \$ 50,954 | \$ 5,496 | 11% | \$ 221,313 | \$ 305,722 | \$ 84,409 | 28% | \$ 611,445 |
| 45 | Total Consortium Contribution | | | | | | | | | \$ 199,171 |
| 46 | Total Expenses | \$ 282,035 | \$ 275,783 | \$ (6,252) | -2% | \$ 1,394,030 | \$ 1,697,337 | \$ 303,306 | 18% | \$ 3,571,898 |
| 47 | Surplus/(Deficit) | \$ 80,157 | \$ 20,906 | | | \$ 390,020 | \$ 89,165 | | | \$ - |
| 48 | Debt Principal Payments | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | | \$ - |
| 49 | Surplus/(Deficit) | \$ 80,157 | \$ 20,906 | | | \$ 390,020 | \$ 89,165 | | | \$ - |
| | Budgeted Number of Students | 222.00 | | | | | | | | |
| | Number of Students This Month | 193.00 | | | | 193.00 | | | | |
| | Admin Cost | \$ 659,254.95 | | | | | | | | |
| | Total Number of Students | 2,799.03 | | | | | | | | |
| | Admin Cost per Student | \$ 235.53 | | | | | | | | |
| | Revenue per Student | \$ 1,876.64 | | | | \$ 9,243.78 | | | | |
| | Expense per Student | \$ 1,461.32 | | | | \$ 7,222.95 | | | | |



**Educational Service Center of Lake Erie West
Community Schools Center
Director's Report
2018-2019 School Year**

Month: November

Directors Name: Diane Robinson and Gina Pampanini-Tantash

School Name: Summit Academy Parma Community School

Management Company: Summit Academy Management

Teaching Staff Information— *information should only reflect the month of the report*

Number of Classroom Teachers: 24 (9 full time IS; 2 part time IS/teachers; 13 FTE)

Number HQT: 24

Number of Instructional Aides: 4

Number HQT: 3

Student / FTE Classroom Teacher ratio: 196/15

Total number of students in the building / FTE Classroom Teachers (HQT teachers)

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

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

- William Valichnac – 11/20/18 – Intervention Specialist and Social Studies Teacher 7-12

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

Student Information – *information should only reflect the month of the report*

Grades Served: 1-12

Enrollment: 195

Attendance Rate: 90.44%

Students Withdrawn: 0

Due to 105-Hour Rule: 0

Total incidences of Suspension: 7

Total incidences of Expulsion: 0

Additional Comments:

Special Education –*information should only reflect the month of the report*

Number & Percent of SWD: 141/72%

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

Number of Students on 504: 8/4%

Number on Home Instruction: 0

Students with Disabilities Suspended: 7

Students with Disabilities Expelled: 0

Number of Intervention Specialists: 8

Number HQT: 9

Number of students per IS caseload: No more than 16 grades 1-8; No more than 24 grades 9-12

Number of Related Service Providers: 3 – Speech Pathologist, Occupational Therapist, School Psychologist

Additional Comments: We currently still have on Intervention Specialist position open that we are looking to fill. Also looking to fill the Social Studies 7-12 position. Jobs is posted on Indeed and Summit websites.

Testing and Assessment

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

=

Number of students tested using alternative assessments: 9

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)

- Wilson Reading System 9 students
- Reading Mastery programs 13 students
- Corrective Reading programs 7 students
- Title I services – 27 students

Events

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

- Video Game Truck
- Fall Dance for middle and high school
- Bake Sale
- Scholastic Book Fair

Last Revised: 06/07/2018

List any parent activities that occurred this month:

- Parent Teacher Conferences.

List any staff trainings that occurred this month:

- Two intervention specialists – Courtney Telep and Saree Doyle – began Neurosequential Model of Education (NME) sponsored by The Village Network. NME is not a specific “intervention”; it is a way to educate school staff about brain development and developmental trauma and then to further teach them how to apply that knowledge to their work with students in and outside the classroom, particularly those students with adverse childhood experiences. It is a train the trainer course that will last all year.
- On-going STARS Renaissance 360 training.

Time to Brag

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



GOVERNING AUTHORITY BOARD REPORT Summit Academy Management February/March 2019

I. CEO REPORT

In June of 2018 at the Annual Meeting, I informed you of how Summit Academy must “change”. This school year, we implemented frozen wages, fewer staff, and had tighter scrutiny on expenses. I stressed the need to follow our strategic goals. I am happy to report that we are in a much better position than a year ago – with meeting covenants, becoming closer to bankability, streamlining HR and finance operations, better communication and we continue to monitor school staffing.

The last pay in January, we paid out a discretionary compensation payment to all employees. The majority of the compensation was directed by building teams at the school level to give the school leadership team’s better control of decision making. For Administration personnel, the compensation was structured as follows:

- \$750 for staff making less than \$50,000
- \$500 for staff making more than \$50,000
 - \$250 for new and part time staff

We also have some challenges, we are struggling to find teachers and IS’s – some positions are still not filled. We need to pay more to be competitive, but we will not be able to keep up with Public School salaries; Community school funding is much different than traditional school funding. Because of this we must continue to streamline efficiencies at administration and continue to build a foundation to help sustain our mission. I realize that our efforts in these activities must get more available money to the classroom to benefit our students.

II. HR

Human Resources will be travelling to various schools in the region in February to conduct focus groups designed to solicit input on two objectives:

1. Increasing trust between the management company and employees
2. Improving transparency between the management company and its stakeholders.

These meetings are in support of the current strategic plan goal of establishing routine practices that support the improvement of trust and communication across all stakeholder groups. Participants in the focus groups will be asked to complete a short survey in advance of the



sessions. The survey data will be compiled and shared with the participants as part of the process. Input from the focus groups will be combined with data taken from other needs assessment sources (employee surveys, compliance hotline reports, suggestion box data, etc.) to inform a new metric on the dashboard that is focused on measuring trust and transparency. We will continue to measure behaviors over time that will change the metric. These will be reported to the organization via the dashboard as a means to evaluate how our actions affect trust and transparency throughout SAM.

III. CURRICULUM

Eighteen Summit Academy Schools just completed applying for School Quality Improvement Grants. These grant applications were a tremendous amount of work for school teams as well as for the Curriculum Office. Over 850 schools in Ohio were eligible to apply, making this a very competitive grant. We appreciate all the help given by Governing Board members to get the grants written.

IV. FINANCE

I would like to update the Fiscal committee on a few items that we have been working on since our last meeting in December.

First, our December financials were submitted to Huntington Bank on Friday, January 11, 2019. SAM has met the bank covenant requirements for the second quarter of fiscal year 2018-2019. SAM met the expense to revenue ratio for the second quarter with a percentage of .83 or for every dollar (\$1.00) of revenue, SAM, as a consortium spends \$0.83. Although not part of the ratio, I do want to provide if SAM to into account the \$1.5mm cash reserve requirement, SAM would have a ratio of .92 or \$0.92. SAM is currently working with Huntington Bank to discuss our day-to-day banking opportunities. The Huntington footprint matches exactly to the footprint of SAM. Besides convenience, Huntington is also offering additional services as we move forward in our relationship. One of these options is the use of a virtual credit card. As SAM moves forward towards fiscal recovery, this program will enhance SAM's bankability. I sent an email explaining that SAM was approved with a credit line of \$250k. This will be executed when SAM and Huntington establishes a daily banking relationship.

Second, I do want to point out that SAM administration is within \$7.77 of our actual to budgeted salary for FY19.

Third, we received news on January 8, 2019, from ODE, that our overall State Foundation funding increased slightly from an average of \$14,928.87 to \$14,989.63 from December to January, accordingly. I would like to caution the committee, that this is a drastic shift and that SAM is receiving roughly \$3.4mm in gross foundation, after adjustments, the net is at \$3.2mm. The remainder of the year will still require cautionary spending to meet our obligations and new bank



covenants. Our SOES report showed that we have a paid ADM of 2795.57, as of January 8, 2019. The ADM is lower than the reported SOES on December 11, 2018, which was 2799.03.

Next, the December FY19 MTD and YTD number continue to be positive. For the date ending December 31, 2018, SAM is positive \$1,365,260 MTD and \$4,493,374 YTD. The main reason for the surplus in December was due to a one time Medicaid reimbursement in the amount of \$1.8mm. Also, as a reminder, \$1.5mm is off limits for the bank covenant requirements.

Moving forward, we must be prudent in making better financial decisions. We must also look at our business model and business systems that are currently being utilized. Part of our strategic plan for FY19 is to improve and implement solutions in these areas.

Jim Wilson, CFO

V. FACILITIES

The Facilities Dept. is responding to requests from our School Boards to enhance the information being provided on ticket counts and response times. In the near future, we will be providing additional information such as request dates and/or average response times. Custodial programming is currently being assessed for needed changes as we look forward to the upcoming budget process and the next school year. We recognize the importance of this function and the need for improvements. Safety training grants were allocated to all Summit Academy locations in the amount of \$2500.00. Shandra DeVoe is working with building Directors on scheduling relevant training and coordinating the allocation of those funds.

VI. IT

Efforts are currently under way in IT to improve network monitoring and service response times. The IT Dept. will be implementing changes that will result in much faster response times to network issues, and provide useful data that will drive cost reductions and future tech planning. In addition, the new tools will be replacing the existing tool set and will result in cash savings. Also, the IT Dept. is responding to requests from our School Boards to enhance the information that is provided on ticket counts and response times. In the near future, we will be providing additional information such as request dates and/or average response times to ticket requests. Until that time, if you have specific information you would like to have provided, please reach out to me or a member of the IT team and we will do our best to provide the information.



VII. STRATEGIC PLANNING

The strategic Plan items are all on target and the SharePoint site that hosts the Strat Plan Dashboard is current and available. If anyone needs assistance with access or if you have specific questions about Strategic Plan items, please feel free to reach out to Christopher Reeher.

Print Work Order Report

Selected Date Range for Request Dates: 11/1/2018 - 1/25/2019

| Duplicate Request | | Work Order Count | |
|------------------------------------|--------|------------------|---------------|
| | Medium | 1 | |
| Total for Duplicate Request | | 1 | 0.48% |
| DeVoe, Shandra | | | |
| New Request | | Work Order Count | |
| | Medium | 2 | |
| Total for New Request | | 2 | 0.96% |
| Gulley, Luke | | | |
| Complete | | Work Order Count | |
| | High | 1 | |
| | Medium | 84 | |
| Total for Complete | | 85 | 40.67% |
| Duplicate Request | | Work Order Count | |
| | Medium | 7 | |
| Total for Duplicate Request | | 7 | 3.35% |
| New Request | | Work Order Count | |
| | Medium | 24 | |
| Total for New Request | | 24 | 11.48% |
| Void | | Work Order Count | |
| | Low | 1 | |
| | Medium | 5 | |
| Total for Void | | 6 | 2.87% |
| Work In Progress | | Work Order Count | |
| | Medium | 6 | |
| Total for Work In Progress | | 6 | 2.87% |
| Simmons, Brian | | | |
| Complete | | Work Order Count | |
| | Medium | 37 | |
| Total for Complete | | 37 | 17.70% |
| New Request | | Work Order Count | |
| | Medium | 31 | |
| Total for New Request | | 31 | 14.83% |
| Work In Progress | | Work Order Count | |
| | Medium | 4 | |
| Total for Work In Progress | | 4 | 1.91% |
| Sovocool, Jennifer | | | |
| Complete | | Work Order Count | |
| | High | 1 | |
| | Low | 1 | |
| | Medium | 3 | |
| Total for Complete | | 5 | 2.39% |

Print Work Order Report

Selected Date Range for Request Dates: 11/1/2018 - 1/25/2019

| New Request | Work Order Count |
|------------------------------|------------------|
| Medium | 1 |
| Total for New Request | 1 0.48% |
| Grand Total | 209 |