

# Office of Community Schools

## 2019-2020

# Sponsor Opening Assurances

**Ohio Revised Code 3314.19 and Ohio Administrative Code 3301-102-05**

Please complete a separate form for each facility associated with this school's IRN.

Date of visit to school facility:

School Name and Facility Address:

### Instructions

[State law](#) requires the sponsor of each community school to annually provide opening assurances to the Ohio Department of Education no later than **10 business days** prior to the opening of the school. The opening of the school includes the first day of instruction for the current academic year, a change of school location, or the opening of a new or additional facility for the school.

Please complete all applicable sections.

- a. Complete Section I for all schools.
- b. Complete Section II if your school operates using a blended learning model as defined by Ohio Revised Code (ORC) 3301.079.
- c. Complete Section III if the school operates a dropout prevention and recovery model.

All sponsors must sign the attestation on the last page of the opening assurances. Instructions for filing are included at the end of the document.

### Sponsor Information

Please check all that apply:

- First day of instruction in the current academic year
- Change of location
- Addition of a new facility

First day of instruction for 2019-2020 school year

Sponsor Name

Sponsor IRN

School Name

School IRN

School Superintendent

Superintendent's Telephone Number

Superintendent's Email Address

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### School Information

School's Website

School's Physical Street Address

City, State	Zip Code	County
<input type="text"/>	<input type="text"/>	<input type="text"/>

School Building Main Telephone Number

School Email (if applicable)

School Fax Number

Mailing Address (if different from facility address)

City, State	Zip Code	County
<input type="text"/>	<input type="text"/>	<input type="text"/>

Are there multiple facilities/locations associated with this school IRN?

Yes

No

If yes, please list all [facilities/locations](#) associated with this school's IRN and grade levels served at each location. (Please note: If you have not submitted a [Notification of Multiple Facilities](#) in Epicenter, please do so as soon as possible.)

Grade levels authorized per contract:

Grade levels currently served:

OEDS Administrator's Name:

OEDS Administrator's Email Address:

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## School Operator/Management Company Services

Does the school contract with an operator or management company? (See [ORC 3314.02 \(A\)\(8\)](#) for definition of operator.)

Yes

No

***If the school contracts with an operator or management company, please complete all questions in the School Operator/Management Company section. Districts and educational service centers that sell services to community schools may qualify as operators under state law.***

Operator or Management Company Name:

Operator or Management Company IRN:

Operator or Management Company EIN:

Please indicate whether the school's operator is a charter management organization (CMO), an education management organization (EMO) or another type of organization.

- **Charter Management Organization (CMO)** – A nonprofit organization that operates or manages two or more charter schools (i.e., either through a contract with the charter schools or as the charter holder) linked by centralized support, operations and oversight.
- **Education Management Organization (EMO)** – A for-profit entity that contracts with new or existing public school districts, charter school districts and charter schools to manage charter schools by centralizing support, operations and oversight.
- **Other** – An organization such as a school district or educational service center that is not a CMO or EMO and that provides management, instructional or support services to one or more charter schools.

The operator is a **charter management organization (CMO)**.

The operator is an **education management organization (EMO)**.

The operator is **another type of organization**.

**All contracts between the operator and the community school for management, fiscal, instructional, or support services have been submitted to the Department.**

Yes     No

Comments/Explanation

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## SECTION I

## ASSURANCES

**In accordance with ORC 3314.19, please provide assurances by answering yes or no to the following. If the answer to a question is no, please provide an explanation.**

**The pre-opening site visit occurred prior to the school opening for the 2019-2020 school year.**

Yes  No

Comments/Explanation

**A current copy of the contract (including all amendments or addendums) between the sponsor and the governing authority of the school entered into under ORC 3314.03 has been submitted to the Office of Community Schools.**

Yes  No

Comments/Explanation

**The sponsor has received and reviewed a copy of the school's plan for providing special education and related services to students with disabilities and the school has demonstrated the capacity to provide those services in accordance with ORC 3323 and federal law including proper licensure for educators providing special education and related services.**

Yes  No

Comments/Explanation

**The school has a plan and procedures in place that meets all state requirements for administering the achievement and diagnostic assessments prescribed by ORC 3301.0710, 3301.0712 and 3301.0715.**

Yes  No

Comments/Explanation

**The school personnel have the necessary training, knowledge and resources to properly use and submit accurate information to all databases maintained by the Department for the collection of education data, including the Education Management Information System (EMIS) and its subsystem, ODDEX, established under ORC 3301.0714 in accordance with methods and timelines established under ORC 3314.17.**

Yes  No

Comments/Explanation

**The sponsor has reviewed all required information about the school in the Ohio Educational Directory System (OEDS) or any successor system and verified that all information is current and correct.**

Yes  No

Comments/Explanation

**The sponsor has verified the school currently has at least 25 students enrolled for the 2019-2020 school year, the minimum number of students required by division (A)(11)(a) of ORC 3314.03.**

Yes  No

Comments/Explanation

**All classroom teachers are licensed in accordance with ORC 3319.22 to 3319.31, except for non-certificated persons engaged to teach up to 12 hours per week pursuant to ORC 3319.301.**

Yes  No

Comments/Explanation

The school's fiscal officer is in compliance with ORC [3314.011](#). (Please review ORC 3314.011 carefully and ensure the school has a designated fiscal officer that is either: a) employed under a contract with the governing authority of the school; or b) the governing authority adopted a resolution waiving the requirement and the sponsor approved the resolution.)

Yes  No

Please explain which option applies to this school.

Fiscal Officer's (Treasurer's) Name

Treasurer's License Number and Expiration Date of License

Fiscal Officer's Telephone Number

Fiscal Officer's Email Address

The school has complied with ORC 3319.39 and 3319.391. The school has on file both BCI and FBI criminal records checks for all licensed and unlicensed employees, including private contractors providing on- and off-site student services and that the school has conducted criminal records checks of each of its governing authority members.

Yes  No

Comments/Explanation

The school provided evidence of all the following to the sponsor.

Evidence of property ownership or a lease for the facilities used by the school.

Yes  No

**Please explain which circumstance applies to this school, including the lender's or lessor's name and the term of the mortgage or lease.**

**A current certificate of occupancy.**

Yes     No

**Please indicate the date the certificate of occupancy was issued.**

**Proof of liability insurance for the school, as required by division (A)(11)(b) of ORC 3314.03; and the sponsor agrees that the liability insurance is sufficient to provide for the potential liability of the school.**

Yes     No

**Please include carrier name, term of policy and expiration date.**

**A satisfactory health safety inspection (or school environmental health and safety inspection form).**

Yes     No

**Please indicate date of inspection, and the organization that conducted the inspection.**

**A satisfactory fire inspection. If the fire inspection resulted in any findings or required corrective actions, please describe those findings or corrective actions and provide dates and information that each identified item was corrected. (Fire inspection must be conducted annually in coordination with local jurisdictions. A satisfactory fire inspection must be completed within the current school year.)**

Yes     No

**Please include date of inspection or additional comments/explanation.**

**If offering food services, a valid food permit.**

**(Schools and sponsors must adhere to all applicable state and federal requirements.)**

Yes  Not Applicable

Comments/Explanation

**In addition to the assurances required by ORC 3314.19, please attest to the following:**

**The sponsor has conducted a pre-opening site visit prior to any time a school opens a new facility or changes locations.**

Yes  No

If no, please explain.

**The school is in full compliance with ORC 3313.536 regarding School Emergency Plans.**

Yes  No

If no, please explain.

**The school submitted a five-year forecast of operational revenues and expenditures in accordance with OAC 3301-92-04 and pursuant to rules adopted by the Department and the Auditor of State.**

Yes  No

If no, please explain.

**The sponsor has monitored and evaluated the school's short- and long-term financial stability and viability.**

Yes       No

If no, please explain.

**The sponsor has a plan to assume operation of its sponsored schools to complete the 2019-2020 school year if necessary.**

Yes       No

If no, please explain.

**The school has met all the sponsor's requirements for opening and any other requirements of the sponsor.**

Yes       No

If no, please explain and list additional requirements and status of compliance.

## Bond Requirement

**In accordance with ORC 3314.50, please provide assurances by answering yes or no to the following questions. If the answer to a question is no, please provide an explanation. If the answer to the first question is N/A, please indicate the date the school opened for operation and move on to the next section. If the school is opening for the first time in 2019-2020, please complete the Addendum to Sponsor Opening Assurances (New Schools Only) section.**

**Did either the school's sponsor or operator post a bond, cash deposit, or provide a written guarantee of payment with the auditor of state in accordance with ORC 3314.50? Please indicate which entity in the comments.**

Yes       No       Not applicable (check this box if the school opened prior to Feb 1, 2016)

Comments/Explanation

**If the school opened after Feb 1, 2016, has the school changed either its sponsor or operator?  
Please indicate which entity changed.**

Yes       No

Comments/Explanation

**If the school opened after Feb 1, 2016, has the school's new sponsor or operator posted a bond,  
provided a cash deposit, or provided a written guarantee of payment with the auditor of state in  
accordance with 3314.50?**

Yes       No

Comments/Explanation

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## SECTION II

### BLENDED LEARNING

Does the school plan to utilize a blended learning model, as defined in ORC 3301.079, during the 2019-2020 school year?

Yes  No

Did the school submit a blended learning declaration on or before July 1 of the school year in which the school plans to utilize a blended learning model?

Yes  No

*If yes, please complete all questions in the blended learning section if this school operates using one or more **blended learning models**. If your answer is no, you may skip this section. Please see the Department's guidance regarding blended learning [here](#).*

**Has the sponsor approved all blended learning model or models that will be used by the school during 2019-2020?**

Yes  No

Comments/Explanation

**Please indicate the specific blended learning model or models that will be used by the school.**

**Please list specific page numbers within the community school contract, education plan and or addendums to the contract where the description of blended learning model or models used by the school may be found. (See Ohio Department of Education guidance regarding House Bill 2 and blended learning models [here](#).)**

**Does the sponsor-school contract executed under ORC 3314.03 include a description of how student instructional needs will be determined and documented?**

Yes     No

Please list specific page numbers within the community school contract, education plan or addendums to the contract that describe how the school will assess, document and address students' instructional needs.

**Is a board approved policy or procedure included in the sponsor-school contract, education plan, or addendums?**

Yes     No

Please list specific page numbers of relevant policies and procedures within the community school contract, education plan or addendums.

**Has the sponsor reviewed and approved the method to be used for determining competency, granting credit and promoting students to higher grade levels?**

Yes     No

Please list specific page numbers within the community school contract, education plan or addendums to the contract that describe the method to be used by the school for determining competency, granting credit and promoting students to higher grade levels.

**Has the sponsor reviewed and approved the school's attendance policy, including how the school will document participation in learning opportunities?**

Yes     No

**Does the attendance policy meet all requirements in state law?**

Yes     No

Please list specific page numbers within the community school contract, education plan or addendums to the contract that describe the school's attendance requirements, including how the school will document participation in learning opportunities.

**Has the sponsor reviewed statements describing and evidence (policies/procedures) detailing how student progress will be monitored?**

Yes     No

Please list specific page numbers within the community school contract, education plan or addendums to the contract that describe how student progress will be monitored by the school. If the community school contract does not specify how student progress will be monitored, please submit a copy of the policy/procedure.

**Has the sponsor reviewed policies and procedures that describe how private student data will be protected?**

Yes     No

**Do the policies/procedures meet all legal requirements under state and federal law?**

Yes     No

Please list specific page numbers within the community school contract, education plan contract addendums or policies that describe how private student data will be protected by the school.

**Has the sponsor reviewed a description of the professional development activities (specific to blended learning instruction) that will be offered to teachers?**

Yes     No

Please list specific page numbers within the community school contract, education plan or addendums to the contract that describe the professional development activities (specific to blending learning instruction) that will be offered to teachers by the school during the 2019-2020 school year.

**I, sponsor of the above community school, affirm that the school meets all requirements to operate using a blended learning model.**

Yes  No

**I, sponsor of the above community school, affirm that the current community school contract submitted to the Department includes all requirements listed above for the school to operate using a blended learning model.**

Yes  No

**I, sponsor of the above community school, affirm that the community school has submitted a blended learning declaration to operate using a blended learning model.**

Yes  No

**If you answered no to any of the above affirmations regarding requirements related to this school utilizing blended learning, please provide an explanation here.**

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### **SECTION III**

## **DROPOUT PREVENTION AND RECOVERY REPORT CARD DESIGNATION**

**Did the sponsor and school apply for designation as a dropout prevention and recovery community school for the 2019-2020 school year?**

Yes  No

*If yes, please complete all items in the dropout recovery section. If your answer is no, you may skip this section. Please see Department guidance regarding dropout recovery community school requirements [here](#).*

**The school meets all requirements outlined in Ohio Administrative Code (OAC) 3301-102-10 to be eligible for the dropout prevention and recovery report card designation.**

Yes  No

Please list specific page numbers within the community school contract that detail how this community school meets the criteria outlined in OAC 3301-102-10 to be eligible for the dropout prevention and recovery report card designation.

**The sponsor reviewed evidence that the school meets all requirements and the school will comply with all requirements (including required state-mandated assessments) that apply to dropout prevention and recovery schools.**

Yes       No

**The sponsor has reviewed the school's education plan, and the plan meets the requirements outlined in statute to be eligible for the dropout prevention and recovery report card designation.**

Yes       No

**I, sponsor of the above community school, affirm that the school meets all requirements to be eligible for the dropout prevention and recovery report card designation.**

Yes       No

**I, sponsor of the above community school, affirm that the current community school contract submitted to the Department includes all requirements listed above for the school to be eligible for the dropout prevention and recovery report card designation.**

Yes       No

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# Addendum to Sponsor Opening Assurances (New Schools Only)

Ohio Revised Code 3314.191  
Ohio Revised Code 3314.50

## Instructions

In accordance with Ohio Revised Code 3314.191, the Ohio Department of Education shall make no payment under section 3314.08 of the Revised Code to a community school opening for its first year of operation until the sponsor of that school confirms all of the following in ORC [3314.191](#).

Sponsors of community schools opening for the first year of operation in 2019-2020 must complete this addendum and sign the attestation on the last page of the addendum. Instructions for filing are included at the end of the document.

## Ohio Revised Code 3314.191

### Prerequisites for Payments from Department

Notwithstanding any provision to the contrary in the Revised Code, the department of education shall make no payment under section 3314.08 of the Revised Code to a community school opening for its first year of operation until the sponsor of that school confirms all of the following:

- (A) The school is in compliance with the provisions described in divisions (A), (H), (I), and (J)(3) of section 3314.19 of the Revised Code.
- (B) The sponsor has approved the financial controls required by the comprehensive plan for the school under division (B)(5) of section 3314.03 of the Revised Code.
- (C) The school facilities will be ready and open for use by the date prescribed in the contract entered into under section 3314.03 of the Revised Code, and the sponsor has reviewed any lease, purchase agreement, permits required by statute or contract, and construction plans.
- (D) The chief administrator of the community school actively is managing daily operations at the school.
- (E) The projected enrollment reported to the department is accurate.

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## Sponsor Information

Did your organization receive a rating of effective or higher on the most recent sponsor evaluation?

Yes       No

Please indicate the first year of operation of the community school.

## Prerequisites for Payments from Department

**In accordance with ORC 3314.191, please provide assurances by answering yes or no to the following. If the answer to a question is a no, please provide an explanation.**

The school is in compliance with the provisions described in divisions (A), (H), (I), and (J)(3) of section 3314.19 of the Revised Code.

Yes       No

Comments/Explanation

The sponsor has approved the financial controls required by the comprehensive plan for the school under division (B)(5) of section 3314.03 of the Revised Code.

Yes       No

Comments/Explanation

The school facilities will be ready and open for use by the date prescribed in the contract entered into under section 3314.03 of the Revised Code, and the sponsor has reviewed any lease, purchase agreement, permits required by statute or contract, and construction plans.

Yes       No

Comments/Explanation

The chief administrator of the community school is actively managing daily operations at the school.

Yes       No

Comments/Explanation

Name of chief administrator

The projected enrollment reported to the Department is accurate.

Yes       No

Comments/Explanation

## Bond Requirement

**In accordance with ORC 3314.50, please provide assurances by answering yes or no to the following. If the answer to a question is a no, please provide an explanation.**

**Has the community school fulfilled the bond requirement in ORC 3314.50?**

Yes       No

Comments/Explanation

**Please review ORC 3314.50 and indicate which of the following requirements the school has been fulfilled.**

- The governing authority of the school has posted a bond in the amount of \$50,000 with the auditor of state that is to be used, to pay the cost of audits of the school under ORC 3314.50.
  
- In lieu of the bond, the governing authority of the school, the school's sponsor or an operator that has a contract with the school has deposited with the auditor of state cash in the amount of \$50,000 as guarantee of payment.

Indicate which entity deposited cash with the auditor of state as guarantee of payment.

- In lieu of a bond or cash deposit, the school's sponsor or an operator that has a contract with the school provided a written guarantee of payment, which shall obligate the school's sponsor or the operator that provides the written guarantee to pay the cost of audits of the school under ORC 3314.50 up to the amount of \$50,000.

Indicate which entity provided written guarantee of payment.

Comments/Explanation

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## Sponsor Attestation of Assurances

By signing, I attest that I have reviewed the above information and it is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Sponsor Representative Signature

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

\_\_\_\_\_  
Date

This form can be signed by hand or electronically by clicking "Fill & Sign" in the toolbar. Once clicked, options will appear. Click "Place Signature" and a new box will appear. You can create a new electronic signature or add an existing password protected signature.

### SUBMISSION INSTRUCTIONS:

Sponsors are required to electronically submit a completed 2019-2020 Sponsor Opening Assurances form to Epicenter following the process below.

1. Log in to Epicenter at <http://epicenternow.org/>.
2. Click the **Sign In** link at the top of the screen.
3. Enter your username and password.
4. Click **Document Center**.
5. On the Document Center page, click the **Submission Upload** button.
6. For Entity Type, select school.
7. For Submission Type, select **Sponsor Assurance Form**.
8. For Entities, select the appropriate school by checking the box next to the school name.
9. Enter required information.
10. Click **Upload New File** button to upload your document.
11. (Optional) Type a brief message to the reviewer.
12. Click Submit.

The Office of Community Schools and your consultant will use this site to access your submissions. If you have additional questions or if you are unable to view any of the information described above, please contact your lead consultant.

Ohio Department of Education  
Office of Community Schools  
25 South Front Street, Mail Stop 307  
Columbus, OH 43215-4183  
Telephone: (614) 466-7058  
Fax: (614) 466-8506  
[www.education.ohio.gov](http://www.education.ohio.gov)