

Application to be placed in EpiCenter for NEW K-8 IRN4

Quaker Preparatory Academy

Section A: Proposed School Information

1. *Please describe the proposed internet- or computer-based community school. In your description, please address the following:*
 - *Reasons applicant believes Ohio would benefit from an additional internet- or computer-based community school*
 - *Community and student population (demographics, ages, and grade levels) school intends to serve*
 - *Enrollment area (specific counties in Ohio)*
 - *Education plan and curriculum intended for each core content area and grade level that complies with the standards developed by the international association for K-12 online learning.*
 - *Expectations of academic performance, including academic achievement status or proficiency, academic growth, post-secondary readiness, and expectations for mission-specific performance measures*
 - *Expectations of any non-academic school or student goals to which school will hold itself accountable*

Reasons applicant believes Ohio would benefit from an additional internet- or computer-based community school

Ohio would benefit from Quaker Preparatory Academy (“Quaker Prep”) because Quaker Prep has identified a clear, existing demand for such a school, and the School would base its model on Quaker Digital Academy (QDA), which has been successful and received a rating of “Exceeds Standards” on the last report card. As proposed, Quaker Prep would enroll students in grades K-8. Quaker Prep’s partner school—QDA—currently enrolls students in grades K-12, but would change its focus to serving at risk and dropout prevention and credit recovery (“DOPR”) students in grades 9-12 if Quaker Prep is approved

Quaker Prep would fulfill an identified demand for K-8 e-school learning because it already has an identified student base (QDA’s K-8 students) from which it would enroll and serve. By law and pursuant to the QDA’s Sponsor Contract, QDA’s non-dropout prevention program population is limited to less than 50% percent of the total enrollment. This has caused QDA to reach capacity in the past three years and have a waitlist. In the past year, QDA has had to turn away 200 applicants after reaching capacity. This has also necessarily restricted QDA from focusing on growing its K-8 program.

Quaker Prep would absorb the QDA's K-8 applicants. and QDA's current K-8 students (approximately 260 students). Combined, Quaker Prep will have a substantial base of students that are already utilizing QDA's model or have sought to use QDA's model.

By creating Quaker Prep, QDA can focus on grades 9-12 and its at-risk / dropout prevention program, while allowing Quaker Prep to focus its program on grades K-8. Uniquely, as a K-8 e-school, Quaker Prep will specifically tailor its program to the needs of students in those grades.

More generally, as reflected by QDA's waitlist, parents are becoming aware of the advantages of online education and the success of QDA's program. The state would benefit from Quaker Prep specifically as QDA's model has a track record of educating the elementary population with over 90% passing the third-grade guarantee. Since Quaker Prep would be working with QDA, the program will be based on the successful model used by QDA.

More generally, parents have many reasons for electing an on-line education for their child. Parents are concerned about the safety of their child. Bullying and violence have become a social emotional issue with students teasing, stealing food, money, inflicting physical harm or worse. For these students, on-line education is an important option. As explained below, QDA intends to serve these students specifically.

Furthermore, according to the U.S. government and education researchers, the number of students being homeschooled has doubled in the last decade. Overall, if current national growth in homeschooling continues, and some expect it to accelerate, the number of students being homeschooled in the U.S. will surpass 2 million. Quaker Prep expects to attract students that would otherwise be homeschooled.

Community and student population (demographics, ages, and grade levels) school intends to serve

The new Quaker Preparatory Academy (Quaker Prep) will serve students statewide in grades K-8 of legal school age and plans to utilize four locations for counseling, instructional coaching, and testing assistance in New Philadelphia, Berlin, East Liverpool, and Steubenville. These locations will be shared with its sister school, QDA. These locations provide access for students living in rural parts of Ohio who otherwise may not have access to high quality curriculum.

Quaker Prep will tailor the educational experience to each student and their family. Quaker Prep intends to serve the following student population demographics:

- Medically homebound students due to illness or disability;
- Students who seek a safer environment from bullying and harassment;
- Students whose family seeks to become more involved in their child's education;
- Students who are far above their typical peers and need additional challenges;
- Students who require a flexible schedule;

- Students who are at-risk and need more one on one intensive tutoring.

Enrollment area (specific counties in Ohio)

Quaker Prep will be a statewide school and the enrollment area will be available to all counties in Ohio.

Education plan and curriculum intended for each core content area and grade level that complies with the standards developed by the international association for K-12 online learning.

Quaker Prep - K-8 Educational Plan

Quaker Prep will provide a comprehensive and rigorous full-time, virtual educational option for students throughout Ohio. In addition to virtual delivery, Quaker Prep will provide opportunities for family activities in the four locations as well as in-person tutoring at the various centers around Ohio. This type of educational choice allows students and their families the flexibility over time, place, path, and modality of learning. Quaker Prep is committed to providing the best educational experience by incorporating high quality curriculum with certified teachers to enhance learning opportunities for all students. The following is some of the offerings that would be utilized throughout the year:

- *Synchronous Contact:* This is the live interaction occurring in real time between an instructional teacher and a student. This allows for the building of a personal relationship along with other interactions such as personal phone calls on a regularly scheduled and documented basis and learning/interactive logs.
- *Asynchronous Instruction:* This is the idea that students learn the material at different times and at different locations. This allows for flexibility on the part of the student.
- *Teachers:* All teachers, known in the virtual world as *instructional supervisors*, are fully certified educators. Teachers will work from either a school office location and/or work remotely to accommodate individual tutoring and feedback on assignments. Teachers will maintain a one-on-one relationship with each assigned student.
- *Assessments:* Quaker Preparatory Academy will use testing department to ensure that all state mandated tests are administered and secured for quality results. NWEA is used to provide performance data on essential skills and standards. Standards are identified and intervention is planned to help students master the standards. All state mandated tests are given in the appropriate environment and timing as required by law.

- *Collaboration Among Students:* Quaker prep will use Google Hangouts, Zoom, and Scribblar etc. These interactive programs allow teacher and student to share screens, communicate, and develop interpersonal relationships.
- *Intervention Indicators:* Intervention indicators are triggered if a student does not perform well on the formative assessments or if a previous year's test scores show academic need. Maestro is the system that is used to inform instructional supervisors of students who need additional services.

Curriculum

Students will benefit from a high-quality curriculum provided by Odyssey, Lincoln Learning, and Edmentum Online Courses. These courses support the Ohio Learning Standards and meets the National Standards for Quality Online Courses established by the International Association for K-12 Online Learning, iNACOL. These courses, which are currently being utilized by QDA have been tested for rigor, depth, and breadth, and are subject to continuous improvement based on state assessment outcomes, user feedback, and outside consultant reviews for standard alignment.

Quaker Prep top-quality curriculum would integrate textbooks, instructional activities, virtual and actual fieldtrips, technology, and real-world problem solving to reinforce content standards.

Quaker Prep anticipates, that like QDA, it will require its students to work on average 5.1 hours per day and 25.5 hours per week. This ensures students will reach or exceed 920 hours for the year. Instructional supervisors monitor activity and contact students on a regular basis to ensure time on task. Quaker Prep students will be considered participating in educational opportunities when they are logged into the learning management system and/or have an approved documented offline extended learning opportunity. Quaker Prep intends to monitor the total amount of documented time spent online and offline. Online time is the total durational time showed on the systems login/logout reports. Extended learning opportunities is non-classroom time spent on educational activities while not logged into the learning management system. Quaker Prep students will document their extended learning opportunities in the learning management system or by paper logs. All student extended learning opportunities will be monitored/approved by a certified teacher and start time and stop time is recorded for verification purposes.

Although students in a full-time virtual school have flexibility in their daily schedules, Quaker Prep students will take seven to nine courses per year with a minimum of six courses. In addition to the core classes, students have the opportunity to enroll in classes of interest such as a foreign language or extracurricular experiences or clubs. (See Figure 1 for a sample of offerings). Quaker Prep will not be limited in regard to curriculum offerings. As the need arises, new courses will be added to the list of options for students.

Figure 1. Sample Elementary and Middle School Course List

Language Arts	Math
Language Arts (K,1,2,3,4,5,6,7,8) Handwriting	Math (K,1,2,3,4,5,6,7,8) Algebra Readiness (8) Algebra (8)
Science	Social Studies
Science (K,1,2,3,4,5,6,7,8)	Social Studies (K,1,2,3,4,5,6,7,8)
Physical Education	Art & Music
Physical Education (K,1,2,3,4,5,6,7,8)	Art (K,1,2,3,4,5,6,7,8) Music (K,1,2,3,4,5,6,7,8)
World Languages	Career & Electives
Spanish (K,1,2,3,4,5,6,7,8) American Sign Language (K,1,2,3,4,5,6,7,8) Chinese (K,1,2,3,4,5,6,7,8) French (K,1,2,3,4,5,6,7,8)	Technology & Keyboarding (K,1,2,3,4,5,6,7,8) Career Exploration (6, 7, 8) Computer Programing (6,7,8)

Expectations of academic performance, including academic achievement status or proficiency, academic growth, post-secondary readiness, and expectations for mission-specific performance measures

The Board and Sponsor will negotiate and approve expectations for academic performance, including school goals and performance indicators. The C.E.O. and Principal will be accountable for academic success of students through the monitoring of these set goals. Instructional Supervisors will develop and implement best practices to support the flexibility and creativity for students to be competitive with New Philadelphia City Schools. Figure 2 represents proposed preliminary academic goals for Quaker Prep, which will be negotiated in a sponsorship agreement with the District. The Sponsor Contract will include all academic measures required by law. Furthermore, the Sponsor Contract will include subgroups as identified as appropriate by the parties.

Figure 2. Academic Goals For Quaker Prep

Goal	2020-2021	2021-2022	2022-2023
<p>KRA The Kindergarten Readiness Assessment (KRA) is a tool that teachers use to get to know the child</p>	<p>Given prior to Nov. 1</p> <p>The assessment measures a child’s school readiness in social, physical and academic areas.</p> <p>DEMONSTRATING READINESS 270-298</p> <p>Students coming in below readiness will exceed readiness by Dec 30 @ 100%</p>	<p>Given prior to Nov. 1</p> <p>The assessment measures a child’s school readiness in social, physical and academic areas.</p> <p>DEMONSTRATING READINESS 270-298</p> <p>Students coming in below readiness will exceed readiness by Dec 30 @ 100%</p>	<p>Given prior to Nov. 1</p> <p>The assessment measures a child’s school readiness in social, physical and academic areas.</p> <p>DEMONSTRATING READINESS 270-298</p> <p>Students coming in below readiness will exceed readiness by Dec 30 @ 100%</p>
<p>State Achievement Tests: All official published rates for the school will meet or exceed the state average.</p>	80%	80%	80%

Proposed Components / Measures			
	Exceeds Standards	Meets Standards	Falls Below Standards
Overall Grade	Report Card Grade: A or B	Report Card Grade: C	Report Card Grade: D or F
Progress (Component)	Report Card Grade: A or B	Report Card Grade: C	Report Card Grade: D or F
Value Added Measures (as applicable)	Report Card Grade: A or B	Report Card Grade: C	Report Card Grade: D or F
Improving at Risk K-3 Readers (Component)	Report Card Grade: A or B	Report Card Grade: C	Report Card Grade: D or F
Achievement (Component)	Report Card Grade: A or B	Report Card Grade: C	Report Card Grade: D or F

Performance Index (Measure)	Report Card Grade: A or B	Report Card Grade: C	Report Card Grade: D or F
Indicators Met (Measure)	Report Card Grade: A or B	Report Card Grade: C	Report Card Grade: D or F
Gap Closing / Annual Measurable Objectives	Report Card Grade: A or B	Report Card Grade: C	Report Card Grade: D or F
Graduation Rate (Component)	N/A	N/A	N/A
Graduation Rate – 4 Year	N/A	N/A	N/A
Graduation Rate – 5 Year	N/A	N/A	N/A
Prepared for Success	N/A	N/A	N/A
<i>Note: additional measures for student subgroups would be negotiated.</i>			

Expectations of any non-academic school or student goals to which school will hold itself accountable

Expectations are based, in part, on the District’s template sponsor contract, which contains financial, operational, and governance performance indicators.

Figure 3. Non-Academic School or Student Goals

Specific Goal	2020-2021	2021-2022	2022-2023
<p>Orientation Tasks: Percentage of onboarding tasks complete within one week of student enrollment date.</p> <p>Data Source: Maestro</p>	90%	100%	100%
<p>Parent Satisfaction: Percentage of positive responses given in annual parent survey.</p> <p>Data Source: Parent Satisfaction Survey</p>	75%	80%	85%
<p>Student Retention: Percentage of students returning as reported at the beginning of the school year.</p> <p>Data Source: DASL</p>	70%	75%	80%

Figure 3B. Non-Academic School Goals - Financial

Indicator	Exceeds Standards	Meets Standards	Does Not Meet Standards	Falls Far Below Standards
Cash Flow.	Cash flow is positive for the two most recent years.	Cash flow is positive for at least one of the two most recent years.	Cash flow is not positive for at least one of the two most recent years.	Cash flow is negative for the last three consecutive years.
Ratio of Assets to Liabilities.	Ratio is greater than or equal to 1.1 for at least the two most recent years.	Ratio is between 1.0 and 1.1 for at least the most recent year.	Ratio is below 1.0 for either (A) the most recent year or (B) the two most recent years out of three years.	Ratio is .9 or less (A) for the most recent year or (B) 2 of the 3 most recent years.
Enrollment: Predicted vs. Actual Enrollment.	Enrollment is at least 90% of budgeted enrollment.	Enrollment is at least 80-89.9% of budgeted enrollment.	Enrollment is at least 75-79.9% of budgeted enrollment.	Enrollment is less than 75% of budgeted enrollment.
Results of Audits by the Auditor of State.	No findings for recovery, noncompliance citations, questioned costs, or material weaknesses.	Audit contains a finding for recovery, noncompliance citations, questioned costs, or material weaknesses, but the School resolved the issue timely.	Audit contains multiple findings for recovery, noncompliance citations, questioned costs, or material weaknesses.	Audit contains multiple findings for recovery, noncompliance citations, questioned costs, or material weaknesses for consecutive years.
Is the school meeting financial reporting and compliance requirements?	N/A	- Complete and on-time submission of financial reports, including annual budget, revised budgets (if applicable),	The School has failed to implement the program in the manner described above; that failure(s) were material,	The School failed to implement the program in the manner described above; the failure(s) were material

		<p>periodic financial reports as required by the sponsor, and any reporting requirements if the board contracts with an Education Service provider (ESP)</p> <p>- On-time submission and completion of the annual independent audit and corrective action plans, if applicable</p> <p>- All reporting requirements related to the use of public funds</p>	<p>but the School has instituted remedies that have resulted in compliance or prompt and sufficient movement toward compliance to the satisfaction of the Sponsor.</p>	<p>and significant to the viability of the school, or regardless of the severity of the failure(s), the School has not instituted remedies that have resulted in prompt and sufficient movement toward compliance to the satisfaction of the Sponsor.</p>
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Figure 3C. Non-Academic School Goals - Operational

Indicator	Exceeds Standards	Meets Standards	Does Not Meet Standards	Falls Far Below Standards
During the Contract's term, has the School materially complied with the educational program described in the Contract?	The School has complied with the material terms in the educational program.	The School has not complied with all material terms in the educational program, but has remedied deficiencies in a timely manner.	The School has not complied with all material terms in the educational program, has made efforts to remedy deficiencies, but remedies are not timely.	The School has failed to implement the educational program described in the Contract and has not made efforts to remedy deficiencies.
Did the School protect students pursuant to Ohio law?	<p>The School materially complies with all applicable laws and the Sponsor Contract regarding:</p> <ul style="list-style-type: none"> - Policies and practices related to admissions, lottery, and orientation - Policies and practices related to discipline of students - Accommodations for students requiring special education - Conferences with parents / students. 	<p>The School materially complies with all applicable laws and the Sponsor Contract regarding:</p> <ul style="list-style-type: none"> - Policies and practices related to admissions, lottery, and orientation - Policies and practices related to discipline of students - Accommodations for students requiring special education - Conferences with parents / students, <u>but has remedied</u> 	<p>The School materially complies with all applicable laws and the Sponsor Contract regarding:</p> <ul style="list-style-type: none"> - Policies and practices related to admissions, lottery, and orientation - Policies and practices related to discipline of students - Accommodations for students requiring special education - Conferences with parents / students <u>and the School has made efforts to remedy deficiencies, but remedies are not</u> 	<p>The School materially complies with all applicable laws and the Sponsor Contract regarding:</p> <ul style="list-style-type: none"> - Policies and practices related to admissions, lottery, and orientation - Policies and practices related to discipline of students - Accommodations for students requiring special education - Conferences with parents / students <u>and the School has not</u>

		<u>deficiencies in a timely manner.</u>	<u>timely and/or effective.</u>	<u>made efforts to remedy deficiencies.</u>
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Figure 3D. Non-Academic School Goals - Governance

Indicator	Exceeds Standards	Meets Standards	Does Not Meet Standards	Falls Far Below Standards
Did the Governing Authority participate in trainings required by law and/or Contract?	The School's Governing Authority participated in training required by law and in additional professional development and/or other training sessions.	The School's Governing Authority participated in training required by law.	The School's Governing Authority did not participate in training required by law for the most recent year, but did participate in training in the prior year.	The School's Governing Authority did not participate in training required by law for the two most recent years.
During the Contract's Term, did the Governing Authority understand and complete its duties?	N/A	Governing Authority meetings complied with Open Meeting requirements, observed rules of order, and demonstrated appropriate levels of oversight.	Governing Authority meetings met two of the three: complied with Open Meeting requirements, observed rules of order, and provided appropriate levels of oversight.	Governing Authority meetings met one or met none of the following: complied with Open Meeting requirements, observed rules of order, and demonstrated appropriate levels of oversight.
Is the School holding management accountable?	N/A	The school materially complies with applicable laws, rules, regulations, and provisions of the contract relating to oversight of school	The school has failed to implement the program in the manner described above; that failure(s) were material, but the board has instituted	Falls Far Below Standard: The school failed to implement the program in the manner described above; the failure(s) were material and significant

		<p>management, including but not limited to:</p> <p>oversight of management that includes holding it accountable for performance expectations that may or may not be agreed to under a written performance agreement</p>	<p>remedies that have resulted in compliance or prompt and sufficient movement toward compliance to the satisfaction of the sponsor.</p>	<p>to the viability of the school, or regardless of the severity of the failure(s), the board has not instituted remedies that have resulted in prompt and sufficient movement toward compliance to the satisfaction of the sponsor.</p>
<p>Is the school complying with reporting requirements?</p>	N/A	<p>The school materially complies with applicable laws, rules, regulations, and provisions of the contract relating to relevant reporting requirements to the school’s sponsor, State Education Agency (SEA), district education department, and/or federal authorities, including but not limited to:</p> <p>- Accountability tracking</p>	<p>The school has failed to implement the program in the manner described above; that failure(s) were material, but the board has instituted remedies that have resulted in compliance or prompt and sufficient movement toward compliance to the satisfaction of the sponsor.</p>	<p>The school failed to implement the program in the manner described above; the failure(s) were material and significant to the viability of the school, or regardless of the severity of the failure(s), the board has not instituted remedies that have resulted in prompt and sufficient movement toward compliance to the satisfaction of the sponsor.</p>

		<ul style="list-style-type: none"> - Attendance and enrollment reporting - Compliance and oversight - Additional information requested by the Sponsor 		
Is the school handling information appropriately?	N/A	<p>The school materially complies with applicable laws, rules, regulations, and provisions of the contract relating to the handling of information, including but not limited to:</p> <ul style="list-style-type: none"> - Maintaining the security of and providing access to student records under the Family Educational Rights and Privacy Act and other applicable authorities 	<p>The school has failed to implement the program in the manner described above; the failure(s) were material, but the board has instituted remedies that have resulted in compliance or prompt and sufficient movement toward compliance to the satisfaction of the sponsor.</p>	<p>The school failed to implement the program in the manner described above; the failure(s) were material and significant to the viability of the school, or regardless of the severity of the failure(s), the board has not instituted remedies that have resulted in prompt and sufficient movement toward compliance to the satisfaction of the sponsor.</p>

		<ul style="list-style-type: none">- Accessing documents maintained by the school under the Public Record law and other applicable authorities - Transferring of student records - Proper and secure maintenance of testing materials		
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<p>Is the School complying with governance requirements?</p>	<p>N/A</p>	<p>The school materially complies with applicable laws, rules, regulations, and provisions of the contract relating to governance by its board, including but not limited to:</p> <ul style="list-style-type: none"> - Board policies, - Board bylaws and Code of Regulations - State open meetings law - Code of ethics - Conflicts of interest - Completion for attendance at meetings 	<p>The school has failed to implement the program in the manner described above; that failure(s) were material, but the board has instituted remedies that have resulted in compliance or prompt and sufficient movement toward compliance to the satisfaction of the sponsor.</p>	<p>The school failed to implement the program in the manner described above; the failure(s) were material and significant to the viability of the school, or regardless of the severity of the failure(s), the board has not instituted remedies that have resulted in prompt and sufficient movement toward compliance to the satisfaction of the sponsor.</p>
<p>Number of meetings held, where quorum is met.</p>	<p>7 or more meetings.</p>	<p>6 meetings.</p>	<p>5 meetings.</p>	<p>4 or less meetings.</p>

Section B: Sponsor Information

Organization Name: New Philadelphia City School District **Organization IRN:** 044487

Address: 248 Front Ave SW; New Philadelphia, OH 44663

Primary Contact

Name: David Brand

Title: Superintendent

Phone: (330) 364-0600)

Email: brandd@npschools.org

1. *Identify all internet- or computer-based schools overseen by sponsor. For each of the sponsor’s internet- or computer-based community school, provide the following:*
 - *Name and unique school identifier of each internet- or computer-based community school (in Ohio, the IRN is the unique school identifier)*
 - *Calendar years for which the sponsor provided monitoring and technical assistance for each internet- or computer-based community school*

Figure 4: Number of Years

Unique school identifier	School Name	First calendar year of sponsorship	Most recent calendar year of sponsorship	Total years of sponsorship
000241	Quaker Digital Academy	2003	2019-2020	16

Section C: Sponsor’s Experience with Online Schools

1. *Describe the sponsor’s experience with internet- or computer-based community schools. Please indicate the number of internet-or computer-based community schools the sponsor has provided monitoring and technical assistance to since the inception of such activities.*

New Philadelphia City Schools has been the sponsor of Quaker Digital Academy (“QDA”), an e-school, since QDA’s inception in 2003. Over the 17 years, New Philadelphia Schools has been overseeing, monitoring, and providing technical assistance to QDA. Examples of monitoring and technical assistance over that time include, but are not limited to: compliance, legal updates, site visits, opening assurances, monthly reviews of enrollment and finances, student enrollment and participation, and documentation review.

Throughout these 17 years, the protocols and processes have developed into a finely oiled system of high trust while ensuring the interest of all students. This success can be viewed in terms of the excellent track record of Quaker Digital Academy on the State Report Cards.

2. *Describe the sponsor’s assessment of the degree to which each of its sponsored internet- or computer-based school is meeting the operating standards for online schools and complying with all applicable laws and rules. If applicable, describe the specific steps taken to correct each internet- or computer-based school’s compliance with applicable laws and rules in the two most recent evaluation cycles.*

New Philadelphia City Schools ensures Quaker Digital Academy meets the operating standards for virtual schools and comply with applicable laws and rules to a very high degree as determined through the sponsor evaluation, sponsor site visits, and additional compliance reporting.

A. Sponsor Evaluation

Annually, the District’s oversight of school compliance is evaluated by the Ohio Department of Education. As reflected in the last two assessment cycles, QDA’s compliance with all applicable laws has been found to be nearly perfect:

- 2017-2018: 250/258 – 96.9% Compliance Rate
- 2018-2019: 253/255 – 99.2% Compliance Rate

2017-2018 Steps Taken to Correct Non-Compliance. After being informed that QDA was not in compliance with 8 items, the District created an improvement plan to address these items. A copy of the improvement plan is attached in **Exhibit 1**. Consistent with the improvement plan, the District followed up with QDA on all items of non-compliance. A copy of communications to bring QDA in to compliance are attached in **Exhibit 1**. As explained below, the District reviewed these non-compliance items during its three site visits during the school year. QDA’s compliance was identified at those times. Furthermore, during the next compliance cycle, QDA was found compliant with each of the items for which it was found non-compliant during the 2017-2018 school year.¹

2018-2019 Steps Taken to Correct Non-Compliance. After being informed that QDA was not in compliance with two (2) items, the District created an improvement plan to address these items. A copy of the improvement plan is attached in **Exhibit 2**. Consistent with the improvement plan, the District internally reviewed determinations of non-compliance with its legal counsel. A copy of this communication is attached in **Exhibit 2**. It determined that one finding of non-compliance was inapplicable and one finding of non-compliance was unclear. For the finding that was unclear, the District contacted the Department of Education to understand where the gaps in compliance existed. After this, the District followed up with QDA on of the remaining item for non-compliance and a corrective action plan was developed.

¹ Note, the only exception to this is Item 754. However, Item 754 does not apply to QDA – and therefore the determination that QDA was non-compliant was in error. The Department has modified item 754 to clarify that it does not apply to schools like QDA.

B. Sponsor Site Visits

Additionally, the District's oversight of school compliance and meeting of operating standards is assessed through site visits. A copy of the site visit policy and procedure is attached in **Exhibit 3**.

Regarding operating standards for online schools, one of the District's site visits reviews the School's compliance with all laws and rules and the Sponsor contract was evaluated during last year's site visits, as well as the site visit report informing the school of its compliance. A copy of two of the site visits are attached as a part of **Exhibit 4**. As each law and rule and term of the Contract was reviewed on multiple occasions, the degree of review is extremely high. As represented by the compliance scores issued by the Department, the degree of review is also very thorough.

C. Additional Compliance Reporting

As an e-school, the District reviews and certifies QDA's plan to service disabled students pursuant to R.C. 3314.28. A copy of the latest plan, as approved, is attached in **Exhibit 5**. Monitoring of compliance is further verified by opening assurances, which are also attached in **Exhibit 5**. In addition to the general compliance requirements, here are some of virtual school-specific requirements monitored on a regular basis.

- Enrollment limits
- Filtering device and software
- Orientation course
- School to Home Communication
- Parent Teacher Conferences
- Access to Student Performance Data
- Opportunities for Face to Face Visits
- Tracking Student Learning Time
- Testing Procedures, Policies, and Protocols
- Testing Location within a fifty-mile radius of student's residence
- Counseling Services
- Instructional Coaching & Testing Assistance within fifty mile radius of student's residence
- Tracking of Student Attendance and Student Engagement
- Annual Report on Servicing Students with Disabilities

3. *Has the sponsor ever terminated or nonrenewed sponsorship with an internet- or computer-based school? Provide an explanation describing the circumstances leading to the decision to terminate sponsorship for each internet- or computer-based school. Describe specific actions taken by the sponsor and timeline for each action. If the sponsor had not had to terminate or non-renew sponsorship with an internet- or computer-based school, please describe what circumstances would lead to the decision to*

terminate sponsorship and specific actions the sponsor will take including timeline for each action.

New Philadelphia City School District has not terminated or non-renewed an e-school, as it has sponsored the same school, Quaker Digital Academy, for the last 17 years. The circumstances that would lead to the decision to terminate sponsorship are described in the District's Sponsorship Policies and Procedures and the District's sponsorship contract. Each are discussed in turn.

A. Policies and Procedures

Intervention, termination and non-renewal decisions are based on the District's sponsorship policies and procedures, attached as **Exhibit 6**. Regarding intervention, the District has an Intervention Policy (SP 7) and an Intervention Process (SP 7.01). The Intervention Policy states the conditions and circumstances that may trigger intervention (including termination). The Policy also states the process for identifying conditions that may trigger intervention, how to investigate conditions, steps for intervening, a timeline for intervention and consequences for not resolving the deficiency. The Intervention Process further elaborates on procedures for the policy. The Intervention Policy is shared annually with the District's community schools.

Regarding Termination, the District has adopted a policy for Termination (Policy 9). The Termination Policy contains criteria for termination, specifies a termination procedure (including timeline), and identifies responsibilities in the event of termination. Significantly, the Termination Policy contains express circumstances for intervention. The Termination Policy is shared annually with the District's community school.

Regarding Non-Renewal, the District has adopted a policy for Non-renewal (Policy 10).

In the event a Termination or Non-Renewal results in closure, the District has adopted a policy for closure (Policy 11) and specific procedures and timelines for implementing closure (Termination Procedure, Financial Difficulty Plan, and Closure/Suspension Procedures). The procedure contains a very specific, thorough, and time-bound process for effectuating closure. The procedure also contains the specific steps the sponsor will take to ensure closure.

B. Sponsor Contract

In addition to the foregoing, the Sponsorship Contract specifically outlines the expectations, monitoring processes, and specific actions taken if any type of breach of contract were to occur. Pursuant of state law, the Successor Contract includes performance standards, including but not limited to all applicable report card measures and the academic goals to be achieved, and the method of measurement that will be used to determine progress toward these goals, which shall include the statewide achievement assessments. This High Stakes Evaluation Process as outlined in Article VI of the Successor Contract and is to take place prior to contract renewal or at least every five years. The High Stakes Review is a rigorous evaluation of the school's performance over the entire term in four areas: Academic Performance, Finance, School Operations, and

Governance. The High Stakes Review would inform whether the School's contract would be terminated or non-renewed.

Note further, the District's Sponsorship Contract identifies responsibilities related to closure and contains language that requires the Sponsor to assume closure in the event the School is unable to do so.

Section C: Operator's Experience with Online Schools - Applicable

Pursuant to conversations with the Department of Education, it is the District's understanding that as proposed, there would be no operator of Quaker Prep. The District remains committed to working with the Department should this understanding change or should it be determined that an operator would exist.

QDA, with which Quaker Prep would partner (but not utilize as an operator), has been operating and overseeing a K-12 online school since 2003. QDA was accountable for the total operation of the digital school which included student recruitment, personnel hiring of Ohio licensed administrators, teachers (HQ), tutors and classified personnel. In addition, QDA was responsible for budgeting, legal compliance, public relations, negotiating for building leases, contracting with curriculum vendors, purchasing and bidding for equipment, inventory, daily operation of programs, data analysis, policy development and procedures for operation. In addition, to researching new technology and assessing curriculum to meet the demands of a fast changing environment.

Section D: Sponsor’s Schools’ Records of Academic Performance

The District has sponsored one school, QDA, since 2003-2004. It’s academic performance ratings are as follows:

2003-2004	Excellent Rating
2004-2005	Effective Rating
2005-2006	Excellent Rating
2006-2007	Effective Rating
2007-2008	Effective Rating
2008-2009	Excellent Rating
2009-2010	Effective Rating
2010-2011	Excellent with Distinction Rating
2011-2012	Effective Rating
2012-2013	(no grades issued)
2013-2014	Graduation Rate – Exceeds Standards on All Four Measures (no overall grade issued)
2014-2015	Meets Standards
2015-2016	Meets Standards
2016-2017	Performance Index – “D” ²
2017-2018	Meets Standards
2018-2019	Exceeds Standards

¹ Note, QDA did not receive the Dropout Prevention Recovery Report Card for this year as it’s percentage of non-high school students exceeded 50%. Part of the reason for requesting this application is so that QDA can focus on High School Students and Quaker Prep can focus on non-high school students

² Note, QDA did not receive the Dropout Prevention Recovery Report Card for this year as it’s percentage of non-high school students exceeded 50%. Part of the reason for requesting this application is so that QDA can focus on High School Students and Quaker Prep can focus on non-high school students.

**Section E: Operator’s Affiliated Schools’ Records of Academic Performance
Applicable**

Pursuant to conversations with the Department of Education, it is the District’s understanding that there would be no operator of Quaker Prep. The District remains committed to working with the Department should this understanding change or should it be determined that an operator would exist.

Section F: Alignment to iNACOL National Standards for Quality Online Programs

	<p>5 Exemplary: a model of best practice as related to this criterion</p> <p>4 Accomplished: excellent implementation; comparable to other examples</p> <p>3 Promising: good implementation; however, somewhat lacking in depth or detail</p> <p>2 Incomplete: partial implementation of this criterion; additional work needed; good start</p> <p>1 Confusing: not obvious; more work needed; not a good example</p> <p>N/A Not Applicable: Some standards may not apply to all types of programs</p>	5 - Exemplary	4 - Accomplished	3 - Promising	2 - Incomplete	1 - Confusing	N/A	INSTITUTIONAL	
A	<p>Mission statement — A mission statement of a quality online program clearly conveys its purpose and goals. It serves as the basis for the program's day-to-day operations, as well as a guide for its strategic plans for the future. Communication between and buy-in from stakeholders is a critical component of a mission statement.</p>								
✓	States the purpose of the organization. Is clear and concise in articulating who the organization is, what it does and whom it serves.	5	4	3	2	1	N/A		
✓	Indicates that online learning is the focus of the organization.	5	4	3	2	1	N/A		
✓	Demonstrates a commitment to measurable quality and accountability.	5	4	3	2	1	N/A		
✓	Reflects involvement of key stakeholders.	5	4	3	2	1	N/A		
✓	Is made available to the public.	5	4	3	2	1	N/A		
✓	Is reviewed periodically by program leadership.	5	4	3	2	1	N/A		
	<p>Comment/Evidence:</p> <p><i>Quaker Prep Mission:</i> Quaker Prep's mission would be to enhance and facilitate student learning by combining state-of-the-art digital curriculum and instruction with access to local school resources that complement that instruction and prepare students to become lifelong learners and productive citizens.</p> <p><i>Quaker Prep Educational Philosophy:</i> Quaker Prep will operate on the belief that the target student population can best be served through educational offerings that are home-based or that include traditional and non-traditional experiences that are selected on the basis of each particular student's educational needs and interests and the student's past experiences and levels of academic achievement. Thus, Quaker Prep will strive to take students at their current academic levels, build upon that foundation, and increase achievement at developmentally appropriate rates and levels. Quaker Prep will achieve this with the assistance of technology and competent instructors. The ultimate goal is to provide applicable skills that will allow students to be lifelong learners and intelligent decision-makers. Another important factor woven into Quaker Prep is the belief that effective education is a cooperative venture between the students, teachers, support staff, and the primary caregivers. Furthermore, in many instances Quaker Prep, community organizations, and social services can provide valuable support. In short, a teaming process is critical to the success of this program. The educational offerings of Quaker Prep will refine and augmented on an ongoing basis.</p> <p><i>Quaker Prep's Beliefs:</i> our core beliefs are succinctly stated as follows:</p> <ul style="list-style-type: none"> ➤ The efficient delivery of educational services and resources is critical to our mission. 								

	<ul style="list-style-type: none"> ➤ Ongoing planning, assessment, and evaluation drive a growing, dynamic organization and provide for the effective use of resources. ➤ Empowering the learning community through technology is a vital necessity. Sound educational decisions are driven by accurate data. ➤ A well-trained and talented staff that continually upgrades its skills is a requirement for a successful organization. ➤ Using systemic processes coupled with creative approaches will foster rich educational experiences at reasonable operational costs. ➤ A spirit of teamwork and cooperation within the organization and with New Philadelphia City Schools, our educational partner, must be encouraged and nurtured. <p>The ages and grades of students will be specifically outlined in the contract between New Philadelphia City Schools and Quaker Prep. Furthermore, contract will specify the purpose or why of the school as well as the characteristics of the students.</p> <p>The mission and vision are shared in orientation meetings, school mailings, handbooks, and on the school website. Teachers and school staff also relay expectations during their weekly communication contacts with families. The mission is more than words; it is the foundation of the entire program. The Board of Directors will review the mission and vision periodically to ensure accuracy against actual practices.</p> <p>Quaker Prep will use data to analyze the effectiveness of the mission and vision including feedback from parent and employee satisfaction surveys and results of the state accountability system. The Northwest Evaluation Association, also known as MAP testing, is an evaluation test to see where a student is academically. It advances in Language Arts, Reading, Math, and Science. This tool is used to represent academic growth and uses a "RIT Scale" to determine educational levels. Ohio's State Tests will also be used to determine academic progress.</p>
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B	Governance – Governance is typically provided by a Board of Directors, an Advisory Board or a School Board. In a quality online program, governance and leadership work hand-in-hand, developing the operational policies for the program and its leadership and staff.						
✓	Members are knowledgeable about K12 online learning and/or receive appropriate training after joining the governing board.	5	4	3	2	1	N/A
✓	Supports the organization by securing necessary resources.	5	4	3	2	1	N/A
✓	Fulfills the role defined for it in the by-laws of the institution.	5	4	3	2	1	N/A
✓	Collaborates with program leadership to implement policies and procedures that are in compliance with state educational statutes and/or regional accrediting agencies.	5	4	3	2	1	N/A
✓	The legal status of the online program is clearly defined with no ambiguities in ownership, control, or responsibility.	5	4	3	2	1	N/A
	<p>Comment/Evidence:</p> <p>The proposed Board will meet the requirements stated above.</p> <p>The proposed Board will use NEOLA to update and approve the board policies and guidelines on a monthly basis. The use of an online Board Docs program allows for public access to all key school policies and procedures.</p> <p>The school status and the roles of the Board of Directors will be clearly explained in the Successor Community School Sponsorship Contract.</p>						

C	Leadership – The leadership of a quality online program is accountable to the program’s governance body and is responsible for setting and meeting the operational and strategic goals in support of the program’s mission and vision statements.							
✓	Is responsible for meeting the organization’s annual goals and communicating these goals to its constituents.	5	4	3	2	1	N/A	
✓	Maintains a disciplined knowledge of its future with projections of income, expense, enrollment, and trends in its educational and business environment.	5	4	3	2	1	N/A	
✓	Provides a productive collaborative environment for learning and work, and the leadership necessary to plan both day-to-day operations and the long-term future of the online program.	5	4	3	2	1	N/A	
✓	Verifies that measures are in place to ensure quality, integrity and validity of information.	5	4	3	2	1	N/A	
	<p>Comment/Evidence:</p> <p>The School Leadership will participate in the Ohio Improvement Process with the help of the State Support Team to determine yearly goals and action steps. Action plans will be developed as a part of the school improvement planning process.</p> <p>An annual staff retreat will be scheduled to go over the organization’s annual goals and communicate the action steps required to meet and monitor these goals.</p> <p>The Board, CEO, Principal and Treasurer will work collaboratively on developing an annual budget and enrollment projection, analysis, and on-going reporting; to ensure productive and collaborative learning and work environments for all stakeholders. The CEO will prepare an annual report that reflects the previous year’s outcomes, as well as presenting the upcoming year’s school improvement plan. This report is available at any of the offices or on the website.</p> <p>Quaker Prep Leadership Team is expected to participate in yearly conferences, legislature updates and regulatory update meetings, to stay up-to-date on trends in education and online learning.</p>							
D	Planning – A quality online program makes planning, managed by the leadership and staff of the organization a regular part of the program. There are several types of planning activities, including strategic planning, long-range and operational planning, which defines annual goals. Effective planning is not a one-time activity, but instead should provide opportunities for reflection on how to improve the organization’s performance.							
	Strategic Plan							

✓	Is developed that addresses 3-5 years of actions and has been approved by the program's leadership and governance.	5	4	3	2	1	N/A
✓	Is updated on a regular basis (at least every 3-5 years) and includes historical data, baseline information, trend data, and projections, allowing data-driven decision-making	5	4	3	2	1	N/A
✓	Addresses the requirements for resources that effectively and efficiently serve their students and faculty, including curriculum, technology, support, professional development, and fiscal viability.	5	4	3	2	1	N/A
Organizational Goals							
✓	Are aligned with the strategic plan.	5	4	3	2	1	N/A
✓	Are updated annually based on past year's accomplishments.	5	4	3	2	1	N/A
✓	Are shared and supported throughout the organization.	5	4	3	2	1	N/A
<p>Comment/Evidence:</p> <p>Quaker Prep is in the planning process for opening a new online elementary school. Currently the leadership team is reviewing and analyzing needs, reviewing data, developing school goals to determine and identify specific areas of concern and need based on parent input. As the team meets with consultants, students, staff, and parents throughout the school year; data and results will be studied to improve student and family satisfaction with the program. The goals will align with the strategic plan and will be reviewed quarterly. The goals and progress will be shared throughout the organization. The strategic plan will be developed every 3-5 years, utilizing best practice and input from all stakeholder groups.</p> <p>The Leadership Team will develop a plan including professional development, job descriptions, and STEM opportunities to build and provide an exceptional elementary program full of opportunities for learning. Data and stakeholder feedback will be used to develop the items discussed above.</p> <p>The Ohio Improvement Process will be utilized to monitor and keep track of what is working and what additional professional development is required to continue to improve. Curriculum will be evaluated to determine its effectiveness and alignment to state assessments.</p> <p>Monthly mandatory meetings will be held by administration to share and support the goals established in the strategic plan. This type of baseline data and protocols will establish a well-supported culture for continual growth.</p>							
E Organizational Staffing – A quality online program recognizes appropriate levels of staffing are critical to the success of an online program. Staff should be well-trained in order to successfully meet their performance goals, and are provided with appropriate levels of support, resources, feedback and management.							
✓	Sufficient professional, administrative and support staff are provided to carry out the mission and annual organizational goals.	5	4	3	2	1	N/A
✓	Ongoing training and support are provided to the staff to carry out the mission of the program.	5	4	3	2	1	N/A
✓	Clearly defined roles and responsibilities are evident to create a collegial team to assure effective delivery of quality education.	5	4	3	2	1	N/A
✓	Evaluations of staff and faculty occur on a regularly scheduled basis.	5	4	3	2	1	N/A
Comment/Evidence:							

	<p>Quaker Prep will conduct regular staff meetings both in person and virtually through Google Hangouts or Zoom. Many of these meetings will be conducted by staff members to share ideas and strategies that work for their students. The Principal will keep staff up to date through the online portal via Maestro.</p> <p>Instructional Supervisors and teachers will benefit from online training of mandatory regulations through Public School Works Program.</p> <p>Teacher professional learning is critically important in ensuring that the staff is optimally effective at teaching in a virtual environment and addressing the Ohio Learning Standards in their daily instructional practice. The school will use the National Standards for Quality Online Teaching published by iNACOL for facilitating student learning, as guides for pinpointing necessary teacher skills and professional development requirements.</p> <p>Evaluations of staff will occur on an annual basis. Full time instructors will participate in a version of the Ohio Teacher Evaluation System with a revised rubric that considers the online environment. School leaders will meet with part-time employees twice a year to go over a review and provide feedback of their performance. In addition, on-going professional development will be available online and in person to support teacher learning and trends in technology.</p> <p>The school will conduct administrative meetings, team members will evaluate review professional development needs, teaching staff evaluations, job descriptions, and responsibilities of all staff members.</p>								
F	Organizational Commitment – In a quality online program governance, leadership and staff are responsible for creating an organization that demonstrates a commitment to attaining the program’s goals and mission statement. Everyone with the organization understands the mission statement and words to achieve it.								
✓	Activities and accomplishments of the organization are aligned to the mission statement.	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 12.5%;">5</td> <td style="width: 12.5%;">4</td> <td style="width: 12.5%;">3</td> <td style="width: 12.5%;">2</td> <td style="width: 12.5%;">1</td> <td style="width: 12.5%;">N/A</td> </tr> </table>	5	4	3	2	1	N/A	
5	4	3	2	1	N/A				
✓	Programs that function under the authority of another educational organization have a demonstrated commitment from the parent organization to support the implementation and ongoing operation of this program.	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 12.5%;">5</td> <td style="width: 12.5%;">4</td> <td style="width: 12.5%;">3</td> <td style="width: 12.5%;">2</td> <td style="width: 12.5%;">1</td> <td style="width: 12.5%;">N/A</td> </tr> </table>	5	4	3	2	1	N/A	
5	4	3	2	1	N/A				
✓	Sustainability of the program is articulated through strategic and operational planning and implemented through ongoing operations (e.g. commitment to sustainable funding, maintaining quality staff, and compliance with applicable educational statutes).	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 12.5%;">5</td> <td style="width: 12.5%;">4</td> <td style="width: 12.5%;">3</td> <td style="width: 12.5%;">2</td> <td style="width: 12.5%;">1</td> <td style="width: 12.5%;">N/A</td> </tr> </table>	5	4	3	2	1	N/A	
5	4	3	2	1	N/A				
✓	Is accredited by a recognized accrediting body.	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 12.5%;">5</td> <td style="width: 12.5%;">4</td> <td style="width: 12.5%;">3</td> <td style="width: 12.5%;">2</td> <td style="width: 12.5%;">1</td> <td style="width: 12.5%;">N/A</td> </tr> </table>	5	4	3	2	1	N/A	
5	4	3	2	1	N/A				
	<p>Comment/Evidence:</p> <p>School administration will meet regularly with staff both virtually and in person to discuss progress, goals, issues, and changes to existing practices. These are held to promote and protect the mission of the school. In addition, communication among staff, students, and families are encouraged and required to connect and establish buy-in to all policies and regulations.</p> <p>The mission statement is more than a few sentences written and distributed on marketing brochures and websites. It is the intention of the administration to fully sustain this philosophy inside and outside of the online environment.</p> <p>Quaker Prep will be a State of Ohio K-8 accredited public digital school servicing students across the state at no cost to parents.</p>								
G	Financial and Material Resources – A quality online program has adequate financial and material resources to accomplish the mission of the organization. These resources are appropriately planned for and expended using sound business practices.								

✓	Are available to assure a quality educational experience in alignment with the organization's mission statement.	5	4	3	2	1	N/A
✓	Are managed in a responsible manner according to prescribed budget and accounting principles.	5	4	3	2	1	N/A
✓	Are allocated in support of mission statement that demonstrates sustainability over time.	5	4	3	2	1	N/A
<p>Comment/Evidence:</p> <p>Student achievement will be the primary consideration of the allocation of fiscal resources for Quaker Prep. Annually the Board of Directors will prepare and approve a balanced budget. This budget will be aligned with the mission and vision of the school. The budget will be reviewed and approved at a regularly scheduled meetings. The budget will align with the mission statement and the strategic plan.</p> <p>Quaker Prep operational budget will be primarily funded through ADM funding and related funding provided by the state pursuant to Section 3314.08 of the Ohio Revised Code. Regular audits will occur by the Auditor of State. School financial records will conform to accounting principles as required by the Auditor of State and all other appropriate guidelines established by the Auditor of State.</p> <p>In the event that Quaker Prep experiences financial difficulties that threaten the continued operation of the school, both Quaker Prep and New Philadelphia City Schools shall seek collaborative strategies for remedying such difficulties. More details are available on page 33 of Successor Community School Sponsorship Contract.</p>							
H Equity and Access – A quality online program's policies and practice support students' ability to access the program. Accommodations are available to meet a variety of student needs.							
✓	Policies clearly state eligibility requirements for the program.	5	4	3	2	1	N/A
✓	Policies and practices are in place that provide accommodations for students with disabilities.	5	4	3	2	1	N/A
✓	Ensures that students have equitable access to the program consistent with its mission and purposes.	5	4	3	2	1	N/A
<p>Comment/Evidence:</p> <p>The eligibility requirements for Quaker Prep will be clearly stated on the school website, in the school handbooks, during informational orientations, and also a part of the enrollment process. Families who indicate their student has special needs will be referred to the placement department and the Director of Special Services to ensure appropriate program placement for the student. All students with disabilities will be offered enrollment at QDA regardless of disability; the Quaker Prep staff will provide accommodations, modifications, and special education services according to each student's IEP or Section 504 Plan.</p> <p>The Board of Directors and CEO will work collaboratively to ensure students equitable access to the program. Federal and State laws require all public schools to provide students, regardless of disability, race, ethnicity, gender, or native language, with an equal opportunity to participate in and benefit from the school's education program.</p> <p>Families' native language is collected during the enrollment process on the State Language Survey. If a language other than English is indicated on this survey, students will be screened for language proficiency level. If student is not English proficient, services will be provided according to proficiency level.</p> <p>Transact is the program that is used to convert all communication into the language in which non-English speaking caretaker can understand.</p> <p>Quaker Prep will utilize NEOLA and independent legal counsel to develop and update policies that match best practices and law.</p>							
I Integrity and Accountability – In a quality online program, leadership is transparent in its management of the program, providing regular and timely							

	information on progress towards attainment of goals, alignment with policies and standards, and achievement of student learning outcomes.						
✓	The online program discloses accurate information relating to its mission, accreditation, courses and programs, services, policies, fees, recruitment processes and incentives, and other factors considered important to prospective and current students and stakeholders.	5	4	3	2	1	N/A
✓	The program results in learning appropriate to the rigor and breadth of the course, program, or diploma completion requirements.	5	4	3	2	1	N/A
<p>Comment/Evidence:</p> <p>The school will use a learning management system called Maestro to push out notifications related to the program. Other means of communication will be delivered via website, handbooks, information sessions, and through weekly telephone conversations. Students will be provided with a variety of curriculum opportunities to develop a graduation, college, and career pathways. Instructional Supervisors monitor student success daily.</p> <p>Curriculum will be adopted and approved each year to check on rigor and relevance of the course. A curriculum review team will be developed to continue to monitor rigor and alignment of state standards throughout the year.</p>							
J Curriculum and Course Design – A quality online program will have a well-thought-out approach to its curriculum and course design whether it develops its own courses and/or licenses curriculum from other educational providers.							
✓	Has clearly stated and attainable educational goal.	5	4	3	2	1	N/A
✓	Is clear and coherent in its organization.	5	4	3	2	1	N/A
✓	Utilizes quality instructional materials and appropriate technology that enable and enrich student learning.	5	4	3	2	1	N/A
✓	Demonstrates rigorous course content	5	4	3	2	1	N/A
✓	Provides for high degree of interaction between teacher, learners, parents, and among learners themselves.	5	4	3	2	1	N/A
✓	Embeds critical thinking, problem solving, analysis, integration, and synthesis abilities in learning activities.	5	4	3	2	1	N/A
✓	Meets requirements of appropriate state or national standards, including applicable end of course assessments.	5	4	3	2	1	N/A
✓	Meets requirements of accessibility for individuals with disabilities.	5	4	3	2	1	N/A
✓	Meets requirements of copyright and fair use.	5	4	3	2	1	N/A
✓	Is designed to accommodate different learning styles.	5	4	3	2	1	N/A
✓	Is designed with consideration for time and place limitations of students.	5	4	3	2	1	N/A
<p>Comment/Evidence:</p> <p>The intended courses are created from the same research-based instructional principles and learning design with the goal to make the technology disappear, and enable, and enable students to focus solely on course content. Quaker Prep understands that clear guidelines and processes provide a foundation for development of quality online courses, helping ensure internal consistency, instructional effectiveness, and the appropriate use of intellectual property. Lincoln Learning, Odysseyware, and Edmentum are a few of the partners providing quality courses for the students. These vendors are audited for clear and measurable objectives for each unit and lesson. All of these vendors meet an accredited educational requirement and aligned to ISTE standards.</p>							

Teaching and Learning

	<p>All intended will courses align to state and national standards, which themselves served as the foundation of rigorous and relevant course content. Goals and objectives as well as assessments for each unit is available for students. Each lesson provide a clear and coherent instructional sequence that includes motivation, instruction, activity and practice, review, and assessment.</p> <p>Videos will be embedded to serve as a foundation of knowledge and organization for the student. Each course includes elements to address diverse learning styles and preferences, including textual, visual, auditory, and/or hands-on. A variety of engaging multimedia elements and tools are built into every lesson.</p>								
K									
K	<p>Instruction – A quality online program takes a comprehensive and integrated approach to ensuring excellent online teaching for its students. This process begins with promising practices but is equally committed to continuous improvement and adaptation to student learning needs through professional development.</p>								
✓	Is grounded in the program’s mission, beliefs, and expectations for student learning.	5	4	3	2	1	N/A		
✓	Is supported by research and best practice.	5	4	3	2	1	N/A		
✓	Is continually refined based on assessment of stakeholders’ needs	5	4	3	2	1	N/A		
✓	Is adaptable to best serve different student learning styles	5	4	3	2	1	N/A		
✓	Is sensitive to the cultural differences of students.	5	4	3	2	1	N/A		
✓	Includes frequent teacher to student interaction, teacher to parent interaction, and fosters frequent student-to-student interaction.	5	4	3	2	1	N/A		
✓	Is sensitive to time and place limitations of students.	5	4	3	2	1	N/A		
✓	Faculty hold the required state certifications.	5	4	3	2	1	N/A		
✓	Faculty are trained in and demonstrate competency in online instructional methodologies and learning technologies.	5	4	3	2	1	N/A		
✓	Includes a process to monitor that the work and assessments are completed by the students registered for the course.	5	4	3	2	1	N/A		
	<p>Comment/Evidence:</p> <p>At the core of our mission is to combine state-of-the-art digital curriculum and instruction with access to local school resources that complement that instruction and prepare students to become lifelong learners and productive citizens. Quaker Prep will employ a research-based framework that supports both quality course construction as well as a feedback loop that ensures continuous improvement. Some of our vendors have partnered with NWEA to have immediate intervention for each student upon finding any deficiencies. All courses offered reflect best practices with the use of reading, writing, listening, speaking, and thinking skills build into the learning. Each objective is introduced at the beginning of the lesson with review and measurable assessments along the way. All information is sensitive to the cultural differences of our students. Each course includes active learning elements and the instructional supervisor is available for additional tutoring anytime along the instructional pathway.</p> <p>Quaker Prep will provide ongoing professional learning for all teachers which address all of the areas with mandatory compliance in accordance to State Laws.</p> <p>As staff members attend professional conferences, an electronic journal will be initiated to share the experience and learning with all other staff members. Monthly staff meetings will keep staff updated on new trends and learnings.</p> <p>The course vendors make it easy to create custom courses for each student and to custom assignments to modify courses. Teachers will able to deliver synchronous sessions that are engaging and interactive for all students. All teachers will be state certified and allow for students to come together for family and community events.</p>								

	<p>Lesson and assessment content is available online 24 hours every day. Each lesson has been designed to be completed within a specified amount of time, but students have flexibility in completing lessons at their own pace. Instructional supervisors monitor student work and have regularly scheduled meetings with students in which they log their conversation and progress of the student. These regular conversations with the student help build relationships and give the instructional supervisor a better understanding of the level of the student.</p> <p>All State testing is monitored by a person from the Testing Department in accordance with Ohio Testing Regulations.</p>		
L	<p>Assessment of Student Performance – A quality online learning program values student academic performance and takes a comprehensive, integrated approach to measuring student achievement. This includes use of multiple assessment measures and strategies that align closely to both program and learner objectives, with timely, relevant feedback to all stakeholders.</p>		
✓	Enables students to monitor their own learning progress.	5 4 3 2 1 N/A	
✓	Enables teachers to adapt their instruction to meet learner needs.	5 4 3 2 1 N/A	
✓	Uses multiple methods to assess student performance.	5 4 3 2 1 N/A	
✓	Assesses a variety of types of student performance.	5 4 3 2 1 N/A	
✓	Uses formative assessments to inform instructional practice.	5 4 3 2 1 N/A	
✓	Informs ongoing course design and revisions.	5 4 3 2 1 N/A	
✓	Measures student attainment of the course's educational goals.	5 4 3 2 1 N/A	
✓	Provides for timely and frequent feedback about student progress.	5 4 3 2 1 N/A	
	<p>Comment/Evidence:</p> <p>Maestro is the learning management system that allows students, teachers, and parents to track progress on a daily basis. Instructional supervisors monitor upcoming and missing assignments and communicate with the student on a weekly basis. Students can click on any course title and see a complete list of assignments and course overview.</p> <p>There are formative review sections throughout each course. Students may use these formative reviews to help with their summative evaluation of the course. The principal has the ability to work with instructional supervisors to enable additional custom assignments with various instructional and assessment types.</p> <p>Students will be measured district wide using NWEA MAP testing three times a year. These results will be used to differentiate instruction based on the student's academic needs.</p> <p>Curriculum will be reviewed each year with a team of administrators and curriculum specialists to determine the need for additional courses or course realignment. All student questions and concerns are monitored by an assigned instructional supervisor through cell phone, email, and in person. A student communication log is kept and monitored by the principal on a weekly basis.</p>		Support Standards
M	<p>Faculty – A quality online program support the faculty by providing opportunities for them to develop their professional skills through mentoring, professional development, and technical assistance.</p>		
✓	Provides and encourages participation in induction and mentoring programs.	5 4 3 2 1 N/A	

✓	Provides regular feedback regarding teacher performance.	5	4	3	2	1	N/A
✓	Provides a wide variety of professional development opportunities.	5	4	3	2	1	N/A
✓	Provides timely, effective technical support.	5	4	3	2	1	N/A
<p>Comment/Evidence:</p> <p>Quaker Prep Board and Administrators will collaborate with instructional supervisors and teachers in numerous ways, including providing an annual staff retreat and staff handbook. Regular staff meetings are held both virtually and in person to update any educational trends or legal requirements. Staff receives regular and timely feedback on performance and has access to timely, effective technical support.</p> <p>Staff reviews will be held annually along with the required Ohio Teacher Evaluation System for full time teachers. Annually there will be a staff satisfaction survey to solicit anonymous feedback from teachers and other staff, to use to drive program improvements.</p>							
N	<p>Students – A quality online program has student support services to address the various needs of students at different levels within the organization. The levels of support are appropriate and adequate for a student’s success.</p>						
✓	Provides on orientation to online learning technologies and successful online student practices.	5	4	3	2	1	N/A
✓	Provides academic and administrative services to address their academic and developmental needs.	5	4	3	2	1	N/A
✓	Provides support services for individual needs.	5	4	3	2	1	N/A
✓	Provides access to learning and assessment content, instruction, technologies and resources.	5	4	3	2	1	N/A
✓	Establishes standards for teacher to student communication.	5	4	3	2	1	N/A
✓	Provides timely and meaningful assessment feedback.	5	4	3	2	1	N/A
✓	Provides timely, effective technical support	5	4	3	2	1	N/A
<p>Comment/Evidence:</p> <p>Students will be provided with an annual student orientation that is customized to their status (new or returning students, different courses, new technologies). All students will be provided with an instructional supervisor. A guidance counselor will be available to address developmental, life-skills, and child welfare issues. The online system will allow students to view their assignments each day as well as a calendar to help with organization of their studies. Instructional supervisors will meet with new students one on one to orient and ensure that they have all of the manipulative and resources necessary to be successful.</p> <p>Technicians are available each day to address any electronic issues.</p>							
O	<p>Guidance Services: A quality online program has guidance services to support students and parents to ensure success of the online program. Depending on the program, these services are either directly provided by the program or a service provider, or in the case of supplemental programs, these services may be provided by the local school.</p>						
✓	Ensures academic advising is provided for students to meet requirements of the program and/or school.	5	4	3	2	1	N/A
✓	Provides staff training in the unique student needs of online learning.	5	4	3	2	1	N/A
✓	Provides tools and/or information to assist students in determining the appropriateness of specific courses for their academic needs.	5	4	3	2	1	N/A

✓	Understands the network of services available to support online learning.	5	4	3	2	1	N/A
Comment/Evidence: <p>A counselor will be available through the school to provide communication to staff members, students, and stakeholders. Teachers and staff are instructed to make referrals as appropriate.</p> <p>The counselor and principal will work collaboratively to ensure support for all students from the time of enrollment until they exit the program.</p> <p>All staff will complete compliance training in recognizing students who are in distress and the protocol for how to help them. This training is in conjunction with the required child abuse training through Public School Works.</p>							
P Organizational Support – A quality online program has organizational support to oversee the instructional learning environment as it is conveyed through technology. Some organizational support services may be distributed between the program and other entities, depending on the physical location where the students are taking their online courses.							
✓	Provides an online learning environment that is appropriately maintained, secure and is a productive and safe work environment for students and staff.	5	4	3	2	1	N/A
✓	Provides a work environment consisting of the resources, tools, and organizational policies that enables staff to implement the program’s mission, beliefs and objectives.	5	4	3	2	1	N/A
Comment/Evidence: <p>Quaker Prep will strive to be one of the most comprehensive, reliable, and user-friendly online learning academies available. Quaker Prep will bring the school’s academic program right to the student 24 hours a day through the internet. It is also comprehensive, as it will allow students and parents to access everything from one spot in the convenience of their own home.</p> <p>Internet safety is addressed with students and parents and monitored through the technology department. Quaker Prep will comply with FERPA, and supports all required training through the online Public School Works portal.</p>							
Q Parents/Guardians – In a quality online program, parents and guardians play an integral part in their students’ educational life. They work as a team with faculty, administrators, guidance services, and organizational support to ensure a quality educational experience for their students.							
✓	Are provided information about the program, successful online student practices and supportive learning environments.	5	4	3	2	1	N/A
✓	Receive timely responses from faculty and staff.	5	4	3	2	1	N/A
✓	Receive critical information about student progress and are encouraged to communicate with faculty and administrators to best support the online learning student.	5	4	3	2	1	N/A
Comment/Evidence: <p>The parent(s)/guardian(s) will have their own accounts to empower them to connect with the Quaker Prep team to support their child’s learning. This will ensure timely responses from our staff and teaching faculty. Through this parent portal, they will be able to receive critical information regarding student progress, technical support, pertinent information, and two-way communication.</p>							

R	<p>Program Evaluation – A quality online program recognizes the value of program evaluation. Program evaluation is both internal and external and informs all processes that effect teaching and learning. Internal evaluations often are more informal in nature and may provide immediate feedback on a targeted area of inquiry. External program evaluations typically look at the entire program from an objective perspective that will bring additional credibility to the results.</p>	Evaluation Standards												
✓	Conducts ongoing internal evaluations that include regularly collecting and analyzing data based on national, state, and/or program metrics.								5	4	3	2	1	N/A
✓	Conducts ongoing internal evaluations that include using clearly articulated measures to evaluate its learners.								5	4	3	2	1	N/A
✓	Conducts ongoing internal evaluations that include determining program success by measuring student achievement and satisfaction based on valid and reliable assessment techniques.								5	4	3	2	1	N/A
✓	Conducts ongoing internal evaluations that include ensuring students participate in state or national standardized testing, as appropriate and evaluating results against state or national data.								5	4	3	2	1	N/A
✓	Conducts ongoing internal evaluations that include consistently evaluating faculty to assure instructional quality, using clear, consistent policies, measures and procedures								5	4	3	2	1	N/A
✓	Conducts ongoing internal evaluations that include reviewing and evaluating courses to ensure quality, consistency with the curriculum, currency, and advancement of the student learning outcomes.								5	4	3	2	1	N/A
✓	Conducts periodic external evaluations that include validating internal evaluation process and results.								5	4	3	2	1	N/A
✓	Conducts periodic external evaluations that include independently assessing progress towards goals, mission and strategic plan of program.								5	4	3	2	1	N/A
✓	Conducts periodic external evaluations that include informing an improvement plan for the online program.								5	4	3	2	1	N/A
✓	Communicates evaluation results to program stakeholders.	5	4	3	2	1	N/A							
<p>Comment/Evidence:</p> <p>Parents or guardians will serve as personal, face-to-face learning coaches responsible for their children's day-do-day activities. All parents will be required to meet with an instructional supervisor either in person or virtually for an orientation course. This course will explain their responsibilities and how to interact with the online courses.</p> <p>Quaker Prep will provide courses to allow parents to access course details and student academic progress 24/7 as well as communicate with an instructional supervisor through phone, email, or virtual meetings. All students and parents will be encouraged to contact the school and their instructional supervisors as often as necessary, but teachers also proactively reach out to students once a week by telephone.</p> <p>The School's education program will be tied to State standards. The School's goal will identify current individual levels of academic achievement and move students forward from this point, recognizing individual learning styles. The curriculum will develop basic and applied skills appropriate to the discipline. Since students participate in the State's program of achievement and diagnostic testing, the curriculum core will follow the goals and objectives of State-approved academic content standards (or such future content standards as mandated by the State). The learning opportunities that will be provided to any given student are customized from among those offered by Quaker Prep in order to serve the individual student's needs. The curriculum development process and the training of teachers in the delivery of instruction through innovative means are ongoing.</p>														

	State Support Team assistance will be used as an outside evaluator to examine goals, missions, and to have an outside perspective.							
S								
S	Program Improvement – A quality online program establishes a culture of continual program improvement. Improvement planning focuses on using program evaluations.							
✓	Uses strategic, long-range and operational planning and evaluation to continuously improve its educational programs and services.	5	4	3	2	1	N/A	
✓	Uses data effectively to drive instructional and management decision-making.	5	4	3	2	1	N/A	
Is based on:								
✓	Advancement of the program's vision and mission.	5	4	3	2	1	N/A	
✓	Student achievement.	5	4	3	2	1	N/A	
✓	Internal and external evaluation.	5	4	3	2	1	N/A	
✓	Current research in the relevant areas.	5	4	3	2	1	N/A	
✓	Promising practices.	5	4	3	2	1	N/A	
Includes provisions for:								
✓	Beta testing and peer review.	5	4	3	2	1	N/A	
✓	Satisfaction surveys by students, parents, teachers and schools as appropriate.	5	4	3	2	1	N/A	
✓	Evaluation of curriculum and instruction as it relates to student achievement.	5	4	3	2	1	N/A	
✓	Regular online teacher performance evaluations.	5	4	3	2	1	N/A	
✓	Reviewing and updating policies and procedures.	5	4	3	2	1	N/A	
✓	Reviewing appropriateness, effectiveness and quality of teaching and learning technologies.	5	4	3	2	1	N/A	
✓	Regular online course review.	5	4	3	2	1	N/A	
	Comment/Evidence: As described throughout this document, Quaker Prep will embody the concept of continual improvement, driven by the effective use of all available school data and participant input. The strategic plan is based around improvement, academic achievement, parent satisfaction, and school growth. This plan is presented to the Board of Directors and annually at staff retreats. School improvement includes both goals and action steps for long-term and short-term success. Quaker Prep will continually be updated and seeks improvement for students to be successful in an ever-changing world. Stakeholder feedback is strongly encouraged through surveys and personal communication. School ratings will be taken seriously and data meetings are set to understand and establish additional goals. Data, through collection, will be analyzed and used with research to support additional actions. Curriculum will be updated annually to meet both iNACOL, state, and national standards, as well as research on best practices in learning and online learning. Internal and external consultants will be utilized to improve processes, instructional practices, curriculum, and all aspects of the organization. Quaker Prep will constantly collect feedback on all aspects of its program through student, parent, and staff satisfaction surveys. Parents and students are always encouraged to call the instructional supervisor or school anytime to get clarification or provide feedback.							

	<p>Teacher training and evaluation will be completed on a regular basis. Professional development will be offered throughout the year and online for staff. Student and employee handbooks will help to review and access policy and procedures to ensure smooth processes.</p> <p>All of the areas of school improvement will be on a continuous cycle of review and goals are updated as necessary throughout the school year.</p>	
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Section G: Preference for Operators with Previous Experience in Ohio (Not Scored)

Eligibility Requirements

Criteria	Yes	No	Not Applicable
Applicant meets Ohio definition of an internet- or computer-based community school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant's sponsor has at least five years of experience overseeing community schools in the state of Ohio.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant's sponsor has at least three years prior experience overseeing internet- or computer-based community school(s) in the state of Ohio.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant's sponsor received an overall rating of "Effective" or higher on its most recent sponsor evaluation, if rated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant's proposed enrollment area is within the permitted sponsorship territory outlined in the sponsor's agreement with the Department.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant's operator has at least five years of experience managing community/public charter schools.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Applicant's operator has at least three years prior experience managing internet- or computer-based community/public charter schools.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Applicant's operator received an academic performance score of at least 1 point on its most recent operator report.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Applicant Affirmation

I attest that the application requesting approval for a new internet- or computer-based community school meets all eligibility requirements listed above.

Name: Donald C. Kemp Position: BOARD PRESIDENT

Organization: QUAKER DIGITAL ACADEMY

Signature: Donald C. Kemp Date: 1-15-2020

Application Scoring

Each application will be rated using the criteria included in the internet- or computer-based community school application rubric and receive a composite score by adding the scores from each of the sections in the rubric. In addition to the composite score, information pertaining to sponsor and operator experience in terms of statutory compliance will be reviewed. In cases where a section is not applicable, the points per section for the remaining applicable sections shall be adjusted to maintain the same proportional weight within the calculation.

Each applicant's score and related information will be considered by the superintendent of public instruction in making decisions regarding the approval or disapproval of submitted and reviewed applications. The Department will determine annually the minimum threshold of total points earned to be recommended for approval. The superintendent of public instruction may approve up to five applications for new internet- or computer-based community schools to open for the upcoming school-year.

Applicant Affirmations

I attest that the information provided on this application is correct and accurate. I understand and agree to comply with all requirements that apply to internet- or computer-based schools.

Name: Donald C Kemp Position: BOARD PRESIDENT

Signature: Donald C Kemp Date: 1-15-2020

Sponsor Affirmations

I attest that the information provided on this application is correct and accurate. I understand and agree to comply with all requirements that apply to internet- or computer-based schools.

Name: DAVID BRAND Position: CEO

Signature: [Signature] Date: 1-15-2020

Operator Affirmations

I attest that the information provided on this application is correct and accurate. I understand and agree to comply with all requirements that apply to internet- or computer-based schools.

Name: N/A Position: _____

Signature: _____ Date: _____

EXHIBIT 1

**NEW PHILADELPHIA SCHOOL CITY DISTRICT
2018-2019 SPONSOR QUALITY IMPROVEMENT PLAN**

New Philadelphia City School District (the "District") adopts this internal Sponsor Quality Improvement Plan pursuant to Policy SP-2, Role as Sponsor, which mandates an annual improvement plan and Procedure SP-2.02, Sponsor Improvement Plan and Self-Evaluation Procedure, which specifies the District's defined improvement process. The District's Improvement Plan is based on its performance on the 2017-2018 Sponsor Evaluation. The District is required to create improvement goals for any Quality Practice Item that received a rating score of "2" or lower. The District is also required to create improvement goals for any Sponsor Level Compliance item for which it received a rating of "noncompliant."

Goal	District's Improvement Goal	Strategy	Action Step(s)	Person(s) Responsible	Deadline	Evidence of Completion
1. Roles and Responsibilities (Q.P - A.03)	Obtain a score of four points on Q.P. Rubric ¹ section A.03.	Identify issues with the 17-18 Q.P. A.01 rating that led to a score of "2" and correct to ensure that the District receives a score of four points for the 18-19 evaluation.	1. Ensure Guidance on Roles and Responsibilities was provided prior to the first day of school (August 2018). 2. Ensure training on roles and responsibilities was offered (By November 30, 2018).	Superintendent	March 1, 2019	-2018-2019 Roles and Responsibilities Guidance -Documentation of providing Guidance prior to the first day of school -Documentation of Training offered by March 1, 2019

¹ "Q.P. Rubric" refers to the 2018-2019 Ohio Department of Education Sponsor Quality Practices Rubric

<p>2. Onsite Visits (Q.P. D.03)</p>	<p>Obtain a score of four points on Q.P. Rubric section D.03.</p>	<p>Identify issues that led to a 17-18 Q.P. D.03 rating of "0" and correct to ensure that the District receives a score of four points for the 18-19 evaluation.</p>	<ol style="list-style-type: none"> 1. On December 4, 2018, attend ODE's professional development session to learn more about the District's score of "0" on the 17-18 evaluation. 2. By December 28, 2018, review ODE's FAQs regarding site visits. 3. By January 31, 2019, review policy for conducting onsite reviews, revise if necessary. 4. By January 31, 2019, review procedure to implement policy that includes an onsite visit protocol, interview protocols, and observation guidelines, revise if necessary. 5. By May 31, 2019, complete two site visits that are three months apart and that collect data from appropriate stakeholder groups. 	<p>-Superintendent -Board of Education</p>	<p>May 31, 2019</p>	<ul style="list-style-type: none"> - Email Communication with ODE - ODE's Sponsorship FAQs - Board Policy - Administrative Procedure - Site Visit Templates - Completed Site Visit Forms
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3. Site Visit Report (Q.P. D.04)	Obtain a score of four points on Q.P. Rubric section D.04.	Identify issues that led to a 17-18 Q.P. D.04 rating of "0" and correct to ensure that the District receives a score of four points for the 18-19 evaluation.	<ol style="list-style-type: none"> 1. On December 4, 2018, attend ODE's professional development session to learn about the District's score of "0" on the 17-18 evaluation. 2. By December 28, 2018, review ODE's FAQs regarding site visit reports. 3. By January 31, 2019, review policy for completing site visits, revise if necessary. 4. By January 31, 2019, review procedure to implement policy that includes an onsite visit protocol, interview protocols, and observation guidelines, revise if necessary. 5. By May 31, 2019, complete two site visits that are three months apart and that collect data from appropriate stakeholder groups. 	-Superintendent -Board of Education	May 31, 2019	<ul style="list-style-type: none"> - Email Communication with ODE - ODE's Sponsorship FAQs - Board Policy - Administrative Procedure - At least two (2) Site Visit Reports
4. Intervention (Q.P. D.06)	Obtain a score of four points on Q.P. Rubric section D.06.	Identify issues that led to a 17-18 Q.P. D.06 rating of "0" and correct to ensure that the District receives a score of four points for the 18-19 evaluation.	<ol style="list-style-type: none"> 1. By December 28, 2018, review and analyze 17-18 evaluation. 2. By January 31, 2019, review policy for intervention, revise if necessary. 3. By January 31, 2019, review procedure to 	-Superintendent	May 31, 2019	<ul style="list-style-type: none"> - Policy - Procedure - Evidence of intervention - Evidence of "following up" on intervention

			<p>implement policy to be consistent with quality practices rubric, revise if necessary. 4. By January 31, 2019, ensure any corrective action plan includes specific steps, narratives, and time frames for resolving the deficiency. 5. By May 31, 2019, ensure the sponsor “follows up” on identified items of noncompliance.</p>			
<p>5. Renewal Decisions (Q.P. E.02)</p>	<p>Obtain a score of four points on Q.P. Rubric section E.02.</p>	<p>Identify issues that led to a 17-18 Q.P. E.02 rating of “1” and correct to ensure that the District receives a score of four points for the 18-19 evaluation.</p>	<ol style="list-style-type: none"> 1. By December 28, 2018, review and analyze 17-18 evaluation. 2. By December 30, 2018, review policy for renewal. 3. By December 30, 2018, review procedure to implement policy to be consistent with quality practices rubric, revise if necessary. 4. By January 15, 2019, complete the renewal process and ensure that required items are completed to obtain a score of “4”. 	<p>-Superintendent</p>	<p>January 15, 2019</p>	<ul style="list-style-type: none"> - Policy - Procedure - Renewal Agreement - Board Resolution

<p>6. Closure Process (Q.P. E.05)</p>	<p>Obtain a score of four points on Q.P. Rubric section E.05.</p>	<p>Identify issues that led to a 17-18 Q.P. E.05 rating of "0" and correct to ensure that the District receives a score of four points for the 18-19 evaluation.</p>	<p>1. By December 28, 2018, review and analyze 17-18 evaluation. 2. By December 28, 2018, draft amendment to current sponsor contract ensuring closure language is included, revise if necessary. 3. If closure occurs, ensure compliance with Quality Practices Rubric.</p>	<p>-Superintendent</p>	<p>January 15, 2019</p>	<p>- Policy - Procedure - Amended Sponsor Contract - Renewal Sponsor Contract - Board Resolution</p>
<p>7. Sponsor Level Compliance: The Sponsor provides monitoring, oversight, and technical assistance to schools (S-615)</p>	<p>Obtain a compliant score for Item S-615 by correcting items for which the sponsor was determined noncompliant in the 17-18 Compliance Evaluation.</p>	<p>Review the following misses from the 17-18 school year and work with QDA to rectify compliance: Item 177, 178, 317, 428, 660, 662, 667, and 754.</p>	<p>1. By December 28, 2018, review noncompliant school level items from the 17-18 school year. 2. By December 28, 2018, email QDA identifying areas of potential noncompliance. 3. If necessary, meet with QDA for purposes of discussing misses and placing on a corrective action plan if items have not been completed.</p>	<p>-Superintendent</p>	<p>June 30, 2019</p>	<p>-Email communication with QDA -Improvement plan (if necessary) -2018-2019 School-Level Compliance Worksheet</p>

THE NEW PHILADELPHIA CITY SCHOOLS

248 Front Ave. SW
New Philadelphia, OH. 44663

Dr. Richard J. Varrati, CEO
Quaker Digital Academy
400 Mill Avenue, S.E., Suite 901
New Philadelphia, OH 44663

Re: Corrective Action Plan

Dear Dr. Varrati:

This Corrective Action Plan ("CAP") is provided by New Philadelphia City School District Board of Education (the "District"), as Sponsor of Quaker Digital Academy (the "School") to ensure that the School is compliant with all applicable laws.

The District has determined that the School is non-compliant with several laws and is requiring corrective action to demonstrate compliance. The District has summarized the corrective action required, the date of completion, and the documentation required. If the School believes it is unable to complete the corrective action by the date listed, it should communicate this with the District before acknowledging its understanding.

Compliance Item 105

1. Corrective Action: Pursuant to O.R.C. 3313.6012, the School is required to adopt a policy governing academic prevention and intervention services. This policy is required to be updated annually. The School's Board has provided Policy 2623 as evidence of compliance. Although the School has provided this Policy, it has not been updated since March 29, 2017 (the 2016-2017 school year). Therefore, the Policy has not been updated during the 2017-2018 school year. Given the lack of guidance from ODE as to whether "annually" shall be interpreted as the fiscal year or the calendar year, the District is requiring this Policy to be updated each fiscal year. Accordingly, the District is requiring you to review Policy 2623 each fiscal year.
2. Date of Completion: August 31, 2018
3. Documentation of Compliance: (1) Signed Board Minutes reflecting that the School's Board has updated the Policy; (2) an updated policy.

Compliance Item 111

1. Corrective Action: Pursuant to O.R.C. 3313.6020, the School is required to adopt a policy on career advising. This policy is required to be reviewed and updated at least once every two years. The School's Board has provided Policy 2413 as evidence of compliance. The School provided evidence of this Policy being reviewed and updated on May 13, 2015 (the 2014-2015 school year). The Policy has not been reviewed or updated during the 2015-2016, 2016-2017, or 2017-2018 school years. Accordingly, the District is requiring you to review the Policy at least once every two fiscal years.

2. Date of Completion: August 31, 2018
3. Documentation of Compliance: (1) Signed Board Minutes reflecting that the School's Board has reviewed and if necessary updated the Policy and (2) the Policy.

Compliance Item 604

1. Corrective Action: Pursuant to O.R.C. 117, the School is required to provide evidence of providing new employee(s) information on means of reporting fraud. While the School provided evidence that new employees received information on means of reporting fraud, this evidence was given on paperwork with New Philadelphia City Schools letterhead. Since Quaker Digital Academy is the employer and not New Philadelphia City Schools, this documentation should be completed on Quaker Digital Academy letterhead. Accordingly, the District is requiring you to submit evidence of providing new employee(s) information on means of reporting fraud on Quaker Digital Academy letterhead as opposed to New Philadelphia City Schools letterhead.
2. Date of Completion: August 31, 2018
3. Documentation of Compliance: Evidence of providing all new employees information on means of reporting fraud.

Compliance Item 703

1. Corrective Action: Pursuant to O.R.C. 3313.673, the School is required to provide parents/guardians of Kindergarteners and 1st Graders information regarding screening students for hearing, vision, speech, and communication, or medical problems and developmental disorders prior to August 1st of each school year. Although the School provided parents and guardians of Kindergarteners and 1st grades this required information, it was not provided until August 28, 2017. Accordingly, the District is requiring you to provide parents/guardians of Kindergarteners and 1st Graders information regarding screening students for hearing, vision, speech, and communication, or medical problems and developmental disorders prior to August 1 each year.
2. Date of Completion: July 31, 2018
3. Documentation of Compliance: Copy of notification sent to parents/guardians, including the date sent.

Compliance Item 755

1. Corrective Action: Pursuant to O.R.C. 3313.86, the School is required to periodically review all health and safety policies with the governing board to ensure that its policies comply with all federal laws and regulations regarding health and safety applicable to school buildings. Although the School has adopted health and safety policies, the policies were last reviewed on July 14, 2010. Given the lack of guidance from ODE as to the interpretation of "periodically," the District is requiring all health and safety Policies to be reviewed and updated. Accordingly, the District is requiring you to review all health and safety policies.

2. Date of Completion: December 31, 2018
3. Documentation of Compliance: Signed Board Minutes reflecting that the School's Board has reviewed the policies and adopted revised policies as necessary.

Compliance Items 174, 307, 753, & 903

1. Corrective Action: Pursuant to the Compliance Component for the Oversight of Schools, the School must provide the District with copies of applicable board-approved policies and evidence of board approval of the policies regarding confidentiality (O.R.C. 3323.02; 3323.07), personal information systems (O.R.C. 1347); corporal punishment (O.R.C. 3319.41), and parental involvement (O.R.C. 3313.472). Although the School has adopted the required policies and has adoption dates on each policy that are consistent with the Board meeting that it purports to have taken action, the Board minutes that reflect the approval of these policies do not include the number and name of each policy reviewed and/or adopted by the School's Board. Accordingly, the District is requiring your Board to re-adopt the policies with minutes reflecting each policy adopted by the School's Board.
2. Date of Completion: December 31, 2018
3. Documentation of Compliance: Signed Board Minutes reflecting that the School's Board has adopted revised or new policy(ies).

Should you have any questions, do not hesitate to contact me.

Respectfully,



David J. Brand
Superintendent/CEO

Follow-up meetings & documentation reviews.

Compliance Item 105, 111, 604, 703, & 755 - Completed on time and satisfactorily – **Compliant**



David Brand
Superintendent/CEO

Compliance Items 174, 307, 753, & 903 - Completed on time and satisfactorily – **Compliant**



David Brand
Superintendent/CEO

CORRECTIVE ACTION PLAN
18-19 SCHOOL YEAR

This Corrective Action Plan (“CAP”) is provided by New Philadelphia City School District (the “Sponsor”) as sponsor of Quaker Digital Academy (“QDA”) to ensure that the School is compliant with all applicable laws.

The Sponsor has determined that QDA is non-compliant with several laws and is requiring corrective action to demonstrate compliance. The Sponsor has summarized the corrective action required, the date of completion, and the documentation required. If QDA believes it is unable to complete the corrective action by the date listed, it should communicate this with the Sponsor.

Corrective action items begin on the following page.

Compliance with Item 426 – Admission Procedures

Compliance Section: O.R.C. § 3314.06

O.R.C. Description: The school has admission procedures that specify the items outlined in ORC 3314.06.

Background: Based on review of the submitted policies by QDA, QDA's policy does not comply with all requirements specified in R.C. 3314.06, requiring corrective action plan to revise the policy.

Action Steps:

1. Review and revise the School's admission policies to include express language regarding enrollment of students residing outside the School's "home district" as required by O.R.C. 3314.06.
 - a. Completion date: 8/31/2019.
 - b. Documentation: Draft Policy.
 - c. Applicable Parties: QDA SuperintendentCompleted on time and satisfactorily - (8/15/2019)

2. Have QDA Board adopt policy including enrollment of students residing outside the School's "home district" as required by O.R.C. 3314.06.
 - a. Completion date: 9/30/2019.
 - b. Documentation: Meeting minutes adopting Policy; Policy.
 - c. Applicable Parties: QDA Governing Authority.Completed on time and satisfactorily - (9/1/2019)

3. Ensure responses to Compliance Spreadsheet reflect proper response.
 - a. Completion date: 6/30/2020.
 - b. Documentation: Oversight of Schools Spreadsheet; Policy; minutes reflecting adoption of policy.
 - c. Applicable Parties: QDA Superintendent; NPCSD Superintendent.Completed on time and satisfactorily – **Compliant** (1/5/2020)

Compliance with Item 662 – Comprehensive Plan

Compliance Section: O.R.C. § 3314.03(B)

O.R.C. Description: A copy of every contract entered into under this section shall be filed with the superintendent of public instruction. The department of education shall make available on its web site a copy of every approved, executed contract filed with the superintendent under this section. ... (B) The community school shall also submit to the sponsor a comprehensive plan for the school. The plan shall specify the following:

- (1) The process by which the governing authority of the school will be selected in the future;
- (2) The management and administration of the school;
- (3) If the community school is a currently existing public school or educational service center building, alternative arrangements for current public school students who choose not to attend the converted school and for teachers who choose not to teach in the school or building after conversion;
- (4) The instructional program and educational philosophy of the school;
- (5) Internal financial controls.

When submitting the plan under this division, the school shall also submit copies of all policies and procedures regarding internal financial controls adopted by the governing authority of the school.

Background: Although QDA has a Comprehensive Plan, it was unable to provide its Code of Regulations, which provides the process by which QDA will select the governing authority in the future under R.C. 3314.03(B)(1). Therefore, the District is putting QDA on a Corrective Action Plan to locate and update, as necessary, the Code of Regulations.

Action Steps:

1. Locate, review, and updated, if necessary, Code of Regulations to ensure the Code of Regulations is consistent with R.C. 3314.03(B)(1).
 - a. Completion date: 8/31/2019.
 - b. Documentation: Code of Regulations.
 - c. Applicable Parties: QDA Superintendent.

Completed on time and satisfactorily - (8/15/2019)

2. Submit Comprehensive Plan that meets all the requirements of R.C. 3314.03(B).
 - a. Completion date: 9/30/2019.
 - b. Documentation: Comprehensive Plan.
 - c. Applicable Parties: QDA Superintendent.

Completed on time and satisfactorily - (9/1/2019)

3. Ensure responses to Compliance Spreadsheet reflect proper response.
 - a. Completion date: 6/30/2020.
 - b. Documentation: Oversight of Schools Spreadsheet; Certificates of Completion.
 - c. Applicable Parties: QDA Superintendent; NPCSD Superintendent.

Completed on time and satisfactorily – **Compliant** (1/5/2020)

Compliance with Item 667 - Training on Public Records & Open Meetings Laws

Compliance Section: O.R.C. § 3314.037

O.R.C. Description: The members of the governing authority of a community school, the designated fiscal officer of the school, the chief administrative officer and other administrative employees of the school, and all individuals performing supervisory or administrative services for the school under a contract with the operator of the school shall complete training on an annual basis on the public records and open meetings laws, so that they may comply with those laws as prescribed by division (A)(11)(d) of section 3314.03 of the Revised Code

Background: Based on further review of the School's submissions, the Sponsor is requesting that QDA further clarify that all governing authority members, administrators, CFO, and CEO all completed the proper training on public records and open meetings laws annually.

Action Steps:

1. Develop the list of all governing authority members and staff that are required to complete annual training on public records and open meetings laws.
 - a. Completion date: 8/31/2019.
 - b. Documentation: List of applicable staff/governing authority members.
 - c. Applicable Parties: QDA Superintendent.

Completed on time and satisfactorily - (8/15/2019)

2. Complete annual public records and open meetings laws training.
 - a. Completion date: 4/30/2020.
 - b. Documentation: Certificate of Completion.
 - c. Applicable Parties: QDA Superintendent, QDA treasurer, QDA Governing Authority Members, QDA Principal, and all other applicable QDA staff.

Scheduled & on track to be completed on time. (10/1/2019)

3. Ensure responses to Compliance Spreadsheet reflect proper response.
 - a. Completion date: 6/30/2020.
 - b. Documentation: Oversight of Schools Spreadsheet; Certificates of Completion.
 - c. Applicable Parties: QDA Superintendent; NPCSD Superintendent.

On track to be **Compliant** by 4/30/2020 (1/5/2020)

Compliance with Item 902 – Retention Policy

Compliance Section: O.R.C. § 3313.609

O.R.C. Description: The school adopted a grade promotion and retention policy that prohibits the promotion of a student to the next grade level if the student has been truant for more than 10 percent of the required attendance days of the current school year and failed two or more of the required curriculum subject areas, unless the student's principal and teachers of any failed subject areas agree the student is academically prepared for the next grade level.

Background: Based on further review of the School's submitted policy, the Sponsor is requesting that QDA further clarify the policy and/or submit an additional policy to make clear that QDA prohibit promotion of a student if the student has been truant for more than 10% of the required attendance days of the current school year and failed two or more required curriculum areas, unless permitted by law.

Action Steps:

1. Review and revise the School's policies to include express language related to retention for truancy and failure to complete required curriculum as required by O.R.C. 3313.609.
 - a. Completion date: 8/31/2019.
 - b. Documentation: Draft Policy.
 - c. Applicable Parties: QDA SuperintendentCompleted on time and satisfactorily - (8/15/2019)

2. Have Board adopt policy including retention language.
 - a. Completion date: 9/30/2019.
 - b. Documentation: Meeting minutes adopting Policy; Policy.
 - c. Applicable Parties: QDA Governing Authority.Completed on time and satisfactorily - (9/1/2019)

3. Ensure responses to Compliance Spreadsheet reflect proper response.
 - a. Completion date: 6/30/2020.
 - b. Documentation: Oversight of Schools Spreadsheet; Policy; minutes reflecting adoption of policy.
 - c. Applicable Parties: QDA Superintendent; NPCSD Superintendent.Completed on time and satisfactorily – **Compliant** (1/5/2020)

Should you have any questions, do not hesitate to contact me.

Sincerely,



David Brand
Superintendent/CEO

Follow-up meetings & documentation reviews,



David Brand
Superintendent/CEO



David Brand
Superintendent/CEO



David Brand
Superintendent/CEO



David Brand
Superintendent/CEO

EXHIBIT 2

**NEW PHILADELPHIA CITY SCHOOL DISTRICT
2019-2020 SPONSOR QUALITY IMPROVEMENT PLAN**

New Philadelphia City School District (the "District") adopts this internal Sponsor Quality Improvement Plan pursuant to Policy SP-2, Role as Sponsor, which mandates an annual improvement plan and Procedure SP-2.02, Sponsor Improvement Plan and Self-Evaluation Procedure, which specifies the District's defined improvement process. The District's Improvement Plan is based on its performance on the 2018-2019 Sponsor Evaluation. The District is required to create improvement goals for any Quality Practice Item that received a rating score of "2" or lower. The District is also required to create improvement goals for any Sponsor Level Compliance Item for which it received a rating of "noncompliant."

Goal	District's Improvement Goal	Strategy	Action Step(s)	Person(s) Responsible	Deadline	Evidence of Completion
1. Contract Amendment and Update (Q.P. – C.03)	Obtain a score of four points on Q.P. Rubric Section C.03.	Identify issues that led to an 18-19 Q.P. C.03 rating of "0" and correct to ensure that the District receives a score of four points for the 19-20 evaluation.	1. By December 31, 2019, review contract to determine if it includes language regarding the conditions for amendment or modifications. 2. By April 1, 2020 review school data, Ohio's accountability system, and changes in law to determine whether modifications to contract is needed	- Superintendent - Board of Education - Compliance Officer	May 15, 2020	- Email communication regarding review of state and/or federal laws - Contracts - Board Policy

2. Renewal and Non-Renewal Decisions (Q.P. E.02)	Obtain a score of four points on Q.P. Rubric Section E.02	Identify issues that led to an 18-19 Q.P. E.02 rating of "1" and correct to ensure that the District receives a score of four points for the 19-20 evaluation.	1. By January 31, 2020 review policy for renewal. 2. By January 31, 2020 review renewal procedures rubric to ensure it meets the requirements to receive a "4" on the Q.P. Rubric	-Superintendent -Compliance Officer	May 15, 2020	-Policy -Procedure -Rubric -Evidence of individual scoring -Results of high-stakes review
3. Renewal Application Reviewer Protocols (Q.P. E.06)	Obtain a score of four points on Q.P. Rubric Section E.06	Identify issues that led to an 18-19 Q.P. E.06 rating of "1" and correct to ensure that the District receives a score of four points for the 19-20 evaluation.	1. By January 31, 2020 review policy for renewal. 2. By January 31, 2020 review renewal procedures rubric to ensure it meets the requirements to receive a "4" on the Q.P. Rubric	-Superintendent -Compliance Officer	May 15, 2020	-Policy -Procedure -Rubric -Evidence of individual scoring -Results of high-stakes review
4. School Level Compliance Items	Obtain a compliance score of "compliant" for all School Level Compliance Items.	Identify issues that led to items 754 and 956.	1. By December 31, 2019, review compliance items that were missed to determine reasons for non-compliance. 2. By May 15, 2020, complete site visit to determine whether compliance items have been corrected for the 2019-2020 school year. 3. By June 30, 2020 upload ODE School Level Compliance Spreadsheet.	-Compliance Officer -Legal Counsel (advise)	June 30, 2020	-Email identifying compliance issues -Site Visit Report -ODE School Level Compliance Worksheet

Brian DeSantis

From: Brian DeSantis
Sent: Monday, December 30, 2019 8:43 AM
To: David Brand
Subject: Improvement Plan / Compliance Items

Dave,

Pursuant to NPCSD's Sponsorship Improvement Plan, I reviewed compliance items that were identified as "missed" on the 2018-2019 Compliance Rubric. Your Improvement Plan required these Compliance Items to be reviewed by December 31, 2019. This email serves as that review.

ODE's Review Team determined that QDA was non-compliant with two (2) items. Each of the items are described below along with my assessment of compliance.

- Item 754
 - *Code Section:* R.C. 3313.96. This section relates to developing informational programs for students, parents, and community members relative to missing children issues and matters. ODE required the school to provide a "copy of program materials" as evidence of compliance for this item.
 - *ODE's Basis for Non-Compliance:* "documentation does not meet legal requirements."
 - *Review with QDA.* I recommend that NPCSD contact ODE to determine ODE's basis for stating that the documentation does not meet legal requirements. It is possible that ODE determined that QDA did not provide "program materials" (as required) and instead only provided "informational materials." In reviewing QDA's documentation, it clearly provided informational materials about missing children, but perhaps ODE was looking for documentation of the School's program. It also is possible that this determination was in error. To avoid a repeated finding of non-compliance, I recommend you contact ODE.
- Item 956
 - *Code Section.* R.C. 311.742. This section relates to municipal school district advisory committees. ODE required sponsors to provide a "screenshot of the website that includes the committee recommendations" as evidence of compliance for this item.
 - *ODE's Basis for Non-Compliance:* "documentation does not meet legal requirements." Note, this item should have been inapplicable to NPCSD as NPCSD is not a municipal school district. This code section only applies to municipal school districts. Based on my review of the questions for Item 956 in the 2018-2019 school spreadsheet, however, there may have been confusion as to the applicability to NPCSD. As a result, NPCSD answered the questions correctly, but by answering the questions correctly, NPCSD was found to be noncompliant.
 - *For 2019-2020 Review:* Note, the questions were modified for the 2019-2020 review. The questions now make clear that the item only applies to municipal school districts. As NPCSD is not a municipal school district, it should answer "No" for Question 1. By answering in this maner, Item 956 will be inapplicable.

Please contact me if you have any questions.

Best,
Brian

Brian J. DeSantis, Esq.
Pepple & Waggoner, Ltd.
Crown Centre Building
5005 Rockside Road, Suite 260

Cleveland, OH 44131-6808
Tel: 216-520-0088
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www.pepple-waggoner.com

NOTICE OF ATTORNEY/CLIENT PRIVILEGE

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Brian DeSantis

From: David Brand <brandd@npschools.org>
Sent: Thursday, January 02, 2020 9:18 AM
To: Brian DeSantis
Subject: Fwd: Clarification

FYI

----- Forwarded message -----

From: karl.koenig@education.ohio.gov <karl.koenig@education.ohio.gov>
Date: Thu, Jan 2, 2020 at 9:15 AM
Subject: RE: Clarification
To: David Brand <brandd@npschools.org>
Cc: Deauntae.Goins@education.ohio.gov <Deauntae.Goins@education.ohio.gov>

Greetings David,

I worked with the Sponsor Evaluation team on your inquiry and there was an FAQ on the website for compliance item #754:

I have copied the blurb below directly from the [2018-2019 FAQs posted on the Department's website](#).

18. #754 (Informational Programs Relative to Missing Children) – What are examples of program materials that are required for this item?

The community school should develop its own informational programs for students, parents and community members relative to missing children issues and matters. The informational programs and program materials developed by the school can include resources available by the Ohio Attorney General's Office and/or the National Center for Missing & Exploited Children but should not be exclusive or in lieu of the school's developed informational programs or program materials. A missing children policy may be submitted for this item; however, the school should provide evidence of how the policy is being implemented (for example, flyers, annual report distribution, parental acknowledgment of receiving the policy and/or program materials or parent/teacher conference meetings). [ORC 3313.96](#) provides additional guidance on informational programs relative to missing children.

We highlighted the key take away portion of the FAQ, which is looking for materials developed by the school and how the materials are communicated/available.

Hope this information helps. If you have follow up questions, please let us know.

Best,

Karl & Deauntae

Karl J. Koenig

Director

Office of Community Schools

25 South Front Street | Columbus, Ohio 43215-4183

(614) 387-2197 (Direct) | (877) 644-6338 | (614) 466-7058

karl.koenig@education.ohio.gov

education.ohio.gov



Learn more about [#EachChildOurFuture](#), Ohio's plan to ensure each child is *challenged, prepared and empowered*.

From: David Brand <brandd@npschools.org>
Sent: Monday, December 30, 2019 12:41 PM
To: Koenig, Karl <karl.koenig@education.ohio.gov>
Subject: Clarification

ODE's Review Team determined that QDA was non-compliant with two (2) items. One item is not clear to me as to why it was rated as "Non-Compliant."

- Item 754

- *Code Section:* R.C. 3313.96. This section relates to developing informational programs for students, parents, and community members relative to missing children issues and matters. ODE required the school to provide a "copy of program materials" as evidence of compliance for this item.

- *ODE's Basis for Non-Compliance:* "documentation does not meet legal requirements."

- In reviewing QDA's documentation, it clearly provided informational materials about missing children. I wonder if this determination was in error. However, to avoid a repeated finding of non-compliance, I am requesting assistance and clarification as to what is compliant.

Respectfully,

--

Dave Brand
Superintendent

New Philadelphia City Schools

330-364-0600
brandd@npschools.org
@Brand_Dave

--

Dave Brand
Superintendent
New Philadelphia City Schools
330-364-0600
brandd@npschools.org
@Brand_Dave

THE NEW PHILADELPHIA CITY SCHOOLS

248 Front Ave. SW
New Philadelphia, OH. 44663

Dr. Richard J. Varrati, CEO
Quaker Digital Academy
400 Mill Avenue, S.E., Suite 901
New Philadelphia, OH 44663

Re: Corrective Action Plan

Dear Dr. Varrati:

This Corrective Action Plan ("CAP") is provided by New Philadelphia City School District Board of Education (the "District"), as Sponsor of Quaker Digital Academy (the "School") to ensure that the School is compliant with all applicable laws.

This CAP is provided to QDA to ensure that the School is compliant with all applicable laws. Following the ODE's 2018-2019 compliance review, it was determined that you were non-compliant with two items: 754 and 956.

Item 754

Code Section: R.C. 3313.96. This section relates to developing informational programs for students, parents, and community members relative to missing children issues and matters. ODE required the school to provide a "copy of program materials" as evidence of compliance for this item.

ODE's Basis for Non-Compliance: "documentation does not meet legal requirements."

Further communication with ODE: NPCSD further communicated with ODE to determine the reason for this finding and what documentation was needed. ODE responded and highlighted the information below:

18. #754 (Informational Programs Relative to Missing Children) – What are examples of program materials that are required for this item?

The community school should develop its own informational programs for students, parents and community members relative to missing children issues and matters. The informational programs and program materials developed by the school can include resources available by the Ohio Attorney General's Office and/or the National Center for Missing & Exploited Children but should not be exclusive or in lieu of the school's developed informational programs or program materials. A missing children policy may be submitted for this item; however, the school should provide evidence of how the policy is being implemented (for example, flyers, annual report distribution, parental acknowledgment of receiving the policy and/or program materials or parent/teacher conference meetings). ORC 3313.96 provides additional guidance on informational programs relative to missing children.

Corrective Action Plan:

1. Review program and documentation to ensure it is compliant with R.C. 3313.96 and ODE guidance.
 1. Completion Date 5/1/2020
 2. Applicable Parties: QDA Superintendent
 3. Documentation: N/A

2. Revise program and documentation to ensure it is compliant with R.C. 3313.96 and ODE guidance.
 1. Completion Date 5/15/2020
 2. Applicable Parties: QDA Superintendent
 3. Documentation: Program documentation

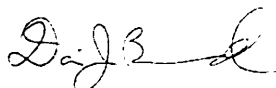
3. Ensures proper documentation is uploaded to Epicenter for filing with the Department of Education
 1. Completion Date 6/30/2020
 2. Applicable Parties: QDA Superintendent
 3. Documentation: Compliance Spreadsheet; Program documentation

Item 956

Based on NPCSD's review of law, Item 956 should have been—and still is inapplicable to QDA – as NPCSD is not a municipal school district. Therefore , no further action is required for item 956.

Should you have any questions, do not hesitate to contact me.

Respectfully,

A handwritten signature in black ink, appearing to read "D. J. Brand". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

David J. Brand
Superintendent/CEO

EXHIBIT 3

OVERSIGHT AND EVALUATION

Oversight

The District shall provide oversight to each school that it sponsors. These processes shall be made transparent to the schools the District sponsors by regularly communicating the processes and methods used to monitor academic, operational, and financial performance.

Enrollment and Financial Reviews

The District shall conduct enrollment and financial reviews for each month. The Board directs the Superintendent to develop detailed procedures to conduct enrollment and financial reviews consistent with this policy.

Financial reviews include budget ledgers, transactional detail reports, and at least one review of the five-year forecast. Should a review indicate an area of financial concern, including but not limited to enrollment, revenue, and expense fluctuations, the District shall provide the sponsored school's governing authority with proactive recommendations regarding financial and enrollment decision making.

Enrollment reviews will include a monthly assessment of the number of students enrolled during that time.

The District will use enrollment and financial reviews as an opportunity to provide proactive technical assistance. Enrollment and financial reviews include written feedback.

Onsite Reviews

The District will conduct onsite reviews at least twice per year to examine the school's compliance with applicable laws, rules, contractual obligations, and academic performance measures. An onsite review will include data from at least three (3) of the following stakeholder groups: the governing authority members, administrators, teachers, instructors, staff, management company staff, students, parents, or other stakeholders. The District shall establish procedures and protocols for conducting onsite reviews.

After each onsite review, the District shall provide the sponsored school with a report that includes a summary of findings, areas of strength, and areas needing improvement. For each area of improvement identified, the District shall provide the school with steps and timeframes to make the improvements and request and review status updates regarding the school's progress.

Performance Monitoring

The District shall review the schools' academic performance annually by collecting data for multiple years related to all applicable contractual, academic, financial, and organizational/operational measures. The District shall also analyze the data collected against contractual targets and evaluate the overall performance of the sponsored school based on the outcomes of data analysis. This analysis and evaluation shall determine subsequent actions required of the sponsored school.

Reports

The District shall provide an annual, cumulative report to each school it sponsors that summarizes fiscal, operational, and academic performance, along with the sponsored school's areas of strength and areas where there is a need for improvement. This report shall relate the sponsored school's performance against the performance framework in the contract. The report shall include multiple years of performance data. Based on the information gathered for the report, the District will summarize performance over the contract term and state the sponsored school's prospects for renewal.

This report, and the prospects for renewal, shall be communicated and discussed with the sponsored school's Governing Authority.

Audits

When the District is provided timely notice, the District shall attend all closing audit conferences for sponsored schools. The District shall also address all issues identified in the annual audit, shall require corrective action for issues identified in an audit, and shall follow up with to ensure that identified issues are resolved.

Quality Practices Rubric: D.01 – Oversight Transparency; D.02 – Enrollment and Financial Reviews; D.03 – Onsite Visits; D.04 – Site Visit Reports; D.05 – Performance Monitoring; D.07 – Reports

Updated: September 16, 2019
Adopted: February 12, 2018

ONSITE VISIT AND SITE VISIT REPORT PROCEDURE

This procedure establishes a protocol for conducting site visits and site reviews pursuant to Policy SP6, Oversight and Evaluation. By complying with this procedure, the District will minimize administrative burden on Sponsored Schools and maximize the District's effectiveness as a sponsor.

Purpose of Site Visits & Reviews

Site visits and their corresponding reviews are a critical part of the District's monitoring. Site visits provide the District an opportunity to review and verify the Sponsored School's compliance with all applicable laws, rules, contractual obligations, and academic performance measures. Site visits also serve to reinforce the Sponsored School's strengths and identify areas needing improvement.

The District shall conduct at least one site visit during the first half of the year and one site visit during the second half of the year.

Protocol for Conducting Site Visits and Reviews

To ensure site visits are efficient and productive, the District shall follow the protocol described below:

1. Prior to each site visit, the District shall contact the Sponsored School's head administrator by phone and identify potential dates for conducting a site visit. The purpose of the phone call is to identify dates when the Sponsored School is available for a site visit and is not closed, does not have testing, or other scheduled activities (e.g. assemblies, field trips).
2. Once a date is selected, the District will send the Sponsored School's head administrator a letter specifying the date and time of the visit, the estimated length of the visit, the specific review areas, documentation that will be needed, and stakeholder groups that should be made available for interview.
3. During each site visit, the District shall conduct oversight of Review Areas. Possible Review Areas are described below. The District's site visit shall be conducted using the District's established evaluative instrument/tools. The District shall use the same evaluative instrument/tool for each Sponsored School. Guidance on how to conduct observations and interviews is discussed below.
4. Consistent with District Policy, the District shall collectively obtain data from at least three stakeholder groups. Stakeholder groups include: governing authority members, administrators, teachers, instructors, staff, management company staff, students, parents and other stakeholders.

5. After completing the site visit, the District will provide a written site-visit report (“Report”) to the Sponsored School’s Governing Authority and the head administrator. For each Review Area, the Report shall specify: (1) a summary of findings, (2) areas of strength and (3) areas needing improvement. For each area of improvement identified, the District shall specify that the Sponsored School must take action, and shall provide the Sponsored School with steps and timeframes to make improvements. The Report shall further specify that the District will be requesting updates regarding the Sponsored School’s status.

Guidance on Conducting Site Visits

1. Observation

The purpose of an observation is to obtain compliance data by independently observing a Sponsored School’s practices. Observations shall last at least twenty (20) minutes. The specific stakeholder being observed shall be not be pre-determined. Following the observation, the District’s representative shall meet with the stakeholder to obtain additional feedback from the observation.

2. Interviews

Prior to conducting a site visit, the District shall review pre-established interview questions relating to the specific area being reviewed. Questions shall be targeted to gain understanding as to whether the Sponsored School is in compliance with the specific area being reviewed.

During each interview, the District’s representative shall introduce himself/herself, explain the role of a sponsor, and explain the purpose of the site visit. It should be made clear to the interviewee that honest feedback is needed to assist the Sponsored School’s improvement.

When conducting interviews with students, students shall be provided at a mutually convenient time and the District shall take care to minimize disruptions to the student’s participation in the school day. The District shall ensure no report contains personally identifiable information of the student’s interview.

Site Visit - Review Areas and Criteria

The following Review Areas have been identified as relevant for review. The general criteria for each is summarized below. The established evaluative instruments for each review area should be used.

1. Student File Compliance

- a. Summary: The District will review a sample of enrollment records of students enrolled in the Sponsored School. The enrollment records should be verified to determine (1) the student's address and residency are consistent with the address on file, (2) the student's attendance records, and (3) that the student's necessary forms are on file (immunization, etc.).
- b. Stakeholder Groups: Head Administrator, EMIS Coordinator.
- c. Data: EMIS review, enrollment verification, e-school assurances, and immunization records.
- d. Evaluative Tool: Enrollment review form

2. Sponsored School Compliance

- a. Summary: The District will review a sample of 10 items of compliance derived from the Ohio Department of Education's Compliance Spreadsheet. For each item, the Sponsored School will be required to document compliance. If only certification is possible, the Sponsored School will be required to explain how it is in compliance.
- b. Stakeholder Groups: Superintendent, Fiscal Officer.
- c. Documentation: policies, resolutions, contracts, and other compliance items.
- d. Evaluative Tool: Modified Ohio Department of Education compliance checklist.

3. Education Plan

- a. Summary: The District will review the Sponsored School's Education Plan and conduct a classroom observation and/or interview with stakeholder groups to determine compliance with the Education Plan.
- b. Stakeholder Groups: Superintendent, Teachers, Students, Parents.
- c. Data: Lesson Plan, Classroom Observation, Student Interview, Parent Interview, and Teacher Interview.
- d. Evaluative Tool: Educational Plan questionnaire.

4. Student Discipline

- a. The District will review examples of student discipline that resulted in out-of-school suspension and/or expulsion. The District will verify (1) that discipline was based on a violation of the code of conduct, (2) that proper notices were provided to the parents, (3) that due process protections were provided, and (4) that the student returned in the time specified.
- b. Stakeholder Groups: Superintendent, Teacher.
- c. Documentation: Code of conduct, discipline policy, legal notices, and attendance records.
- d. Evaluative Tools: Discipline review form.

5. Governance

- a. The District will review the Sponsored School's governance to ensure that the Sponsored School's governance complies with state law and the Sponsor Contract. Areas that are to be verified: (1) Governing Authority members have completed Annual Sunshine Law Training, (2) Governing Authority meeting minutes are kept, (3) Governing Authority members understand their role as members, and (4) meetings are conducted pursuant to Ohio's open meeting laws.
- b. Stakeholder Groups: Superintendent, Governing Authority member(s), and Treasurer.
- c. Documentation: Code of Regulations, Sunshine Law Training, Conflict of Interest, Meeting minutes, and Policies/Procedures.
- d. Evaluative Tool: Governance meeting site visit form.

EXHIBIT 4

SITE VISIT – REPORT SUMMARY
Compliance with Contractual Obligations
Compliance Documentation

Dear Quaker Digital Academy Governing Authority and Dr. Varrati:

On October 19, 2018, I conducted a site visit of the School. A copy of that the site visit report is attached. This is a summary of my report.

Compliance with Contractual Obligations. During my visit, I conducted a file review of contractual obligations compliance with Dr. Varrati to ensure the school's compliance with contractual obligations. I found QDA to be in complete compliance with all applicable contractual obligations.

Compliance Documentation. During my visit, I conducted a file review of compliance documentation with a District Administrator to ensure the District's documentation is compliant with Ohio law. I reviewed the areas that ODE found to be areas of growth and/or that we had a Compliance Action Plan last year. I found QDA to be on track with all items in the action plan and prepared for this school year.

Areas Needing Improvement.

- Ensure that all policies that need annual review are completed by April 2019.
- Ensure website is updated with any changes in policy, registration guidelines, and with the latest ODE Report Card within ten days of changes.

Areas of Strength.

- QDA is commended for their documentation process. Compliance to law and best practices is a clear priority to the school.
- All items reviewed were in compliance!
- QDA is very aware of their contractual obligations and is in complete compliance.
- QDA goes above simple compliance to ensure best practices are also implemented.

If you have any questions, do not hesitate to contact me.

Very truly yours,



David Brand
Superintendent/CEO

Enclosure (Site Visit Forms)



Dr. Richard Varrati, CEO QDA

10-25-18

Date

I certify that I have received this letter and shared with the appropriate staff members including the Governing Board Members

2018-2019 Certification Worksheet - Oversight of Schools

Oct 19, 2018
DJE

Form No. 100-100-100-100
Version 10.000

NOTE: The completion of this worksheet is required for all schools in the system. Completion of this worksheet is required for all schools in the system. Completion of this worksheet is required for all schools in the system. Completion of this worksheet is required for all schools in the system.

Year	Month	Day	Time	Location	Activity	Participant	Facilitator	Notes	Comments	Signature	Date
2018	10	19	10:00 AM	Room 101	Meeting	John Doe	Jane Smith	Meeting notes			
2018	10	20	10:00 AM	Room 101	Meeting	John Doe	Jane Smith	Meeting notes			
2018	10	21	10:00 AM	Room 101	Meeting	John Doe	Jane Smith	Meeting notes			
2018	10	22	10:00 AM	Room 101	Meeting	John Doe	Jane Smith	Meeting notes			
2018	10	23	10:00 AM	Room 101	Meeting	John Doe	Jane Smith	Meeting notes			
2018	10	24	10:00 AM	Room 101	Meeting	John Doe	Jane Smith	Meeting notes			
2018	10	25	10:00 AM	Room 101	Meeting	John Doe	Jane Smith	Meeting notes			
2018	10	26	10:00 AM	Room 101	Meeting	John Doe	Jane Smith	Meeting notes			
2018	10	27	10:00 AM	Room 101	Meeting	John Doe	Jane Smith	Meeting notes			
2018	10	28	10:00 AM	Room 101	Meeting	John Doe	Jane Smith	Meeting notes			
2018	10	29	10:00 AM	Room 101	Meeting	John Doe	Jane Smith	Meeting notes			
2018	10	30	10:00 AM	Room 101	Meeting	John Doe	Jane Smith	Meeting notes			
2018	10	31	10:00 AM	Room 101	Meeting	John Doe	Jane Smith	Meeting notes			

I usually
 1) parse
 all documents
 reviewed in
 yellow.
 All persons
 in compliance
 *Reminder
 Annually Review
 Policies in
 173, 178,
 179, 178,
 317, 428,
 660, 662,
 667, and 754
 by April 2019
 DJE

2018-2019 Certification Worksheet - Oversight of Schools

School Name: _____
 Superintendent: _____
 School Year: 2018-2019

NOTE: The completion spreadsheet provided for use by the Liaison is intended to be used to track the progress of the Liaison's work. It is not intended to be used as a record of the Liaison's work. The Liaison is responsible for ensuring that the Liaison's work is completed in a timely manner. The Liaison is responsible for ensuring that the Liaison's work is completed in a timely manner.

Item Number	Item Description	Item Status	Item Date	Item Location	Item Type	Item Category	Item Sub-Category	Item Priority	Item Assigned To	Item Assigned Date	Item Assigned To (Email)	Item Assigned To (Phone)	Item Assigned To (Address)	Item Assigned To (City)	Item Assigned To (State)	Item Assigned To (Zip)	Item Assigned To (Country)	Item Assigned To (Region)	Item Assigned To (District)	Item Assigned To (School)	Item Assigned To (Classroom)	Item Assigned To (Subject)	Item Assigned To (Grade)	Item Assigned To (Teacher)	Item Assigned To (Student)	Item Assigned To (Parent)	Item Assigned To (Community)	Item Assigned To (Other)
1	Item 1 Description	Item 1 Status	Item 1 Date	Item 1 Location	Item 1 Type	Item 1 Category	Item 1 Sub-Category	Item 1 Priority	Item 1 Assigned To	Item 1 Assigned Date	Item 1 Assigned To (Email)	Item 1 Assigned To (Phone)	Item 1 Assigned To (Address)	Item 1 Assigned To (City)	Item 1 Assigned To (State)	Item 1 Assigned To (Zip)	Item 1 Assigned To (Country)	Item 1 Assigned To (Region)	Item 1 Assigned To (District)	Item 1 Assigned To (School)	Item 1 Assigned To (Classroom)	Item 1 Assigned To (Subject)	Item 1 Assigned To (Grade)	Item 1 Assigned To (Teacher)	Item 1 Assigned To (Student)	Item 1 Assigned To (Parent)	Item 1 Assigned To (Community)	Item 1 Assigned To (Other)
2	Item 2 Description	Item 2 Status	Item 2 Date	Item 2 Location	Item 2 Type	Item 2 Category	Item 2 Sub-Category	Item 2 Priority	Item 2 Assigned To	Item 2 Assigned Date	Item 2 Assigned To (Email)	Item 2 Assigned To (Phone)	Item 2 Assigned To (Address)	Item 2 Assigned To (City)	Item 2 Assigned To (State)	Item 2 Assigned To (Zip)	Item 2 Assigned To (Country)	Item 2 Assigned To (Region)	Item 2 Assigned To (District)	Item 2 Assigned To (School)	Item 2 Assigned To (Classroom)	Item 2 Assigned To (Subject)	Item 2 Assigned To (Grade)	Item 2 Assigned To (Teacher)	Item 2 Assigned To (Student)	Item 2 Assigned To (Parent)	Item 2 Assigned To (Community)	Item 2 Assigned To (Other)
3	Item 3 Description	Item 3 Status	Item 3 Date	Item 3 Location	Item 3 Type	Item 3 Category	Item 3 Sub-Category	Item 3 Priority	Item 3 Assigned To	Item 3 Assigned Date	Item 3 Assigned To (Email)	Item 3 Assigned To (Phone)	Item 3 Assigned To (Address)	Item 3 Assigned To (City)	Item 3 Assigned To (State)	Item 3 Assigned To (Zip)	Item 3 Assigned To (Country)	Item 3 Assigned To (Region)	Item 3 Assigned To (District)	Item 3 Assigned To (School)	Item 3 Assigned To (Classroom)	Item 3 Assigned To (Subject)	Item 3 Assigned To (Grade)	Item 3 Assigned To (Teacher)	Item 3 Assigned To (Student)	Item 3 Assigned To (Parent)	Item 3 Assigned To (Community)	Item 3 Assigned To (Other)
4	Item 4 Description	Item 4 Status	Item 4 Date	Item 4 Location	Item 4 Type	Item 4 Category	Item 4 Sub-Category	Item 4 Priority	Item 4 Assigned To	Item 4 Assigned Date	Item 4 Assigned To (Email)	Item 4 Assigned To (Phone)	Item 4 Assigned To (Address)	Item 4 Assigned To (City)	Item 4 Assigned To (State)	Item 4 Assigned To (Zip)	Item 4 Assigned To (Country)	Item 4 Assigned To (Region)	Item 4 Assigned To (District)	Item 4 Assigned To (School)	Item 4 Assigned To (Classroom)	Item 4 Assigned To (Subject)	Item 4 Assigned To (Grade)	Item 4 Assigned To (Teacher)	Item 4 Assigned To (Student)	Item 4 Assigned To (Parent)	Item 4 Assigned To (Community)	Item 4 Assigned To (Other)
5	Item 5 Description	Item 5 Status	Item 5 Date	Item 5 Location	Item 5 Type	Item 5 Category	Item 5 Sub-Category	Item 5 Priority	Item 5 Assigned To	Item 5 Assigned Date	Item 5 Assigned To (Email)	Item 5 Assigned To (Phone)	Item 5 Assigned To (Address)	Item 5 Assigned To (City)	Item 5 Assigned To (State)	Item 5 Assigned To (Zip)	Item 5 Assigned To (Country)	Item 5 Assigned To (Region)	Item 5 Assigned To (District)	Item 5 Assigned To (School)	Item 5 Assigned To (Classroom)	Item 5 Assigned To (Subject)	Item 5 Assigned To (Grade)	Item 5 Assigned To (Teacher)	Item 5 Assigned To (Student)	Item 5 Assigned To (Parent)	Item 5 Assigned To (Community)	Item 5 Assigned To (Other)
6	Item 6 Description	Item 6 Status	Item 6 Date	Item 6 Location	Item 6 Type	Item 6 Category	Item 6 Sub-Category	Item 6 Priority	Item 6 Assigned To	Item 6 Assigned Date	Item 6 Assigned To (Email)	Item 6 Assigned To (Phone)	Item 6 Assigned To (Address)	Item 6 Assigned To (City)	Item 6 Assigned To (State)	Item 6 Assigned To (Zip)	Item 6 Assigned To (Country)	Item 6 Assigned To (Region)	Item 6 Assigned To (District)	Item 6 Assigned To (School)	Item 6 Assigned To (Classroom)	Item 6 Assigned To (Subject)	Item 6 Assigned To (Grade)	Item 6 Assigned To (Teacher)	Item 6 Assigned To (Student)	Item 6 Assigned To (Parent)	Item 6 Assigned To (Community)	Item 6 Assigned To (Other)
7	Item 7 Description	Item 7 Status	Item 7 Date	Item 7 Location	Item 7 Type	Item 7 Category	Item 7 Sub-Category	Item 7 Priority	Item 7 Assigned To	Item 7 Assigned Date	Item 7 Assigned To (Email)	Item 7 Assigned To (Phone)	Item 7 Assigned To (Address)	Item 7 Assigned To (City)	Item 7 Assigned To (State)	Item 7 Assigned To (Zip)	Item 7 Assigned To (Country)	Item 7 Assigned To (Region)	Item 7 Assigned To (District)	Item 7 Assigned To (School)	Item 7 Assigned To (Classroom)	Item 7 Assigned To (Subject)	Item 7 Assigned To (Grade)	Item 7 Assigned To (Teacher)	Item 7 Assigned To (Student)	Item 7 Assigned To (Parent)	Item 7 Assigned To (Community)	Item 7 Assigned To (Other)
8	Item 8 Description	Item 8 Status	Item 8 Date	Item 8 Location	Item 8 Type	Item 8 Category	Item 8 Sub-Category	Item 8 Priority	Item 8 Assigned To	Item 8 Assigned Date	Item 8 Assigned To (Email)	Item 8 Assigned To (Phone)	Item 8 Assigned To (Address)	Item 8 Assigned To (City)	Item 8 Assigned To (State)	Item 8 Assigned To (Zip)	Item 8 Assigned To (Country)	Item 8 Assigned To (Region)	Item 8 Assigned To (District)	Item 8 Assigned To (School)	Item 8 Assigned To (Classroom)	Item 8 Assigned To (Subject)	Item 8 Assigned To (Grade)	Item 8 Assigned To (Teacher)	Item 8 Assigned To (Student)	Item 8 Assigned To (Parent)	Item 8 Assigned To (Community)	Item 8 Assigned To (Other)
9	Item 9 Description	Item 9 Status	Item 9 Date	Item 9 Location	Item 9 Type	Item 9 Category	Item 9 Sub-Category	Item 9 Priority	Item 9 Assigned To	Item 9 Assigned Date	Item 9 Assigned To (Email)	Item 9 Assigned To (Phone)	Item 9 Assigned To (Address)	Item 9 Assigned To (City)	Item 9 Assigned To (State)	Item 9 Assigned To (Zip)	Item 9 Assigned To (Country)	Item 9 Assigned To (Region)	Item 9 Assigned To (District)	Item 9 Assigned To (School)	Item 9 Assigned To (Classroom)	Item 9 Assigned To (Subject)	Item 9 Assigned To (Grade)	Item 9 Assigned To (Teacher)	Item 9 Assigned To (Student)	Item 9 Assigned To (Parent)	Item 9 Assigned To (Community)	Item 9 Assigned To (Other)
10	Item 10 Description	Item 10 Status	Item 10 Date	Item 10 Location	Item 10 Type	Item 10 Category	Item 10 Sub-Category	Item 10 Priority	Item 10 Assigned To	Item 10 Assigned Date	Item 10 Assigned To (Email)	Item 10 Assigned To (Phone)	Item 10 Assigned To (Address)	Item 10 Assigned To (City)	Item 10 Assigned To (State)	Item 10 Assigned To (Zip)	Item 10 Assigned To (Country)	Item 10 Assigned To (Region)	Item 10 Assigned To (District)	Item 10 Assigned To (School)	Item 10 Assigned To (Classroom)	Item 10 Assigned To (Subject)	Item 10 Assigned To (Grade)	Item 10 Assigned To (Teacher)	Item 10 Assigned To (Student)	Item 10 Assigned To (Parent)	Item 10 Assigned To (Community)	Item 10 Assigned To (Other)

2018-2019 Certification Worksheet - Oversight of Schools

School Name: _____
 District: _____
 School Year: _____

NOTE: The completion spreadsheet provided for use by the district personnel must not depart from the template which is provided in the Department's website. Any deviation from the template will result in disqualification of the application. It is the responsibility of the applicant to ensure that the application is complete and accurate. The Department will not accept an application that is incomplete or inaccurate. The Department will not accept an application that is submitted after the deadline. The Department will not accept an application that is submitted by a person who is not an authorized representative of the applicant. The Department will not accept an application that is submitted by a person who is not a resident of the State of Michigan. The Department will not accept an application that is submitted by a person who is not a citizen of the United States. The Department will not accept an application that is submitted by a person who is not a legal resident of the State of Michigan. The Department will not accept an application that is submitted by a person who is not a legal citizen of the United States. The Department will not accept an application that is submitted by a person who is not a legal resident of the State of Michigan or a legal citizen of the United States.

Application Number	Applicant Name	Applicant Address	Applicant Phone	Applicant Email	Applicant Title	Applicant Experience	Applicant Education	Applicant Certification	Applicant Status	Applicant Notes
1	John Doe	123 Main St, Detroit, MI 48201	313-555-1234	john.doe@example.com	Principal	10 years	Master's Degree	Michigan State Board of Education	Active	
2	Jane Smith	456 Oak St, Ann Arbor, MI 48106	734-555-5678	jane.smith@example.com	Assistant Principal	5 years	Master's Degree	Michigan State Board of Education	Active	
3	Michael Johnson	789 Pine St, Grand Rapids, MI 49503	616-555-9012	michael.johnson@example.com	Teacher	3 years	Bachelor's Degree	Michigan State Board of Education	Active	
4	Sarah Williams	101 Elm St, Lansing, MI 48906	517-555-3456	sarah.williams@example.com	Special Education Teacher	8 years	Master's Degree	Michigan State Board of Education	Active	
5	David Brown	202 Maple St, Flint, MI 48903	810-555-7890	david.brown@example.com	Principal	12 years	Master's Degree	Michigan State Board of Education	Active	
6	Emily Davis	303 Birch St, Kalamazoo, MI 49001	269-555-2345	emily.davis@example.com	Assistant Principal	6 years	Master's Degree	Michigan State Board of Education	Active	
7	Robert Miller	404 Cedar St, East Lansing, MI 48824	517-555-6789	robert.miller@example.com	Teacher	4 years	Master's Degree	Michigan State Board of Education	Active	
8	Laura Wilson	505 Spruce St, Westland, MI 48186	734-555-0123	laura.wilson@example.com	Special Education Teacher	7 years	Master's Degree	Michigan State Board of Education	Active	
9	Christopher Moore	606 Ash St, Farmington Hills, MI 48334	248-555-4567	christopher.moore@example.com	Principal	9 years	Master's Degree	Michigan State Board of Education	Active	
10	Amanda Taylor	707 Hickory St, Troy, MI 48064	313-555-8901	amanda.taylor@example.com	Assistant Principal	5 years	Master's Degree	Michigan State Board of Education	Active	

2018-2019 Certification Worksheet - Oversight of Schools

School Name: _____
 District: _____
 School Year: _____

NOTE: An important spreadsheet located for use by the oversight committee is the Oversight Report. This spreadsheet is provided on the department's website. Allowing the oversight committee board leads to determining items as non-compliant. For general information, please refer to the Oversight Report. The Oversight Report is located on the Oversight Committee's website.

Item Number	Item Title	Item Description	Item Status	Item Category	Item Priority	Item Action	Item Date	Item Location	Item Contact	Item Status	Item Date	Item Location	Item Contact	Item Status	Item Date	Item Location	Item Contact	Item Status	Item Date	Item Location	Item Contact
101	Item 101	Item 101 Description	Item 101 Status	Item 101 Category	Item 101 Priority	Item 101 Action	Item 101 Date	Item 101 Location	Item 101 Contact	Item 101 Status	Item 101 Date	Item 101 Location	Item 101 Contact	Item 101 Status	Item 101 Date	Item 101 Location	Item 101 Contact	Item 101 Status	Item 101 Date	Item 101 Location	Item 101 Contact
102	Item 102	Item 102 Description	Item 102 Status	Item 102 Category	Item 102 Priority	Item 102 Action	Item 102 Date	Item 102 Location	Item 102 Contact	Item 102 Status	Item 102 Date	Item 102 Location	Item 102 Contact	Item 102 Status	Item 102 Date	Item 102 Location	Item 102 Contact	Item 102 Status	Item 102 Date	Item 102 Location	Item 102 Contact
103	Item 103	Item 103 Description	Item 103 Status	Item 103 Category	Item 103 Priority	Item 103 Action	Item 103 Date	Item 103 Location	Item 103 Contact	Item 103 Status	Item 103 Date	Item 103 Location	Item 103 Contact	Item 103 Status	Item 103 Date	Item 103 Location	Item 103 Contact	Item 103 Status	Item 103 Date	Item 103 Location	Item 103 Contact
104	Item 104	Item 104 Description	Item 104 Status	Item 104 Category	Item 104 Priority	Item 104 Action	Item 104 Date	Item 104 Location	Item 104 Contact	Item 104 Status	Item 104 Date	Item 104 Location	Item 104 Contact	Item 104 Status	Item 104 Date	Item 104 Location	Item 104 Contact	Item 104 Status	Item 104 Date	Item 104 Location	Item 104 Contact
105	Item 105	Item 105 Description	Item 105 Status	Item 105 Category	Item 105 Priority	Item 105 Action	Item 105 Date	Item 105 Location	Item 105 Contact	Item 105 Status	Item 105 Date	Item 105 Location	Item 105 Contact	Item 105 Status	Item 105 Date	Item 105 Location	Item 105 Contact	Item 105 Status	Item 105 Date	Item 105 Location	Item 105 Contact
106	Item 106	Item 106 Description	Item 106 Status	Item 106 Category	Item 106 Priority	Item 106 Action	Item 106 Date	Item 106 Location	Item 106 Contact	Item 106 Status	Item 106 Date	Item 106 Location	Item 106 Contact	Item 106 Status	Item 106 Date	Item 106 Location	Item 106 Contact	Item 106 Status	Item 106 Date	Item 106 Location	Item 106 Contact
107	Item 107	Item 107 Description	Item 107 Status	Item 107 Category	Item 107 Priority	Item 107 Action	Item 107 Date	Item 107 Location	Item 107 Contact	Item 107 Status	Item 107 Date	Item 107 Location	Item 107 Contact	Item 107 Status	Item 107 Date	Item 107 Location	Item 107 Contact	Item 107 Status	Item 107 Date	Item 107 Location	Item 107 Contact
108	Item 108	Item 108 Description	Item 108 Status	Item 108 Category	Item 108 Priority	Item 108 Action	Item 108 Date	Item 108 Location	Item 108 Contact	Item 108 Status	Item 108 Date	Item 108 Location	Item 108 Contact	Item 108 Status	Item 108 Date	Item 108 Location	Item 108 Contact	Item 108 Status	Item 108 Date	Item 108 Location	Item 108 Contact
109	Item 109	Item 109 Description	Item 109 Status	Item 109 Category	Item 109 Priority	Item 109 Action	Item 109 Date	Item 109 Location	Item 109 Contact	Item 109 Status	Item 109 Date	Item 109 Location	Item 109 Contact	Item 109 Status	Item 109 Date	Item 109 Location	Item 109 Contact	Item 109 Status	Item 109 Date	Item 109 Location	Item 109 Contact
110	Item 110	Item 110 Description	Item 110 Status	Item 110 Category	Item 110 Priority	Item 110 Action	Item 110 Date	Item 110 Location	Item 110 Contact	Item 110 Status	Item 110 Date	Item 110 Location	Item 110 Contact	Item 110 Status	Item 110 Date	Item 110 Location	Item 110 Contact	Item 110 Status	Item 110 Date	Item 110 Location	Item 110 Contact

2018-2019 Certification Worksheet - Oversight of Schools

Student Name: _____
 Student ID: _____
 Student Email: _____

NOTE: The completion of this worksheet is required for all students applying for certification. The completion of this worksheet is required for all students applying for certification. The completion of this worksheet is required for all students applying for certification.

Item	Item Description	Item Code	Item Category	Item Status	Item Date	Item Location	Item Notes	Item Action	Item Status	Item Date	Item Location	Item Notes	Item Action	Item Status	Item Date	Item Location	Item Notes	Item Action
1	Item 1 Description	Item 1 Code	Item 1 Category	Item 1 Status	Item 1 Date	Item 1 Location	Item 1 Notes	Item 1 Action	Item 1 Status	Item 1 Date	Item 1 Location	Item 1 Notes	Item 1 Action	Item 1 Status	Item 1 Date	Item 1 Location	Item 1 Notes	Item 1 Action
2	Item 2 Description	Item 2 Code	Item 2 Category	Item 2 Status	Item 2 Date	Item 2 Location	Item 2 Notes	Item 2 Action	Item 2 Status	Item 2 Date	Item 2 Location	Item 2 Notes	Item 2 Action	Item 2 Status	Item 2 Date	Item 2 Location	Item 2 Notes	Item 2 Action
3	Item 3 Description	Item 3 Code	Item 3 Category	Item 3 Status	Item 3 Date	Item 3 Location	Item 3 Notes	Item 3 Action	Item 3 Status	Item 3 Date	Item 3 Location	Item 3 Notes	Item 3 Action	Item 3 Status	Item 3 Date	Item 3 Location	Item 3 Notes	Item 3 Action
4	Item 4 Description	Item 4 Code	Item 4 Category	Item 4 Status	Item 4 Date	Item 4 Location	Item 4 Notes	Item 4 Action	Item 4 Status	Item 4 Date	Item 4 Location	Item 4 Notes	Item 4 Action	Item 4 Status	Item 4 Date	Item 4 Location	Item 4 Notes	Item 4 Action
5	Item 5 Description	Item 5 Code	Item 5 Category	Item 5 Status	Item 5 Date	Item 5 Location	Item 5 Notes	Item 5 Action	Item 5 Status	Item 5 Date	Item 5 Location	Item 5 Notes	Item 5 Action	Item 5 Status	Item 5 Date	Item 5 Location	Item 5 Notes	Item 5 Action

2018-2019 Certification Worksheet - Oversight of Schools

Worksheet: 2018-2019 Certification Worksheet - Oversight of Schools
 Worksheet ID: 2018-2019 Certification Worksheet - Oversight of Schools
 Worksheet Date: 10/1/2018

(NOTE) The completion requirements identified for you in this spreadsheet should not be confused with the completion dates for the spreadsheet. The completion dates are provided in the spreadsheet. To provide the history of this data has been provided, allowing users only to update at the necessary date. To ensure the proper data is entered.

Worksheet	Worksheet ID	Worksheet Date	Worksheet Title	Worksheet Description	Worksheet Status	Worksheet Category	Worksheet Sub-Category	Worksheet Type	Worksheet Sub-Type	Worksheet Version	Worksheet Author	Worksheet Last Modified	Worksheet Last Modified By	Worksheet Created	Worksheet Created By	Worksheet Deleted	Worksheet Deleted By	Worksheet Deleted Date	Worksheet Deleted Reason
1	2018-2019	10/1/2018	2018-2019 Certification Worksheet - Oversight of Schools	Worksheet for 2018-2019 Certification Worksheet - Oversight of Schools	Active	Worksheet	Worksheet	Worksheet	Worksheet	1.0	Admin	10/1/2018 10:00:00 AM	Admin	10/1/2018 10:00:00 AM	Admin				
2	2018-2019	10/1/2018	2018-2019 Certification Worksheet - Oversight of Schools	Worksheet for 2018-2019 Certification Worksheet - Oversight of Schools	Active	Worksheet	Worksheet	Worksheet	Worksheet	1.0	Admin	10/1/2018 10:00:00 AM	Admin	10/1/2018 10:00:00 AM	Admin				
3	2018-2019	10/1/2018	2018-2019 Certification Worksheet - Oversight of Schools	Worksheet for 2018-2019 Certification Worksheet - Oversight of Schools	Active	Worksheet	Worksheet	Worksheet	Worksheet	1.0	Admin	10/1/2018 10:00:00 AM	Admin	10/1/2018 10:00:00 AM	Admin				
4	2018-2019	10/1/2018	2018-2019 Certification Worksheet - Oversight of Schools	Worksheet for 2018-2019 Certification Worksheet - Oversight of Schools	Active	Worksheet	Worksheet	Worksheet	Worksheet	1.0	Admin	10/1/2018 10:00:00 AM	Admin	10/1/2018 10:00:00 AM	Admin				
5	2018-2019	10/1/2018	2018-2019 Certification Worksheet - Oversight of Schools	Worksheet for 2018-2019 Certification Worksheet - Oversight of Schools	Active	Worksheet	Worksheet	Worksheet	Worksheet	1.0	Admin	10/1/2018 10:00:00 AM	Admin	10/1/2018 10:00:00 AM	Admin				
6	2018-2019	10/1/2018	2018-2019 Certification Worksheet - Oversight of Schools	Worksheet for 2018-2019 Certification Worksheet - Oversight of Schools	Active	Worksheet	Worksheet	Worksheet	Worksheet	1.0	Admin	10/1/2018 10:00:00 AM	Admin	10/1/2018 10:00:00 AM	Admin				
7	2018-2019	10/1/2018	2018-2019 Certification Worksheet - Oversight of Schools	Worksheet for 2018-2019 Certification Worksheet - Oversight of Schools	Active	Worksheet	Worksheet	Worksheet	Worksheet	1.0	Admin	10/1/2018 10:00:00 AM	Admin	10/1/2018 10:00:00 AM	Admin				
8	2018-2019	10/1/2018	2018-2019 Certification Worksheet - Oversight of Schools	Worksheet for 2018-2019 Certification Worksheet - Oversight of Schools	Active	Worksheet	Worksheet	Worksheet	Worksheet	1.0	Admin	10/1/2018 10:00:00 AM	Admin	10/1/2018 10:00:00 AM	Admin				
9	2018-2019	10/1/2018	2018-2019 Certification Worksheet - Oversight of Schools	Worksheet for 2018-2019 Certification Worksheet - Oversight of Schools	Active	Worksheet	Worksheet	Worksheet	Worksheet	1.0	Admin	10/1/2018 10:00:00 AM	Admin	10/1/2018 10:00:00 AM	Admin				
10	2018-2019	10/1/2018	2018-2019 Certification Worksheet - Oversight of Schools	Worksheet for 2018-2019 Certification Worksheet - Oversight of Schools	Active	Worksheet	Worksheet	Worksheet	Worksheet	1.0	Admin	10/1/2018 10:00:00 AM	Admin	10/1/2018 10:00:00 AM	Admin				

2018-2019 Certification Worksheet - Oversight of Schools

Worksheet: 2018-2019 Oversight
 School Name: _____
 School Year: 2018-2019

NOTE: This document is intended to be used by the oversight committee to track and document the oversight of the school's operations. It is not intended to be used as a record of the school's operations. The oversight committee should use this document to track and document the oversight of the school's operations. The oversight committee should use this document to track and document the oversight of the school's operations.

Item Number	Item Name	Item Description	Item Status	Item Location	Item Date	Item Category	Item Sub-Category	Item Priority	Item Assigned To	Item Assigned Date	Item Assigned By	Item Assigned To	Item Assigned Date	Item Assigned By	Item Assigned To	Item Assigned Date	Item Assigned By	Item Assigned To	Item Assigned Date	Item Assigned By
1	Item 1	Item 1 Description	Item 1 Status	Item 1 Location	Item 1 Date	Item 1 Category	Item 1 Sub-Category	Item 1 Priority	Item 1 Assigned To	Item 1 Assigned Date	Item 1 Assigned By	Item 1 Assigned To	Item 1 Assigned Date	Item 1 Assigned By	Item 1 Assigned To	Item 1 Assigned Date	Item 1 Assigned By	Item 1 Assigned To	Item 1 Assigned Date	Item 1 Assigned By
2	Item 2	Item 2 Description	Item 2 Status	Item 2 Location	Item 2 Date	Item 2 Category	Item 2 Sub-Category	Item 2 Priority	Item 2 Assigned To	Item 2 Assigned Date	Item 2 Assigned By	Item 2 Assigned To	Item 2 Assigned Date	Item 2 Assigned By	Item 2 Assigned To	Item 2 Assigned Date	Item 2 Assigned By	Item 2 Assigned To	Item 2 Assigned Date	Item 2 Assigned By
3	Item 3	Item 3 Description	Item 3 Status	Item 3 Location	Item 3 Date	Item 3 Category	Item 3 Sub-Category	Item 3 Priority	Item 3 Assigned To	Item 3 Assigned Date	Item 3 Assigned By	Item 3 Assigned To	Item 3 Assigned Date	Item 3 Assigned By	Item 3 Assigned To	Item 3 Assigned Date	Item 3 Assigned By	Item 3 Assigned To	Item 3 Assigned Date	Item 3 Assigned By
4	Item 4	Item 4 Description	Item 4 Status	Item 4 Location	Item 4 Date	Item 4 Category	Item 4 Sub-Category	Item 4 Priority	Item 4 Assigned To	Item 4 Assigned Date	Item 4 Assigned By	Item 4 Assigned To	Item 4 Assigned Date	Item 4 Assigned By	Item 4 Assigned To	Item 4 Assigned Date	Item 4 Assigned By	Item 4 Assigned To	Item 4 Assigned Date	Item 4 Assigned By
5	Item 5	Item 5 Description	Item 5 Status	Item 5 Location	Item 5 Date	Item 5 Category	Item 5 Sub-Category	Item 5 Priority	Item 5 Assigned To	Item 5 Assigned Date	Item 5 Assigned By	Item 5 Assigned To	Item 5 Assigned Date	Item 5 Assigned By	Item 5 Assigned To	Item 5 Assigned Date	Item 5 Assigned By	Item 5 Assigned To	Item 5 Assigned Date	Item 5 Assigned By
6	Item 6	Item 6 Description	Item 6 Status	Item 6 Location	Item 6 Date	Item 6 Category	Item 6 Sub-Category	Item 6 Priority	Item 6 Assigned To	Item 6 Assigned Date	Item 6 Assigned By	Item 6 Assigned To	Item 6 Assigned Date	Item 6 Assigned By	Item 6 Assigned To	Item 6 Assigned Date	Item 6 Assigned By	Item 6 Assigned To	Item 6 Assigned Date	Item 6 Assigned By
7	Item 7	Item 7 Description	Item 7 Status	Item 7 Location	Item 7 Date	Item 7 Category	Item 7 Sub-Category	Item 7 Priority	Item 7 Assigned To	Item 7 Assigned Date	Item 7 Assigned By	Item 7 Assigned To	Item 7 Assigned Date	Item 7 Assigned By	Item 7 Assigned To	Item 7 Assigned Date	Item 7 Assigned By	Item 7 Assigned To	Item 7 Assigned Date	Item 7 Assigned By
8	Item 8	Item 8 Description	Item 8 Status	Item 8 Location	Item 8 Date	Item 8 Category	Item 8 Sub-Category	Item 8 Priority	Item 8 Assigned To	Item 8 Assigned Date	Item 8 Assigned By	Item 8 Assigned To	Item 8 Assigned Date	Item 8 Assigned By	Item 8 Assigned To	Item 8 Assigned Date	Item 8 Assigned By	Item 8 Assigned To	Item 8 Assigned Date	Item 8 Assigned By
9	Item 9	Item 9 Description	Item 9 Status	Item 9 Location	Item 9 Date	Item 9 Category	Item 9 Sub-Category	Item 9 Priority	Item 9 Assigned To	Item 9 Assigned Date	Item 9 Assigned By	Item 9 Assigned To	Item 9 Assigned Date	Item 9 Assigned By	Item 9 Assigned To	Item 9 Assigned Date	Item 9 Assigned By	Item 9 Assigned To	Item 9 Assigned Date	Item 9 Assigned By
10	Item 10	Item 10 Description	Item 10 Status	Item 10 Location	Item 10 Date	Item 10 Category	Item 10 Sub-Category	Item 10 Priority	Item 10 Assigned To	Item 10 Assigned Date	Item 10 Assigned By	Item 10 Assigned To	Item 10 Assigned Date	Item 10 Assigned By	Item 10 Assigned To	Item 10 Assigned Date	Item 10 Assigned By	Item 10 Assigned To	Item 10 Assigned Date	Item 10 Assigned By

SPONSOR SITE VISIT

COMPLIANCE WITH CONTRACTUAL OBLIGATIONS

Sponsor Representative: David J. Brand, CHD

Date of Site Visit: October 19, 2018

School Name: ODA

School Representative: Dr. Varrati, CEO

This site visit evaluates the School's compliance with the contractual obligations in its sponsor contract. To accomplish this, the Sponsor has reproduced each section of the contract below. The Sponsor recognizes that certain items within the sponsor contract may be reviewed during other site visits (e.g. compliance with all applicable laws and rules; and academic performance measures) or does not reflect on obligations of the School (e.g. it reflects on Sponsor obligation). Such items may be marked with "N/A." If documentation is used to evaluate compliance, please attach the documentation.

Contractual Language	Method of Evaluation			Compliance Determination		Notes	
	Certification	Documentation (attach)	N/A (reviewed elsewhere)	Yes	No		
<p>A. This Successor Contract is entered into pursuant to Chapter 3314 of the Ohio Revised Code, and specifically Section 3314.03(E) of the Ohio Revised Code, for the purpose of renewing the SPONSOR's sponsorship of the SCHOOL, as a conversion-type community school upon the terms and conditions contained herein. The SCHOOL shall utilize certain resources converted to the SCHOOL's use by the SPONSOR, including but not limited to portions of the SPONSOR's facilities, staff, equipment, instructional materials,</p>	OK		N/A	Yes	No	N/A	Compliance

<p>curriculum, and educational strategy, as determined to be appropriate by the SPONSOR, in the SPONSOR's sole discretion. The SCHOOL shall be a public school, legally separate from any school district, and part of the state education program. Pursuant to Section 3314.01 of the Ohio Revised Code, and except as otherwise provided hereunder, the SCHOOL may sue and be sued, acquire facilities as needed, and contract for services necessary for the operation of the SCHOOL. As the SCHOOL's Governing Authority, the Board of Directors of the SCHOOL may carry out any act and ensure the performance of any function that is in compliance with the Ohio Constitution, Chapter 3314 of the Ohio Revised Code, other statutes applicable to community schools, and this Successor Contract.</p>				Yes	No	N/A	Compliance
<p>B. Except as otherwise provided herein, this Successor Contract supersedes in its entirety the Successor Sponsorship Contract dated December 17, 2012, and the parties waive any rights pursuant to said contract with respect to future performance.</p>	OK			Yes	No	N/A	Performance
<p>C. The SCHOOL is classified as a dropout prevention and recovery school pursuant to Section 3314.36 of the Ohio Revised Code and Section</p>		OK		Yes	No	N/A	Performance

<p>3301-102-10(A) of the Ohio Administrative Code and thus primarily enrolls students that: (a) are at least one grade level behind their cohort age groups; (b) experience crises that significantly interfere with their academic progress such that they are prevented from continuing their traditional programs; and/or (c) dropped out of high school or are at risk of dropping out of high school due to poor attendance, disciplinary problems, or suspensions.</p>				Yes	No	N/A	<p>PER Conference</p>
<p>D. The Board of Directors is not presently planning to seek designation for the SCHOOL, as a STEM school equivalent under Section 3326.032 of the Ohio Revised Code.</p>	OK			Yes	No	N/A	<p>PER Conference</p>
<p>ARTICLE II – BOARD OF DIRECTORS</p>							
<p>A. The Board of Directors shall be responsible for carrying out the provisions of this Successor Contract and shall be appointed in accordance with the SCHOOL's code of regulations.</p>	OK			Yes	No	N/A	<p>Compliance</p>
<p>B. The SCHOOL shall post the names of the Board of Directors members on its website. The SCHOOL shall also provide the names and addresses of the Board of Directors members to the SPONSOR and to the Ohio</p>	OK			Yes	No	N/A	<p>Visual confirmation of posting on website</p>

Department of Education upon request. The current Board of Directors is composed of the following individuals:

- Charles "Gil" Snyder
- Hugh Berry
- Agnes Swigart
- Perry Hersberger
- Greg Goodie

<p>C. No individual shall be a member of the Board of Directors if he/she: (1) owes the State any money or is in a dispute over whether he/she owes the State any money concerning the operation of a community school that has closed; (2) is subject to Section 3319.31(B) of the Ohio Revised Code with respect to refusal, limitation, or revocation of a license to teach, if he/she were a licensed educator; (3) has pleaded guilty to or been convicted of theft in office under Section 2921.41 of the Ohio Revised Code, or has pleaded guilty to or been convicted of a substantially similar offense in another state; (4) is an employee of the SPONSOR; or (5) is a member of a school district board of education.</p>	<p>Yes</p>			<p>No</p>	<p>Complete</p>
<p>D. No individual shall be a member of the Board of Directors unless and until he/she has submitted to a criminal records check in the manner</p>	<p>Yes</p>			<p>Yes</p>	<p>Complete</p>

prescribed by Section 3319.39 of the Ohio Revised Code.						
E. No present or former member of the Board of Directors, or immediate relative of a present or former member of the Board of Directors shall be an officer of the SPONSOR, serve as an employee of or a consultant for the SPONSOR, or have supervisory authority over the SPONSOR unless at least one year has elapsed since the conclusion of the individual's membership on the Board of Directors.	DJK			Yes		Compliance
F. Each member of the Board of Directors shall annually file a disclosure statement setting forth the names of any immediate relatives or business associates employed by any of the following within the previous three years: (1) the SPONSOR; (2) an operator of the SCHOOL; (3) a school district or educational service center that has contracted with the SCHOOL; and/or (4) a vendor that is or has engaged in business with the SCHOOL.	DJK			Yes		Compliance
ARTICLE III - TERM						
A. Except as otherwise provided herein, the Term of this Successor Contract shall be for a period of one year, commencing on July 1, 2018, and ending on June 30, 2019.	DJK			Yes	N/A	Compliance

<p>B. The SPONSOR may, at its sole option, accelerate the term of this Successor Contract by giving written notice of the same to the SCHOOL by January 15 of any year, in which event this Successor Contract shall expire on June 30th of such year. The SCHOOL agrees not to contest in any forum the SPONSOR's exercise of this option.</p>	<p><i>OK</i></p>		<p><i>Yes</i></p>		<p><i>Complaint Reviewed w/ced</i></p>
<p>C. In accordance with Section 3314.07(B)(1) of the Ohio Revised Code, the SPONSOR may choose not to renew the Successor Contract at its expiration or may choose to terminate the Successor Contract prior to its expiration for any of the following reasons: (a) failure to meet student performance requirements stated in the Successor Contract; (b) failure to meet generally accepted standards of fiscal management; (c) violation of any provision of the Successor Contract or applicable state or federal law; or (d) other good cause. The SPONSOR may suspend the operations of the SCHOOL in accordance with Section 3314.072 of the Ohio Revised Code and may place the SCHOOL on probationary status in accordance with Section 3314.073 of the Ohio Revised Code.</p>	<p><i>OK</i></p>		<p><i>Yes</i></p>		<p><i>Complaint Reviewed process w/ced</i></p>

D. In the event that the SPONSOR terminates or non-renews this Successor Contract, the Board of Directors may immediately contract with a new sponsor to assume the sponsorship of the SCHOOL, effective on the date of the termination or non-renewal.		N/A DSM		N/A	N/A or this year
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ARTICLE IV – RESPONSIBILITIES OF THE SCHOOL

A. The SCHOOL has been established as and shall remain a non-profit or public benefit corporation pursuant to Chapter 1702 of the Ohio Revised Code.	DSM		Yes	No	N/A N/A Vision Review of documents Compliant
B. The SCHOOL is a conversion school as defined in Chapter 3314 of the Ohio Revised Code.		N/A N/A	Yes	No	N/A N/A
C. The SCHOOL shall open for operation not later than the thirtieth day of September each school year, unless the mission of the SCHOOL is solely to serve dropouts.	DSM		Yes	No	N/A N/A Caucasian Review Operating Agreement
D. <u>Facilities</u>			Yes	No	N/A
1. The SCHOOL shall utilize the following facilities: a. The SCHOOL currently utilizes a 10,000 square foot facility located at 400 Mill Avenue, S.E., Suite 901, New Philadelphia, Ohio 44663.	DSM		Yes	No	N/A N/A Compliant

The Board of Directors leases said facility from Glimcher, who has no relationship to an operator of the SCHOOL, for a term of ten (10) years. The Board of Directors pays an annual rent of \$62,000.04 to utilize said facilities. In addition to the payment of rent, the Board of Directors also pays for other costs that it incurs from its use of said facilities, such as utilities, insurance, and maintenance.

b. The SCHOOL currently utilizes a 2,000 square foot facility located at 5122 State Route 39, P.O. Box 285, Berlin, Ohio 44610. The Board of Directors leases said facility from Royal Development, who has no relationship to an operator of the SCHOOL, for a term of one (1) year. The Board of Directors pays an annual rent of \$14,400.00 to utilize said facilities. In addition to the payment of rent, the Board of Directors also pays for other costs that it incurs from its use of said facilities, such as utilities, insurance, and maintenance.

<p>c. The SCHOOL currently utilizes a 2,500 square foot facility located at 108 East 5th Street, East Liverpool, Ohio 43920. The Board of Directors leases said facility from Brandon Dahl, who has no relationship to an operator of the SCHOOL, for a term of three (3) years. The Board of Directors pays an annual rent of \$13,200.00 to utilize said facilities. In addition to the payment of rent, the Board of Directors also pays approximately \$13,200.00 per year for other costs that it incurs from its use of said facilities, such as utilities, insurance, and maintenance.</p>						
<p>d. The SCHOOL currently utilizes a 1,400 square foot facility located at 2228 Sunset Boulevard, Suite 2B, Steubenville, Ohio 43952. The Board of Directors leases said facility from OME-RESA Information Technology Center, who has no relationship to an operator of the SCHOOL, for a term of one (1) year. The Board of Directors pays an annual rent of \$13,908.00 to utilize said facilities. In addition to the</p>						

<p>payment of rent, the Board of Directors also pays for other costs that it incurs from its use of said facilities, such as utilities, insurance, and maintenance.</p>						
<p>2. The Governing Authority may, at any time and in its sole discretion, change the location of its facilities, reduce the number of its facilities, or increase the number of its facilities to the extent permitted by law.</p>			N/A	Yes	No	<p>N/A N/A or this Complete</p>
<p>3. The SCHOOL shall provide its students a location within a fifty-mile radius of the student's residence at which to complete the statewide achievement and diagnostic assessments prescribed under Sections 3301.079, 3301.0710, and 3301.0712 of the Ohio Revised Code. The SCHOOL may provide its students with a location within a fifty-mile radius of the student's residence at which the student may receive counseling, instructional coaching, and testing assistance.</p>	DJK			Yes	No	<p>Review of testing plan</p>
<p>4. The SCHOOL shall not enter into a contract with a nonpublic school to use or rent any facility space at the nonpublic school for the provision of instructional services to students enrolled in the SCHOOL.</p>	DJK			Yes	No	<p>Review testing plan & facility plan</p>

<p>E. The SCHOOL's central base of operation shall be located at 400 Mill Avenue S.W., Suite 901, New Philadelphia, Ohio 44663. The SPONSOR shall maintain a representative within fifty miles of said location to provide monitoring and assistance to the SCHOOL.</p>	<p><i>OK</i></p>			<p><i>Yes</i></p>	<p>No</p>	<p>N/A</p>	<p><i>Compliant</i></p>
<p>F. The SCHOOL shall, at all times, have a designated Fiscal Officer that is licensed as a school treasurer pursuant to Section 3301.074 of the Ohio Revised Code. Except as provided for in Section 3314.011(D) of the Ohio Revised Code, the Fiscal Officer shall be employed by or engaged under a contract with the Board of Directors. As required by Section 3314.011(B) of the Ohio Revised Code, the Fiscal Officer shall, before entering upon his/her duties, execute a bond in an amount and with surety to be approved by the Board of Directors, payable to the State of Ohio, conditioned for the faithful performance of all the official duties required of the Fiscal Officer. Said bond shall be deposited with the Board of Directors, and a copy thereof, certified by the Board of Directors, shall be filed with the Tuscarawas County Auditor.</p>	<p><i>OK</i></p>			<p><i>Yes</i></p>	<p>No</p>	<p>N/A</p>	<p><i>Compliant Review of license & correct on file</i></p>

<p>G. The Board of Directors shall purchase liability insurance or otherwise provide for the potential liability of the SCHOOL.</p>	<p><i>OK</i></p>		<p>Yes</p>	<p>No</p>	<p>N/A</p>	<p><i>File Review</i></p>
<p>H. The SCHOOL shall be nonsectarian in its programs, admission policies, employment practices, and all other operations, and will not be operated by a sectarian school or religious institution.</p>	<p><i>OK</i></p>		<p>Yes</p>	<p>No</p>	<p>N/A</p>	<p><i>Reviewed w/ced</i></p>
<p>I. The SCHOOL shall comply with Sections 9.90, 9.91, 109.65, 121.22, 149.43, 2151.357, 2151.421, 2313.19, 3301.0710, 3301.0711, 3301.0712, 3301.0715, 3301.0729, 3301.948, 3313.472, 3313.50, 3313.536, 3313.539, 3313.5310, 3313.608, 3313.609, 3313.6012, 3313.6013, 3313.6014, 3313.6015, 3313.6020, 3313.643, 3313.648, 3313.6411, 3313.66, 3313.661, 3313.662, 3313.666, 3313.667, 3313.668, 3313.67, 3313.671, 3313.672, 3313.673, 3313.69, 3313.71, 3313.716, 3313.718, 3313.719, 3313.7112, 3313.721, 3313.80, 3313.814, 3313.816, 3313.817, 3313.86, 3313.89, 3313.96, 3319.073, 3319.074, 3319.321, 3319.39, 3319.391, 3319.41, 3319.46, 3321.01, 3321.041, 3321.13, 3321.14, 3321.17, 3321.18, 3321.19, 3321.191, 3327.10, 4111.17, 4113.52, and 5705.391 and Chapters 117, 1347, 2744, 3365, 3742, 4112, 4123, 4141, and 4167, of the Ohio Revised Code as if it were a school district and shall comply with Section 3301.0714 of the Ohio Revised Code in the manner</p>	<p><i>OK</i></p>		<p>Yes</p>	<p>No</p>	<p>N/A</p>	<p><i>Reviewed w/ced</i></p>

specified in Section 3314.17 of the Ohio Revised Code

<p>J. To the extent applicable, the SCHOOL shall comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Improvement Act (IDEIA), and Ohio Administrative Code Chapter 3301-51, except that nothing contained herein is, or shall be construed to be, a waiver of any exceptions, exclusions or other rights that the SCHOOL may have or may avail itself of under the foregoing or any other applicable state or federal law. To the extent permitted by law, the SCHOOL shall not be required to fundamentally alter its program or incur an undue financial or other hardship in the operation of its program.</p>	<p><i>DK</i></p>			<p>Yes</p>	<p>No</p>	<p>N/A</p>	<p><i>Compliance</i></p>
<p>K. The SCHOOL shall comply with Chapter 102 and Section 2921.42 of the Ohio Revised Code.</p>	<p><i>DK</i></p>			<p>Yes</p>			<p><i>Compliance</i></p>
<p>L. As required by Section 3314.03(A)(24) of the Ohio Revised Code, the SCHOOL shall comply with Sections 3302.04 and 3302.041 of the Ohio Revised Code, except that any action required to be taken by a school district shall be taken by the SPONSOR (except that the</p>	<p><i>DK</i></p>			<p>Yes</p>		<p>N/A</p>	<p><i>Compliance</i></p>



SPONSOR shall not be required to take any action described in Section 3302.04(F)).					Yes	No	N/A	
M. <u>Educational Program</u>				Yes	No	N/A		
1. The SCHOOL shall operate in substantial compliance with Exhibit 1 ("Educational Plan"), which exhibit is attached hereto and incorporated by reference herein, including but not limited to provisions in such Exhibit concerning the SCHOOL's mission, the characteristics of the students the SCHOOL is expected to attract, the ages and grades of students, and the focus of the curriculum.	OK			Yes	No	N/A	Compliance	
2. The SCHOOL shall provide "learning opportunities" to a minimum of twenty-five (25) students for a minimum of nine hundred twenty (920) hours per school year.	OK			Yes	No	N/A	Review of in Handbook & 1000 hours	
a. "Learning opportunities" are defined as including the SCHOOL's internet- based and book-based curriculum, student-SCHOOL interactions, and independently-completed SCHOOL assignments. Learning opportunities also include orientation activities that introduce students to the educational program of the								

<p>SCHOOL (including the use of technology) and other curriculum and educational activities approved by the SCHOOL to meet the needs of its students. In addition, the SCHOOL offers students credit flex opportunities that will enhance their academic and life experiences as permitted by O.R.C. §3314.03(A)(23).</p> <p>b. The learning opportunities shall comply with the criteria for student participation established by the Ohio Department of Education under Section 3314.08(H)(2) of the Ohio Revised Code.</p> <p>c. The learning opportunities provided to any given student may be customized from among those offered by the SCHOOL in order to serve the individual student's needs.</p> <p>d. A student's participation shall be determined jointly by the student's teachers and the SCHOOL's administrators based upon attendance, participation logs, performance, work products submitted by the student.</p>						
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<p>e. No student enrolled in the SCHOOL may participate in more than ten hours of learning opportunities in any period of twenty-four consecutive hours.</p> <p>f. As required by Section 3314.27 of the Ohio Revised Code, the SCHOOL shall keep an accurate record of each student's participation in learning opportunities each day. Said record shall be kept in such a manner that the information contained therein may easily be submitted to the Ohio Department of Education or to the Auditor of State.</p> <p>g. The SCHOOL shall not operate using a blended learning model.</p>				Yes	No	N/A	
<p>3. Except as otherwise provided by Sections 3314.22(A)(2) or (3) of the Ohio Revised Code, the SCHOOL shall supply each student enrolled in the SCHOOL with a computer.</p>	DJK			Yes	No	N/A	Record Review Compliant
<p>4. As required by Section 3314.23 of the Ohio Revised Code, the SCHOOL shall comply with the standards</p>	DJK			Yes	No	N/A	Compliant

<p>developed by the international association for K-12 learning.</p>						N/A	
<p>5. The SCHOOL shall use a filtering device or install filtering software that protects against internet access to materials that are obscene or harmful to juveniles on each computer provided to students for instructional use. The SCHOOL shall provide such device or software at no cost to any student who works primarily from the student's residence on a computer obtained from a source other than the school.</p>	OK			Yes	No	N/A	<p>Reviewed Compliant</p>
<p>6. Each student enrolled in the SCHOOL shall be assigned to at least one teacher of record. No teacher of record shall be primarily responsible for the academic development and achievement of more than one hundred twenty-five students. Pursuant to Section 3314.21 of the Ohio Revised Code, teachers shall conduct periodic visits with their students in person, which would include face to face and digital means throughout the school year, as provided in the Educational Plan.</p>	OK			Yes	No	N/A	<p>Compliant Record Review</p>
<p>7. As required by Section 3314.271(D) of the Ohio Revised Code, the SCHOOL shall, on a periodic basis throughout each school year, communicate with each student's</p>	OK			Yes	No	N/A	<p>Record Review Compliant</p>

<p>parent, guardian, or custodian regarding the performance and progress of that student. The SCHOOL shall also provide opportunities for parent-teacher conferences, shall document the SCHOOL's requests for such conferences, and may permit students to participate in the conferences. Parent-teacher conferences may be conducted through electronic means.</p>				Yes	No	N/A	
<p>8. To the extent applicable, the SCHOOL shall comply with Sections 3313.61, 3313.611, and 3313.614 of the Ohio Revised Code, except that for students who enter ninth grade for the first time before July 1, 2010, the requirement in Sections 3313.61 and 3313.611 of the Ohio Revised Code that a person must successfully complete the curriculum in any high school prior to receiving a high school diploma may be met by completing the curriculum adopted by the Board of Directors rather than the curriculum specified in Title XXXIII of the Ohio Revised Code or any rules of the State Board of Education. Beginning with students who enter ninth grade for the first time on or after July 1, 2010, the requirement in Sections 3313.61 and 3313.611 of the Ohio Revised Code that a person must successfully complete the curriculum of a high school prior to receiving a</p>	<p><i>DNK</i></p>			Yes			<p><i>Compliant</i></p>

<p>high school diploma shall be met by completing the requirements prescribed in Section 3313.603(C) of the Ohio Revised Code, unless the person qualifies under Section 3313.603(D) or (F) of the Ohio Revised Code. The SCHOOL shall comply with the plan for awarding high school credit based on demonstration of subject area competency, and beginning with the 2017-2018 school year, with the updated plan that permits students enrolled in seventh and eighth grade to meet curriculum requirements based on subject area competency adopted by the State Board of Education under divisions (J)(1) and (2) of section 3313.603 of the Revised Code. Beginning with the 2018-2019 school year, the SCHOOL shall comply with the framework for granting units of high school credit to students who demonstrate subject area competency through work-based learning experiences, internships, or cooperative education developed by the department under division (J)(3) of section 3313.603 of the Revised Code.</p>					Yes	No	N/A	
<p>9. The SCHOOL shall seek to achieve racial and ethnic balance reflective of the community it serves by publicizing and marketing the SCHOOL in, and recruiting students</p>					Yes	No	N/A	

<p>from, all segments of such community. The SCHOOL shall provide notices to students, parents, staff and the general public that all educational programs are available without regard to race, creed, color, handicapping condition or sex. Further, the SCHOOL, shall provide the non-discrimination notice in such media as newsletters, annual reports, administrative reports, program information, handbooks, application forms, and promotional materials.</p>						
<p>10. In accordance with Section 3314.28 of the Ohio Revised Code, the SCHOOL shall annually submit to the SPONSOR on or before the first day of September a plan for providing special education and related services to disabled students enrolled in the SCHOOL. As authorized by Section 3314.022 of the Ohio Revised Code, the Board of Directors may contract with the governing authority of another community school, the board of education of a school district, the governing board of an educational service center, a county board of developmental disabilities, or the administrative authority of a nonpublic school for provision of services for any disabled student enrolled at the SCHOOL.</p>	<p><i>DNB</i></p>			<p><i>Yes</i></p>		<p><i>Compliant</i></p>

<p>11. Subject to capacity limitations and except as otherwise provided herein, the SCHOOL shall admit students who are entitled to attend school in any school district in Ohio. Consistent with the foregoing, the Board of Directors has adopted or shall adopt admission policies and procedures that comply with Sections 3314.06 and, if applicable, 3314.061 of the Ohio Revised Code, which are incorporated by reference herein. The SCHOOL shall not discriminate in the admission of students on the basis of race, creed, color, handicapping condition, or sex. Upon the admission of any handicapped student, the SCHOOL will comply with all federal and state laws regarding the education of handicapped students.</p>	<p><i>DK</i></p>			<p>Yes</p>	<p>No</p>	<p>N/A</p>	<p><i>Compliant</i></p>
<p>12. As required by Section 3314.271(A) of the Ohio Revised Code, the SCHOOL shall offer a student orientation course and shall notify each student who enrolls in the SCHOOL of his/her opportunity to participate in said orientation course.</p>	<p><i>DK</i></p>			<p>Yes</p>			<p><i>Compliant</i></p>
<p>13. The SCHOOL shall not enroll more students than the number permitted by its enrollment limit established by the Ohio Department of Education pursuant to Section 3314.20 of the Ohio Revised Code.</p>	<p><i>DK</i></p>			<p>Yes</p>			<p><i>Compliant</i></p>

<p>14. The Board of Directors has adopted or shall adopt an attendance policy that includes a procedure for automatically withdrawing a student from the SCHOOL if the student, without a legitimate excuse, fails to participate in seventy-two (72) consecutive hours of the learning opportunities offered to the student, which is incorporated by reference herein.</p>	<p><i>OK</i></p>		<p><i>Yes</i></p>		<p>N/A</p>	<p><i>Parent Review OK</i></p>
<p>15. The SCHOOL's attendance and participation policies shall be available for public inspection.</p>	<p><i>OK</i></p>		<p><i>Yes</i></p>		<p>N/A</p>	<p><i>Compliant</i></p>
<p>16. As required by Section 3314.26(A) of the Ohio Revised Code, the SCHOOL shall withdraw any student who, for two consecutive school years of enrollment in the SCHOOL, has failed to participate in the spring administration of any assessment prescribed under Sections 3301.0710 or 3301.0712 of the Ohio Revised Code for the student's grade level, and was not excused from the assessment pursuant to Section 3301.0711(C)(1) or (3) of the Ohio Revised Code, regardless of whether a waiver was granted for the student under Section 3314.08(L)(3) of the Ohio Revised Code. The SCHOOL shall report any such student's data verification code, as assigned pursuant to Section 3301.0714 of the Ohio Revised Code, to the Ohio Department of Education.</p>	<p><i>OK</i></p>		<p><i>Yes</i></p>		<p>N/A</p>	<p><i>Compliant</i></p>

<p>17. The SCHOOL's attendance and participation records shall be made available to the Ohio Department of Education, the Auditor of State, and the SPONSOR to the extent permitted by Section 3319.321 of the Ohio Revised Code and the Family Educational Rights and Privacy Act of 1974 (20 USC 1232g).</p>	<p><i>OK</i></p>		<p><i>Yes</i></p>			<p><i>Compliant</i></p>
<p>18. The SCHOOL shall provide written notice of the provisions set forth in Section 3314.22(A) of the Ohio Revised Code to each parent who is considering enrolling his/her child in the SCHOOL, and to each parent whose child is already enrolled in the SCHOOL.</p>	<p><i>OK</i></p>		<p><i>Yes</i></p>			<p><i>File Review</i></p>
<p>19. The SCHOOL shall distribute the written notice required by Section 3314.041 of the Ohio Revised Code to the parents of all students enrolled in the SCHOOL.</p>	<p><i>OK</i></p>		<p><i>Yes</i></p>			<p><i>File Review</i></p>
<p>20. The SCHOOL shall annually submit to the Ohio Department of Education and Auditor of State a report of each instance under which a student who is enrolled in the SCHOOL resides in a children's residential center as defined under Section 5103.05 of the Ohio Revised Code.</p>	<p><i>OK</i></p>		<p><i>Yes</i></p>			<p><i>File Review</i></p>

N. <u>Financial Plan</u>						
1. The SCHOOL shall operate in substantial compliance with Exhibit 2 ("Financial Plan"), attached hereto and incorporated by reference herein, which establishes an estimated SCHOOL budget for each year of the period of this Successor Contract and a total estimated per pupil expenditure amount for each such year.	DJK		Yes			Review
2. The Board of Directors, with the assistance of the SCHOOL's Fiscal Officer, shall adopt an annual budget by the thirty-first day of October each year. Said budget shall be in the format developed by the Ohio Department of Education and include the information set forth in Section 3314.032(C) of the Ohio Revised Code.	DR		Yes			Board Review
3. The SCHOOL shall be audited by the Auditor of State. Financial records of the SCHOOL shall be maintained in the same manner as are financial records of school districts and pursuant to rules of the Auditor of State. Audits shall be conducted in accordance with section 117.10 of the Ohio Revised Code.	DJK		Yes			Audit Review
4. The SCHOOL shall comply with policies and procedures regarding internal financial controls that are	DR		Yes			Compliant

<p>5. The Board of Directors shall comply with the standards for financial reporting adopted under Section 3301.07(B)(2) of the Ohio Revised Code.</p>	OK			Yes	No	N/A	Compliant
<p>6. The SCHOOL shall not charge tuition for the enrollment of any individual who is a resident of Ohio. The SCHOOL may charge tuition for the enrollment of any individual age five (5) to twenty-two (22) who is not a resident of Ohio.</p>	OK			Yes	No	N/A	Compliant
<p>7. In accordance with Section 3314.08(G)(1) of the Ohio Revised Code, the SCHOOL may borrow money to pay any necessary and actual expenses of the SCHOOL in anticipation of the receipt of any portion of the payments to be received by the SCHOOL pursuant to Section 3314.08(C) of the Ohio Revised Code. The SCHOOL may issue notes to evidence such borrowing, and the proceeds of such notes shall be used only for the purposes for which the anticipated receipts may be lawfully expended by the SCHOOL.</p>	OK			Yes	No	N/A	Not OK

<p>8. If the SCHOOL contracts with an operator, all money that said operator loans to the SCHOOL, including facilities loans or cash flow assistance, shall be accounted for, documented, and bear interest at a fair market rate.</p>			N/A		N/A	N/A
<p>O. <u>Management and Administration</u></p> <p>1. The SCHOOL shall, from time to time, remove and appoint members of the Board of Directors in accordance with the SCHOOL's governing documents and consistent with the criteria established herein, or as otherwise agreed by the parties.</p>	D/K			Yes		Revised procedures as we expect 3 new members out soon for our school year
<p>2. The administration and management of the SCHOOL shall be substantially as set forth in Exhibit 3 ("Management and Administrative Plan"), attached hereto and incorporated by reference herein, and in the Educational Plan.</p>	D/K			Yes		As required
<p>3. The Board of Directors may employ teaching and nonteaching employees necessary to carry out its mission and fulfill its contractual obligations. The arrangements for providing health and other benefits to such employees are set forth in the Management and Administrative Plan.</p>	D/K			Yes		Compliance

<p>4. Classroom teachers shall be certified/licensed in accordance with Sections 3319.22 to 3319.31 of the Ohio Revised Code, except that non-certified/non-licensed persons may teach up to twelve hours per week pursuant to Section 3319.301 of the Ohio Revised Code. The requirement of certification or licensure may be fulfilled by either a teaching certificate/license or temporary or interim teaching certificate/license as issued by the Ohio Department of Education.</p>	DJK			Yes		File Review
<p>5. The SCHOOL shall comply with the procedures set forth in the Management and Administrative Plan for resolving disputes or differences of opinion between it and the SPONSOR.</p>	DJK			Yes		Done at this point but leave a process
<p>P. <u>Assessment and Accountability Plan</u></p>						
<p>I. The SPONSOR and the SCHOOL shall assess student achievement, and the evaluation of the SCHOOL's performance shall be based on the academic, operational, and governance standards and goals identified in the Educational Plan, and in Exhibit 4 ("Assessment and Accountability Plan"), which exhibit is attached hereto and incorporated by reference herein.</p>	DJK			Yes		Compliant

<p>2. The method of measurement that will be used by the SCHOOL to determine progress toward the academic goals shall include the statewide achievement assessments.</p>	DJK			Yes		Compliant
<p>3. The performance standards by which the success of the SCHOOL will be evaluated by the SPONSOR shall include, but not be limited to, the applicable report card measures set forth in Section 3302.03 or 3314.017 of the Ohio Revised Code.</p>	DJK			Yes		Compliant
<p>4. The Board of Directors shall submit a report of the SCHOOL's financial status and activities and progress in meeting academic goals and performance standards contained in the Educational Plan and the Assessment and Accountability Plan to the SPONSOR and to the parents of all students enrolled in the SCHOOL within four months after the end of each school year.</p>	DJK			Yes		Compliant
<p>Q. The SCHOOL may perform any of its other obligations hereunder directly or through subcontractors. Notwithstanding the foregoing, the SCHOOL shall not: (1) contract with an operator as defined in Section 3314.02(A)(8) of the Ohio Revised Code without the prior written consent of the SPONSOR; or (2)</p>	DJK			Yes		Compliant

<p>purchase goods or services from the SPONSOR except as otherwise permitted by Section 3314.46 of the Ohio Revised Code.</p>						
<p>R. The Board of Directors shall annually report all of the information required under Section 3314.08(B)(2) of the Ohio Revised Code.</p>	<p><i>ok</i></p>		<p><i>no</i></p>			<p><i>compliance</i></p>
<p>S. The SCHOOL shall participate in the statewide education management information system established under Section 3301.0714 of the Ohio Revised Code. All provisions of such statute and the rules adopted under such statute apply to the SCHOOL as if it were a school district, except as modified for community schools under Section 3314.17(B) of the Ohio Revised Code. The SCHOOL shall also comply with Section 3301.0723(C) of the Ohio Revised Code. The SCHOOL's Fiscal Officer shall be responsible for annually reporting the SCHOOL's data under Section 3301.0714 of the Ohio Revised Code. The SCHOOL shall not acquire, change, or update its student administration software package to manage and report data required to be reported to the Ohio Department of Education unless it converts to a student software package that is certified by the Ohio Department of Education.</p>	<p><i>ok</i></p>		<p><i>yes</i></p>			<p><i>compliance</i></p>

<p>T. In accordance with Section 3314.037 of the Ohio Revised Code, the members of the Board of Directors, the SCHOOL's Fiscal Officer, Superintendent, and other administrative employees, and, if applicable, all individuals performing supervisory or administrative services for the SCHOOL under a contract with an operator of the SCHOOL, shall complete training on an annual basis on the public records and open meetings laws.</p>	<p><i>Dile</i></p>			<p><i>Yes</i></p>		<p><i>Compliant</i></p>
<p>U. In accordance with Section 3314.036 of the Ohio Revised Code, the Board of Directors shall employ an attorney, who shall be independent from the SPONSOR or, if applicable, the operator with which the SCHOOL has contracted, for any services related to the negotiation of the SCHOOL's contract with the SPONSOR or the SCHOOL's contract with the operator. If the Board of Directors contracts with an attorney, accountant, or entity specializing in audits, said attorney, accountant, or entity shall be independent from the operator with which the SCHOOL has contracted.</p>	<p><i>Dile</i></p>			<p><i>Yes</i></p>		<p><i>Compliant</i></p>
<p>V. In accordance with Section 3314.03(B) of the Ohio Revised Code, the SCHOOL shall submit to the SPONSOR a comprehensive plan for the SCHOOL, which shall specify:</p>	<p><i>Dile</i></p>			<p><i>Yes</i></p>		<p><i>Compliant</i></p>

<p>(1) the process by which the Board of Directors will be selected in the future; (2) the management and administration of the SCHOOL; (3) if the SCHOOL is a currently existing public school, alternative arrangements for current public school students who choose not to attend the SCHOOL and for teachers who choose not to teach in the SCHOOL after conversion; (4) the instructional program and educational philosophy of the SCHOOL; and (5) internal financial controls. When submitting such plan, the SCHOOL shall also submit copies of all policies and procedures regarding internal financial controls adopted by the Board of Directors.</p>						<p>Compton</p>
<p>W. The SCHOOL shall operate in conformance with all applicable laws, rules, and regulations, including applicable rules promulgated by the Ohio Department of Education.</p>	<p>DK</p>			<p>DK</p>		<p>Compton</p>
<p>X. If the SCHOOL is the recipient of moneys from a grant awarded under the federal race to the top program, Division (A), Title XIV, Sections 14005 and 14006 of the "American Recovery and Reinvestment Act of 2009," Pub. L. No. 111-5, 123 Stat. 115, the SCHOOL will pay teachers based upon performance in accordance with Section 3317.141</p>	<p>DK</p>		<p>N/A</p>		<p>DK</p>	<p>N/A</p>

<p>and will comply with Section 3319.111 of the Ohio Revised Code as if it were a school district.</p>						
<p>Y. If the SCHOOL operates a preschool program that is licensed by the Department of Education under Sections 3301.52 to 3301.59 of the Ohio Revised Code, the SCHOOL shall comply with Sections 3301.50 to 3301.59 of the Ohio Revised Code and the minimum standards for preschool programs prescribed in rules adopted by the State Board under Section 3301.53 of the Ohio Revised Code.</p>			<p>NA</p>		<p>NA</p>	<p>NA</p>
<p>Z. The SCHOOL's Governing Authority shall adopt an enrollment and attendance policy that requires a student's parent to notify the community school in which the student is enrolled when there is a change in the location of the parent's or student's primary residence. The SCHOOL's Governing Authority to adopt a student residence and address verification policy for students enrolling in or attending the school.</p>	<p>DK</p>		<p>Yes</p>			<p>DK Compliant</p>
<p>ARTICLE V – RESPONSIBILITIES OF THE SPONSOR</p>						
<p>A. Throughout the Term, the SPONSOR shall support the SCHOOL's establishment and operation by converting to the SCHOOL's use certain resources previously utilized by the SPONSOR, including but not limited to portions of the SPONSOR's</p>	<p>DK</p>		<p>Yes</p>			<p>Compliant</p>


<p>facilities, staff, equipment, instructional materials, curriculum, and educational strategy, as determined to be appropriate by the SPONSOR in the SPONSOR's sole discretion.</p>						
<p>B. The SPONSOR shall comply with the procedures set forth in the Management and Administrative Plan for resolving disputes or differences of opinion between it and the SCHOOL.</p>			<p>NA</p>		<p>NA</p>	<p>NA or this part</p>
<p>C. As required by Section 3314.03(D) of the Ohio Revised Code, the SPONSOR shall do all of the following:</p>						
<p>1. Monitor the SCHOOL's compliance with all laws applicable to the SCHOOL and with the terms of this Successor Contract;</p>	<p>Yes</p>			<p>Yes</p>		
<p>2. Monitor and evaluate the academic and fiscal performance and the organization and operation of the SCHOOL on at least an annual basis;</p>	<p>Yes</p>			<p>Yes</p>		<p>Compliance</p>
<p>3. Report on an annual basis the results of the evaluation conducted under subparagraph (2) immediately above to the Ohio Department of Education and to the parents of students enrolled in the SCHOOL;</p>	<p>Yes</p>			<p>Yes</p>		

4. Provide technical assistance to the SCHOOL in complying with laws applicable to the SCHOOL, and terms of this Successor Contract;	DJK		N/A	P		Explanation
5. Take steps to intervene in the SCHOOL's operation to correct problems in the SCHOOL's overall performance, declare the SCHOOL to be on probationary status pursuant to Section 3314.073 of the Ohio Revised Code, suspend the operation of the SCHOOL pursuant to Section 3314.072 of the Ohio Revised Code, or terminate this Successor Contract pursuant to Section 3314.07 of the Ohio Revised Code as determined necessary by the SPONSOR;			N/A			N/A
6. Have in place a plan of action to be undertaken in the event the SCHOOL experiences financial difficulties or closes prior to the end of a school year and consistent with the foregoing, the SPONSOR recognizes its obligation to oversee the SCHOOL's closure and shall adopt a policy specifying its plan such that closure is timely, consistent with the law, and consistent with Ohio Department of Education's community school closure guidance and procedures; and	DJK		N/A	N/A		Policy & plan revision
7. Perform such other duties as set forth in the agreement entered into with the Ohio Department of Education	DJK			N/A		Compliance

<p>pursuant to Section 3314.015(B) of the Ohio Revised Code.</p>						
<p>D. A representative of the SPONSOR shall meet with the Board of Directors and/or the SCHOOL's Fiscal Officer and shall review the financial and enrollment records of the SCHOOL at least every month, as required by Section 3314.023 of the Ohio Revised Code. Not later than ten days after each review, the SPONSOR shall provide the Board of Directors and the SCHOOL's Fiscal Officer with a written report regarding the review. Copies of those financial and enrollment records shall be furnished to the SPONSOR, members of the Board of Directors, the SCHOOL's Fiscal Officer, and, if applicable, the SCHOOL's operator, on a monthly basis.</p>	<p><i>Dsh</i></p>		<p><i>Is</i></p>			<p><i>Compliant</i></p>
<p>E. As consideration for the SPONSOR sponsoring the SCHOOL, the Board of Directors shall pay to the SPONSOR a sponsorship fee equal to three percent (3%) of the total state foundation payment, based upon student enrollment, received by the SCHOOL. The total state foundation payment is defined under the applicable regulations promulgated by the Ohio Department of Education in accordance with applicable provisions of Ohio law. For purposes of</p>	<p><i>Dsh</i></p>		<p><i>Yes</i></p>			<p><i>Compliant</i></p>


calculating the sponsorship fee, payments to the SPONSOR for services, supplies, staff, or facilities provided to the SCHOOL shall not be included. The SCHOOL's Fiscal Officer shall transfer the sponsorship fee from the SCHOOL's account to the SPONSOR's general fund, or another fund designated by the SPONSOR, on or before the fifteenth day of each month. In the event that the Ohio Department of Education subsequently determines that the SCHOOL received an overpayment of state foundation funds, the sponsorship fee shall be adjusted accordingly, in which case the SPONSOR shall promptly refund the SCHOOL the amount of the sponsorship fee overpayment. Likewise, in the event that the Ohio Department of Education subsequently determines that the SCHOOL received an underpayment of state foundation funds, the sponsorship fee shall be adjusted accordingly, in which case the Board of Directors shall promptly pay the SPONSOR the amount of the sponsorship fee underpayment.

ARTICLE VI – RENEWAL OF CONTRACT

<p>A. This Contract and any renewal thereof may be non-renewed pursuant to Section 3314.07 of the Ohio Revised Code. Good cause, as set forth in</p>						<p>Renewed process</p>
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Section 3314.07 of the Ohio Revised Code, shall include, but not be limited to, the SPONSOR determining that it no longer desires to sponsor the SCHOOL, and/or the SPONSOR determining that its mission does not support sponsoring the SCHOOL. Notwithstanding anything in this Contract to the contrary, the Parties agree that this Contract shall expire at the end of the Term if the SPONSOR does not enter into an agreement with the Ohio Department of Education pursuant to O.R.C. 3314.016(B) that authorizes the SPONSOR to renew this Contract or otherwise sponsor the SCHOOL. The SPONSOR shall use reasonable efforts to enter into said agreement.

B. Provided this Contract has not been terminated or non-renewed by the SPONSOR and provided that the SCHOOL desires renewal, the SCHOOL must apply for renewal by November 30th of the year preceding the expiration of this Contract or any renewal thereof. The SPONSOR shall decide whether to grant said renewal based upon the SCHOOL's satisfactory compliance with applicable laws and terms of this Contract and the SCHOOL's progress in meeting the academic goals prescribed herein as determined by the procedure specified below.

<p>B. Provided this Contract has not been terminated or non-renewed by the SPONSOR and provided that the SCHOOL desires renewal, the SCHOOL must apply for renewal by November 30th of the year preceding the expiration of this Contract or any renewal thereof. The SPONSOR shall decide whether to grant said renewal based upon the SCHOOL's satisfactory compliance with applicable laws and terms of this Contract and the SCHOOL's progress in meeting the academic goals prescribed herein as determined by the procedure specified below.</p>			<p>N/A</p>		<p>N/A N/A or this point</p>

1. The SPONSOR shall conduct a High Stakes Review of the SCHOOL as described in Exhibit 5 ("High Stakes Review").	DJK			Yes		In process
2. The SPONSOR shall provide a cumulative report summarizing the results of the High Stakes Review.	DJK			Yes		In process
3. By January 15th of the year of the expiration of this Contract or any renewal thereof, the SPONSOR shall provide written notice of its intent to non-renew this Contract. If the SPONSOR decides to non-renew this Contract it shall provide written notice which shall include (1) reasons for the proposed action, (2) the effective date of the non-renewal, and (3) a statement that the SCHOOL may, within fourteen (14) calendar days of receipt of the notice, request in writing an informal hearing before the SPONSOR. The informal hearing, if requested, shall be held within fourteen (14) calendar days after the request for an informal hearing is received. Not later than fourteen (14) calendar days after the informal hearing, the SPONSOR shall issue a						N/A in progress

written decision either affirming or rescinding the decision to non-renew this Contract.						
4. If the SPONSOR decides to grant renewal, the Parties shall negotiate the terms of a renewal sponsorship contract.			N/A		N/A	

ARTICLE VII – QUALITY PRACTICES

A. The SCHOOL shall report in writing to the Superintendent of the SPONSOR any event or occurrence, of which the SCHOOL is aware and has reason to believe may have a material adverse effect on the operations, properties, assets, financial condition, enrollment, or reputation of the SCHOOL.	Done			Yes		Compliance
B. The SPONSOR shall be allowed to observe the SCHOOL in operation at site visits and shall have open access for such visits.	Done			Yes		Compliance
1. The SPONSOR shall provide prior notice of such visits and shall not disrupt testing or the educational process or programming of the SCHOOL.	Done			Yes		Compliance
2. The parties acknowledge that the site visits require input from stakeholders and agree to make Board members, administrators, teachers, students,	Done			Yes		Compliance

<p>parents and/or staff of the operator, if any, available at mutually agreeable times.</p>						
<p>3. Following each site visit, the SPONSOR shall provide a written report that includes: (a) information collected; (b) areas of strength, and (c) areas needing improvement. The School shall provide updates for the SPONSOR's review pertaining to any area needing improvement.</p>	<p>Yes DJK</p>		<p>Yes</p>			<p>Compliance</p>
<p>C. The SCHOOL agrees to meet with the SPONSOR at least annually to review terms and requirements of this Contract to ensure the Contract is consistent with changes in state and/or federal law.</p>	<p>Yes DJK</p>		<p>Yes</p>			<p>Compliance</p>
<p>D. The SCHOOL agrees to meet with the SPONSOR at least annually to discuss performance on the academic performance measures. The meeting will be used to determine whether the parties need to modify the performance measures.</p>	<p>DJK</p>		<p>Yes</p>			<p>Compliance</p>
<p>ARTICLE VIII – MISCELLANEOUS PROVISIONS</p>						
<p>A. The SPONSOR and the SCHOOL shall at all times collaborate in their performance of their respective obligations hereunder and may periodically modify, as mutually agreed by them and as permitted by law, the allocation of responsibilities and funding as between them. The</p>	<p>DJK</p>		<p>Yes</p>			<p>Compliance</p>

<p>SPONSOR and the SCHOOL shall additionally collaborate to develop and modify, as mutually agreed by them and permitted by law, the SCHOOL's educational program, financial protocols, governance and administrative structures, and assessment and accountability criteria and procedures, as well as any other aspect of the SCHOOL's operations.</p>						
<p>B. The parties agree that this Successor Contract incorporates, as of the date it is first adopted by the parties, any additions or modifications subsequently requested by the Office of Community Schools (or other authority of the State of Ohio) and agreed to by the parties in writing.</p>	D.H.			Ys		Cen 1222
<p>C. Pursuant to Section 3314.03(A)(20) of the Ohio Revised Code, the parties recognize the authority of the Ohio Department of Education to take over the sponsorship of the SCHOOL in accordance with the provisions of Section 3314.015 of the Ohio Revised Code. Pursuant to Section 3314.03(A)(21) of the Ohio Revised Code, the parties recognize the authority of the SPONSOR to assume the operation of the SCHOOL under the conditions specified in Section 3314.073 of the Ohio Revised Code.</p>	D.H.			Ys		Complains

<p>D. In the event that the SCHOOL permanently closes and ceases its operation as a community school, any remaining assets of the SCHOOL shall be distributed in accordance with Section 3314.074 of the Ohio Revised Code and the SCHOOL's Articles of Incorporation.</p>			N/A		N/A	N/A
<p>E. Pursuant to Section 3314.03(A)(22) of the Ohio Revised Code, the parties recognize: (a) the authority of public health and safety officials to inspect the facilities of the SCHOOL and to order the facilities closed if those officials find that the facilities are not in compliance with health and safety laws and regulations; and (b) the authority of the Ohio Department of Education as the community school oversight body to suspend the operation of the SCHOOL under Section 3314.072 of the Ohio Revised Code if the Department has evidence of conditions or violations of law at the SCHOOL that pose an imminent danger to the health and safety of the SCHOOL's students and employees and the SPONSOR refuses to take such action.</p>		X	N/A		N/A	N/A
<p>F. If the SCHOOL fails to open for operation within one year after the Contract is adopted pursuant to division (D) of Section 3314.02 of the Ohio Revised Code or permanently</p>			N/A		N/A	N/A

<p>closes prior to the expiration of the Contract, the Contract shall be void and the SCHOOL shall not enter into a contract with any other sponsor. The SCHOOL shall not be considered permanently closed because the operations of the SCHOOL have been suspended pursuant to section 3314.072 of the Revised Code.</p>						
<p>G. This Successor Contract shall be governed and interpreted according to the laws of the State of Ohio.</p>	DJK			No		Complier
<p>H. This Successor Contract creates no third-party beneficiaries.</p>	DJK			Yes		Complier
<p>I. Neither this Successor Contract nor any rights, duties or obligations described herein shall be assigned by either party without prior written consent of the other party, except that the parties may, by agreement, reallocate between them such rights, duties and obligations. Except as otherwise provided hereunder with respect to the SCHOOL's acquisition of services from an operator, the parties may subcontract any of their respective duties or obligations hereunder.</p>	DJK			Yes		Complier
<p>J. This Successor Contract constitutes the entire agreement among the parties and any modifications of this Successor Contract must be made and agreed to in writing.</p>	DJK			Yes		Complier

SITE VISIT – REPORT SUMMARY
Compliance with Contractual Obligations
Compliance Documentation

Dear Quaker Digital Academy Governing Authority and Dr. Varrati:

On January 9, 2019, I conducted a site visit of the School. A copy of that the site visit report is attached. This is a summary of my report.

Compliance with Contractual Obligations. During my visit, I conducted a file review of contractual obligations compliance with Dr. Varrati to ensure the school's compliance with contractual obligations. I found QDA to be in complete compliance with all applicable contractual obligations.

Compliance Documentation. During my visit, I conducted a file review of compliance documentation with a District Administrator to ensure the District's documentation is compliant with Ohio law. I reviewed the areas that ODE found to be areas of growth and/or that we had a Compliance Action Plan last year. I found QDA to be on track with all items in the action plan and prepared for this school year. I also reviewed all other compliance requirements and found them to be in compliance.

Areas Needing Improvement.

- Ensure that all policies that need annual review are completed by April 2019.
- Ensure website is updated with any changes in policy, registration guidelines, and with the latest ODE Report Card within ten days of changes.

Areas of Strength.

- QDA followed up on the recommendations from the October Site Visit.
- QDA is commended for their documentation process and organization.
- All items reviewed were in compliance!
- QDA is very aware of their contractual obligations and is in complete compliance.
- QDA goes above simple compliance to ensure best practices are also implemented.


If you have any questions, do not hesitate to contact me.

Very truly yours,



David Brand
Superintendent/CEO

Enclosure (Site Visit Forms)



Dr. Richard Varrati, CEO QDA

1-12-19

Date

I certify that I have received this letter and shared with the appropriate staff members including the Governing Board Members

SPONSOR SITE VISIT

COMPLIANCE WITH CONTRACTUAL OBLIGATIONS

Sponsor Representative: David J. Brand, CEO Date of Site Visit: January 9, 2019

School Name: QDA School Representative: Dr. Varrati, CEO

This site visit evaluates the School's compliance with the contractual obligations in its sponsor contract. To accomplish this, the Sponsor has reproduced each section of the contract below. The Sponsor recognizes that certain items within the sponsor contract may be reviewed during other site visits (e.g. compliance with all applicable laws and rules; and academic performance measures) or does not reflect on obligations of the School (e.g. it reflects on Sponsor obligation). Such items may be marked with "N/A." If documentation is used to evaluate compliance, please attach the documentation.

Contractual Language	Method of Evaluation			Compliance Determination		Notes
	Certification	Documentation (attach)	N/A (reviewed elsewhere)	Yes	No	
<p>ARTICLE I - PURPOSE</p> <p>A. This Successor Contract is entered into pursuant to Chapter 3314 of the Ohio Revised Code, and specifically Section 3314.03(E) of the Ohio Revised Code, for the purpose of renewing the SPONSOR's sponsorship of the SCHOOL as a conversion-type community school upon the terms and conditions contained herein. The SCHOOL shall utilize certain resources converted to the SCHOOL's use by the SPONSOR, including but not limited to portions of the SPONSOR's facilities, staff, equipment, instructional materials,</p>	✓			✓		Compliant

<p>curriculum, and educational strategy, as determined to be appropriate by the SPONSOR, in the SPONSOR's sole discretion. The SCHOOL shall be a public school, legally separate from any school district, and part of the state education program. Pursuant to Section 3314.01 of the Ohio Revised Code, and except as otherwise provided hereunder, the SCHOOL may sue and be sued, acquire facilities as needed, and contract for services necessary for the operation of the SCHOOL. As the SCHOOL's Governing Authority, the Board of Directors of the SCHOOL may carry out any act and ensure the performance of any function that is in compliance with the Ohio Constitution, Chapter 3314 of the Ohio Revised Code, other statutes applicable to community schools, and this Successor Contract.</p>					Yes	No	N/A	
<p>B. Except as otherwise provided herein, this Successor Contract supersedes in its entirety the Successor Sponsorship Contract dated December 17, 2012, and the parties waive any rights pursuant to said contract with respect to future performance.</p>	✓			✓	Yes	No	N/A	<p>Compliant N/A</p>
<p>C. The SCHOOL is classified as a dropout prevention and recovery school pursuant to Section 3314.36 of the Ohio Revised Code and Section</p>	✓			✓	Yes	No	N/A	<p>Compliant</p>

<p>3301-102-10(A) of the Ohio Administrative Code and thus primarily enrolls students that: (a) are at least one grade level behind their cohort age groups; (b) experience crises that significantly interfere with their academic progress such that they are prevented from continuing their traditional programs; and/or (c) dropped out of high school or are at risk of dropping out of high school due to poor attendance, disciplinary problems, or suspensions.</p>							
<p>D. The Board of Directors is not presently planning to seek designation for the SCHOOL as a STEM school equivalent under Section 3326.032 of the Ohio Revised Code.</p>			<p>N/A</p>	<p>Yes</p>	<p>No</p>	<p>N/A</p>	
<p>ARTICLE II – BOARD OF DIRECTORS</p>							
<p>A. The Board of Directors shall be responsible for carrying out the provisions of this Successor Contract and shall be appointed in accordance with the SCHOOL's code of regulations.</p>				<p>Yes</p>	<p>No</p>	<p>N/A</p>	
<p>B. The SCHOOL shall post the names of the Board of Directors members on its website. The SCHOOL shall also provide the names and addresses of the Board of Directors members to the SPONSOR and to the Ohio</p>				<p>Yes</p>	<p>No</p>	<p>N/A</p>	

Not Secretary
or STEM School
Decision

Compliance

Compliance

<p>Department of Education upon request. The current Board of Directors is composed of the following individuals:</p> <p><u>Charles "Gil" Synder</u> <u>Hugh Berry</u> <u>Agnes Swigart</u> <u>Perry Hershberger</u> <u>Greg Goodie</u></p>						
<p>C. No individual shall be a member of the Board of Directors if he/she: (1) owes the State any money or is in a dispute over whether he/she owes the State any money concerning the operation of a community school that has closed; (2) is subject to Section 3319.31(B) of the Ohio Revised Code with respect to refusal, limitation, or revocation of a license to teach, if he/she were a licensed educator; (3) has pleaded guilty to or been convicted of theft in office under Section 2921.41 of the Ohio Revised Code, or has pleaded guilty to or been convicted of a substantially similar offense in another state; (4) is an employee of the SPONSOR; or (5) is a member of a school district board of education.</p>						
<p>D. No individual shall be a member of the Board of Directors unless and until he/she has submitted to a criminal records check in the manner</p>						

prescribed by Section 3319.39 of the Ohio Revised Code.						
E. No present or former member of the Board of Directors, or immediate relative of a present or former member of the Board of Directors shall be an officer of the SPONSOR, serve as an employee of or a consultant for the SPONSOR, or have supervisory authority over the SPONSOR unless at least one year has elapsed since the conclusion of the individual's membership on the Board of Directors.	✓			✓		Compliant
F. Each member of the Board of Directors shall annually file a disclosure statement setting forth the names of any immediate relatives or business associates employed by any of the following within the previous three years: (1) the SPONSOR; (2) an operator of the SCHOOL; (3) a school district or educational service center that has contracted with the SCHOOL; and/or (4) a vendor that is or has engaged in business with the SCHOOL.	✓			✓		Compliant
ARTICLE III - TERM						
A. Except as otherwise provided herein, the Term of this Successor Contract shall be for a period of one year, commencing on July 1, 2018, and ending on June 30, 2019.	✓			Yes	No	N/A Compliant

<p>B. The SPONSOR may, at its sole option, accelerate the term of this Successor Contract by giving written notice of the same to the SCHOOL by January 15 of any year, in which event this Successor Contract shall expire on June 30th of such year. The SCHOOL agrees not to contest in any forum the SPONSOR's exercise of this option.</p>	✓			✓	<p>Compliant Contract Requirements Satisfied</p>
<p>C. In accordance with Section 3314.07(B)(1) of the Ohio Revised Code, the SPONSOR may choose not to renew the Successor Contract at its expiration or may choose to terminate the Successor Contract prior to its expiration for any of the following reasons: (a) failure to meet student performance requirements stated in the Successor Contract; (b) failure to meet generally accepted standards of fiscal management; (c) violation of any provision of the Successor Contract or applicable state or federal law; or (d) other good cause. The SPONSOR may suspend the operations of the SCHOOL in accordance with Section 3314.072 of the Ohio Revised Code and may place the SCHOOL on probationary status in accordance with Section 3314.073 of the Ohio Revised Code.</p>			N/A	N/A	<p>N/A</p>

<p>D. In the event that the SPONSOR terminates or non-renews this Successor Contract, the Board of Directors may immediately contract with a new sponsor to assume the sponsorship of the SCHOOL effective on the date of the termination or non-renewal.</p>			N/A		✓	N/A
<p>ARTICLE IV – RESPONSIBILITIES OF THE SCHOOL</p>						
<p>A. The SCHOOL has been established as and shall remain a non-profit or public benefit corporation pursuant to Chapter 1702 of the Ohio Revised Code.</p>	✓			Yes	No	N/A Compliant
<p>B. The SCHOOL is a conversion school as defined in Chapter 3314 of the Ohio Revised Code.</p>			N/A	Yes	No	N/A
<p>C. The SCHOOL shall open for operation not later than the thirtieth day of September each school year, unless the mission of the SCHOOL is solely to serve dropouts.</p>	✓			Yes	No	Compliant
<p>D. Facilities</p>				Yes	No	N/A
<p>I. The SCHOOL shall utilize the following facilities:</p> <p>a. The SCHOOL currently utilizes a 10,000 square foot facility located at 400 Mill Avenue, S.E., Suite 901, New Philadelphia, Ohio 44663.</p>	✓			Yes	No	N/A Compliant

<p>The Board of Directors leases said facility from Glincher, who has no relationship to an operator of the SCHOOL, for a term of ten (10) years. The Board of Directors pays an annual rent of \$62,000.04 to utilize said facilities. In addition to the payment of rent, the Board of Directors also pays for other costs that it incurs from its use of said facilities, such as utilities, insurance, and maintenance.</p> <p>b. The SCHOOL currently utilizes a 2,000 square foot facility located at 5122 State Route 39, P.O. Box 285, Berlin, Ohio 44610. The Board of Directors leases said facility from Royal Development, who has no relationship to an operator of the SCHOOL, for a term of one (1) year. The Board of Directors pays an annual rent of \$14,400.00 to utilize said facilities. In addition to the payment of rent, the Board of Directors also pays for other costs that it incurs from its use of said facilities, such as utilities, insurance, and maintenance.</p>									
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<p>c. The SCHOOL currently utilizes a 2,500 square foot facility located at 108 East 5th Street, East Liverpool, Ohio 43920. The Board of Directors leases said facility from Brandon Dahl, who has no relationship to an operator of the SCHOOL, for a term of three (3) years. The Board of Directors pays an annual rent of \$13,200.00 to utilize said facilities. In addition to the payment of rent, the Board of Directors also pays approximately \$13,200.00 per year for other costs that it incurs from its use of said facilities, such as utilities, insurance, and maintenance.</p>						
<p>d. The SCHOOL currently utilizes a 1,400 square foot facility located at 2228 Sunset Boulevard, Suite 2B, Steubenville, Ohio 43952. The Board of Directors leases said facility from OME-RESA Information Technology Center, who has no relationship to an operator of the SCHOOL, for a term of one (1) year. The Board of Directors pays an annual rent of \$13,908.00 to utilize said facilities. In addition to the</p>						

<p>payment of rent, the Board of Directors also pays for other costs that it incurs from its use of said facilities, such as utilities, insurance, and maintenance.</p>					<p>Yes No N/A</p>	
<p>2. The Governing Authority may, at any time and in its sole discretion, change the location of its facilities, reduce the number of its facilities, or increase the number of its facilities to the extent permitted by law.</p>	✓			✓	No N/A	Compliance
<p>3. The SCHOOL shall provide its students a location within a fifty-mile radius of the student's residence at which to complete the statewide achievement and diagnostic assessments prescribed under Sections 3301.079, 3301.0710, and 3301.0712 of the Ohio Revised Code. The SCHOOL may provide its students with a location within a fifty-mile radius of the student's residence at which the student may receive counseling, instructional coaching, and testing assistance.</p>	✓			✓	No N/A	Compliance
<p>4. The SCHOOL shall not enter into a contract with a nonpublic school to use or rent any facility space at the nonpublic school for the provision of instructional services to students enrolled in the SCHOOL.</p>	✓			✓	Yes No N/A	Compliance

<p>E. The SCHOOL's central base of operation shall be located at 400 Mill Avenue S.W., Suite 901, New Philadelphia, Ohio 44663. The SPONSOR shall maintain a representative within fifty miles of said location to provide monitoring and assistance to the SCHOOL.</p>	✓			Yes	No	N/A	Compliance
<p>F. The SCHOOL shall, at all times, have a designated Fiscal Officer that is licensed as a school treasurer pursuant to Section 3301.074 of the Ohio Revised Code. Except as provided for in Section 3314.011(D) of the Ohio Revised Code, the Fiscal Officer shall be employed by or engaged under a contract with the Board of Directors. As required by Section 3314.011(B) of the Ohio Revised Code, the Fiscal Officer shall, before entering upon his/her duties, execute a bond in an amount and with surety to be approved by the Board of Directors, payable to the State of Ohio, conditioned for the faithful performance of all the official duties required of the Fiscal Officer. Said bond shall be deposited with the Board of Directors, and a copy thereof, certified by the Board of Directors, shall be filed with the Tuscarawas County Auditor.</p>	✓			Yes	No	N/A	Compliance

<p>G. The Board of Directors shall purchase liability insurance or otherwise provide for the potential liability of the SCHOOL.</p>	✓	Yes	No	N/A	Compliant
<p>H. The SCHOOL shall be nonsectarian in its programs, admission policies, employment practices, and all other operations, and will not be operated by a sectarian school or religious institution.</p>	✓	Yes	No	N/A	Compliant
<p>I. The SCHOOL shall comply with Sections 9.90, 9.91, 109.65, 121.22, 149.43, 2151.357, 2151.421, 2313.19, 3301.0710, 3301.0711, 3301.0712, 3301.0715, 3301.0729, 3301.948, 3313.472, 3313.50, 3313.536, 3313.539, 3313.5310, 3313.608, 3313.609, 3313.6012, 3313.6013, 3313.6014, 3313.6015, 3313.6020, 3313.643, 3313.648, 3313.6411, 3313.66, 3313.661, 3313.662, 3313.666, 3313.667, 3313.668, 3313.67, 3313.671, 3313.672, 3313.673, 3313.69, 3313.71, 3313.716, 3313.718, 3313.719, 3313.7112, 3313.721, 3313.80, 3313.814, 3313.816, 3313.817, 3313.86, 3313.89, 3313.96, 3319.073, 3319.074, 3319.321, 3319.39, 3319.391, 3319.41, 3319.46, 3321.01, 3321.041, 3321.13, 3321.14, 3321.17, 3321.18, 3321.19, 3321.191, 3327.10, 4111.17, 4113.52, and 5705.391 and Chapters 117., 1347., 2744., 3365., 3742., 4112., 4123., 4141., and 4167. of the Ohio Revised Code as if it were a school district and shall comply with Section 3301.0714 of the Ohio Revised Code in the manner</p>	✓	Yes	No	N/A	Compliant

specified in Section 3314.17 of the Ohio Revised Code

<p>J. To the extent applicable, the SCHOOL shall comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Improvement Act (IDEIA), and Ohio Administrative Code Chapter 3301-51, except that nothing contained herein is, or shall be construed to be, a waiver of any exceptions, exclusions or other rights that the SCHOOL may have or may avail itself of under the foregoing or any other applicable state or federal law. To the extent permitted by law, the SCHOOL shall not be required to fundamentally alter its program or incur an undue financial or other hardship in the operation of its program.</p>	✓			Yes	No	N/A	<i>Compliant</i>
<p>K. The SCHOOL shall comply with Chapter 102 and Section 2921.42 of the Ohio Revised Code.</p>	✓			Yes	No	N/A	<i>Compliant</i>
<p>L. As required by Section 3314.03(A)(24) of the Ohio Revised Code, the SCHOOL shall comply with Sections 3302.04 and 3302.041 of the Ohio Revised Code, except that any action required to be taken by a school district shall be taken by the SPONSOR (except that the</p>	✓			Yes	No	N/A	<i>Compliant</i>

	SPONSOR shall not be required to take any action described in Section 3302.04(F)).						
M.	<u>Educational Program</u>				Yes	No	N/A
1.	The SCHOOL shall operate in substantial compliance with Exhibit 1 ("Educational Plan"), which exhibit is attached hereto and incorporated by reference herein, including but not limited to provisions in such Exhibit concerning the SCHOOL's mission, the characteristics of the students the SCHOOL is expected to attract, the ages and grades of students, and the focus of the curriculum.	✓			Yes	No	N/A
2.	The SCHOOL shall provide "learning opportunities" to a minimum of twenty-five (25) students for a minimum of nine hundred twenty (920) hours per school year. a. "Learning opportunities" are defined as including the SCHOOL's internet-based and book-based curriculum, student-SCHOOL interactions, and independently-completed SCHOOL assignments. Learning opportunities also include orientation activities that introduce students to the educational program of the	✓			Yes	No	N/A
							Compliant
							Compliant


<p>SCHOOL (including the use of technology) and other curriculum and educational activities approved by the SCHOOL, to meet the needs of its students. In addition, the SCHOOL offers students credit flex opportunities that will enhance their academic and life experiences as permitted by O.R.C. §3314.03(A)(23).</p> <p>b. The learning opportunities shall comply with the criteria for student participation established by the Ohio Department of Education under Section 3314.08(H)(2) of the Ohio Revised Code.</p> <p>c. The learning opportunities provided to any given student may be customized from among those offered by the SCHOOL in order to serve the individual student's needs.</p> <p>d. A student's participation shall be determined jointly by the student's teachers and the SCHOOL's administrators based upon attendance, participation logs, performance, work products submitted by the student,</p>						
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<p>and/or other criteria established by the SCHOOL.</p> <p>e. No student enrolled in the SCHOOL may participate in more than ten hours of learning opportunities in any period of twenty-four consecutive hours.</p> <p>f. As required by Section 3314.27 of the Ohio Revised Code, the SCHOOL shall keep an accurate record of each student's participation in learning opportunities each day. Said record shall be kept in such a manner that the information contained therein may easily be submitted to the Ohio Department of Education or to the Auditor of State.</p> <p>g. The SCHOOL shall not operate using a blended learning model.</p>				Yes	No	N/A	
<p>3. Except as otherwise provided by Sections 3314.22(A)(2) or (3) of the Ohio Revised Code, the SCHOOL shall supply each student enrolled in the SCHOOL with a computer.</p>	✓			Yes	No	N/A	Compliant
<p>4. As required by Section 3314.23 of the Ohio Revised Code, the SCHOOL shall comply with the standards</p>	✓			Yes	No	N/A	Compliant

<p>developed by the international association for K-12 learning.</p>					Yes	No	N/A	
<p>5. The SCHOOL shall use a filtering device or install filtering software that protects against internet access to materials that are obscene or harmful to juveniles on each computer provided to students for instructional use. The SCHOOL shall provide such device or software at no cost to any student who works primarily from the student's residence on a computer obtained from a source other than the school.</p>	✓			✓	Yes	No	N/A	Compliant
<p>6. Each student enrolled in the SCHOOL shall be assigned to at least one teacher of record. No teacher of record shall be primarily responsible for the academic development and achievement of more than one hundred twenty-five students. Pursuant to Section 3314.21 of the Ohio Revised Code, teachers shall conduct periodic visits with their students in person, which would include face to face and digital means throughout the school year, as provided in the Educational Plan.</p>	✓			✓	Yes	No	N/A	Compliant
<p>7. As required by Section 3314.271(D) of the Ohio Revised Code, the SCHOOL shall, on a periodic basis throughout each school year, communicate with each student's</p>	✓			✓	Yes	No	N/A	Compliant

<p>parent, guardian, or custodian regarding the performance and progress of that student. The SCHOOL shall also provide opportunities for parent-teacher conferences, shall document the SCHOOL's requests for such conferences, and may permit students to participate in the conferences. Parent-teacher conferences may be conducted through electronic means.</p>				Yes	No	N/A	
<p>8. To the extent applicable, the SCHOOL shall comply with Sections 3313.61, 3313.611, and 3313.614 of the Ohio Revised Code, except that for students who enter ninth grade for the first time before July 1, 2010, the requirement in Sections 3313.61 and 3313.611 of the Ohio Revised Code that a person must successfully complete the curriculum in any high school prior to receiving a high school diploma may be met by completing the curriculum adopted by the Board of Directors rather than the curriculum specified in Title XXXIII of the Ohio Revised Code or any rules of the State Board of Education. Beginning with students who enter ninth grade for the first time on or after July 1, 2010, the requirement in Sections 3313.61 and 3313.611 of the Ohio Revised Code that a person must successfully complete the curriculum of a high school prior to receiving a</p>				Yes	No	N/A	<p>Complete</p>

<p>high school diploma shall be met by completing the requirements prescribed in Section 3313.603(C) of the Ohio Revised Code, unless the person qualifies under Section 3313.603(D) or (F) of the Ohio Revised Code. The SCHOOL shall comply with the plan for awarding high school credit based on demonstration of subject area competency, and beginning with the 2017-2018 school year, with the updated plan that permits students enrolled in seventh and eighth grade to meet curriculum requirements based on subject area competency adopted by the State Board of Education under divisions (J)(1) and (2) of section 3313.603 of the Revised Code. Beginning with the 2018-2019 school year, the SCHOOL shall comply with the framework for granting units of high school credit to students who demonstrate subject area competency through work-based learning experiences, internships, or cooperative education developed by the department under division (J)(3) of section 3313.603 of the Revised Code.</p>				<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>N/A</p>	<p><i>Langford</i></p>
<p>9. The SCHOOL shall seek to achieve racial and ethnic balance reflective of the community it serves by publicizing and marketing the SCHOOL in, and recruiting students</p>	<p><input checked="" type="checkbox"/></p>			<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>N/A</p>	

<p>from, all segments of such community. The SCHOOL shall provide notices to students, parents, staff and the general public that all educational programs are available without regard to race, creed, color, handicapping condition or sex. Further, the SCHOOL shall provide the non-discrimination notice in such media as newsletters, annual reports, administrative reports, program information, handbooks, application forms, and promotional materials.</p>							
<p>10. In accordance with Section 3314.28 of the Ohio Revised Code, the SCHOOL shall annually submit to the SPONSOR on or before the first day of September a plan for providing special education and related services to disabled students enrolled in the SCHOOL. As authorized by Section 3314.022 of the Ohio Revised Code, the Board of Directors may contract with the governing authority of another community school, the board of education of a school district, the governing board of an educational service center, a county board of developmental disabilities, or the administrative authority of a nonpublic school for provision of services for any disabled student enrolled at the SCHOOL.</p>				<p>Yes</p>	<p>No</p>	<p>N/A</p>	<p><i>Compliance</i></p>

<p>11. Subject to capacity limitations and except as otherwise provided herein, the SCHOOL shall admit students who are entitled to attend school in any school district in Ohio. Consistent with the foregoing, the Board of Directors has adopted or shall adopt admission policies and procedures that comply with Sections 3314.06 and, if applicable, 3314.061 of the Ohio Revised Code, which are incorporated by reference herein. The SCHOOL shall not discriminate in the admission of students on the basis of race, creed, color, handicapping condition, or sex. Upon the admission of any handicapped student, the SCHOOL will comply with all federal and state laws regarding the education of handicapped students.</p>	✓			Yes	No	N/A	<i>Compliant</i>
<p>12. As required by Section 3314.271(A) of the Ohio Revised Code, the SCHOOL shall offer a student orientation course and shall notify each student who enrolls in the SCHOOL of his/her opportunity to participate in said orientation course.</p>	✓			✓			<i>Compliant</i>
<p>13. The SCHOOL shall not enroll more students than the number permitted by its enrollment limit established by the Ohio Department of Education pursuant to Section 3314.20 of the Ohio Revised Code.</p>	✓			✓			<i>Compliant</i>

<p>14. The Board of Directors has adopted or shall adopt an attendance policy that includes a procedure for automatically withdrawing a student from the SCHOOL if the student, without a legitimate excuse, fails to participate in seventy-two (72) consecutive hours of the learning opportunities offered to the student, which is incorporated by reference herein.</p>	✓			/		Compliant
<p>15. The SCHOOL's attendance and participation policies shall be available for public inspection.</p>	✓			Yes No	N/A	Compliant
<p>16. As required by Section 3314.26(A) of the Ohio Revised Code, the SCHOOL shall withdraw any student who, for two consecutive school years of enrollment in the SCHOOL, has failed to participate in the spring administration of any assessment prescribed under Sections 3301.0710 or 3301.0712 of the Ohio Revised Code for the student's grade level, and was not excused from the assessment pursuant to Section 3301.0711(C)(1) or (3) of the Ohio Revised Code, regardless of whether a waiver was granted for the student under Section 3314.08(L)(3) of the Ohio Revised Code. The SCHOOL shall report any such student's data verification code, as assigned pursuant to Section 3301.0714 of the Ohio Revised Code, to the Ohio Department of Education.</p>	✓			/		Compliant

<p>17. The SCHOOL's attendance and participation records shall be made available to the Ohio Department of Education, the Auditor of State, and the SPONSOR to the extent permitted by Section 3319.321 of the Ohio Revised Code and the Family Educational Rights and Privacy Act of 1974 (20 USC 1232g).</p>	✓			/			<p><i>Compliant</i></p>
<p>18. The SCHOOL shall provide written notice of the provisions set forth in Section 3314.22(A) of the Ohio Revised Code to each parent who is considering enrolling his/her child in the SCHOOL, and to each parent whose child is already enrolled in the SCHOOL.</p>	✓			/			<p><i>Compliant</i></p>
<p>19. The SCHOOL shall distribute the written notice required by Section 3314.041 of the Ohio Revised Code to the parents of all students enrolled in the SCHOOL.</p>				/			<p><i>Compliant</i></p>
<p>20. The SCHOOL shall annually submit to the Ohio Department of Education and Auditor of State a report of each instance under which a student who is enrolled in the SCHOOL resides in a children's residential center as defined under Section 5103.05 of the Ohio Revised Code.</p>	✓			/			<p><i>Compliant</i></p>

N. Financial Plan						
1. The SCHOOL shall operate in substantial compliance with Exhibit 2 ("Financial Plan"), attached hereto and incorporated by reference herein, which establishes an estimated SCHOOL budget for each year of the period of this Successor Contract and a total estimated per pupil expenditure amount for each such year.	✓		✓			Compliant
2. The Board of Directors, with the assistance of the SCHOOL's Fiscal Officer, shall adopt an annual budget by the thirty-first day of October each year. Said budget shall be in the format developed by the Ohio Department of Education and include the information set forth in Section 3314.032(C) of the Ohio Revised Code.	✓		✓			Compliant
3. The SCHOOL shall be audited by the Auditor of State. Financial records of the SCHOOL shall be maintained in the same manner as are financial records of school districts and pursuant to rules of the Auditor of State. Audits shall be conducted in accordance with section 117.10 of the Ohio Revised Code.	✓		✓			Compliant
4. The SCHOOL shall comply with policies and procedures regarding internal financial controls that are	✓		✓			Compliant

satisfactory to the SPONSOR and shall comply with the requirements and procedures for financial audits by the Auditor of State.						
5. The Board of Directors shall comply with the standards for financial reporting adopted under Section 3301.07(B)(2) of the Ohio Revised Code.	/			Yes	No	N/A Complied
6. The SCHOOL shall not charge tuition for the enrollment of any individual who is a resident of Ohio. The SCHOOL may charge tuition for the enrollment of any individual age five (5) to twenty-two (22) who is not a resident of Ohio.	/			Yes	No	N/A Complied
7. In accordance with Section 3314.08(G)(1) of the Ohio Revised Code, the SCHOOL may borrow money to pay any necessary and actual expenses of the SCHOOL in anticipation of the receipt of any portion of the payments to be received by the SCHOOL pursuant to Section 3314.08(C) of the Ohio Revised Code. The SCHOOL may issue notes to evidence such borrowing, and the proceeds of such notes shall be used only for the purposes for which the anticipated receipts may be lawfully expended by the SCHOOL.	/	/		Yes	No	N/A N/A Ms. DeSor

<p>8. If the SCHOOL contracts with an operator, all money that said operator loans to the SCHOOL, including facilities loans or cash flow assistance, shall be accounted for, documented, and bear interest at a fair market rate.</p>			N/A			N/A
<p>O. <u>Management and Administration</u></p>						
<p>1. The SCHOOL shall, from time to time, remove and appoint members of the Board of Directors in accordance with the SCHOOL's governing documents and consistent with the criteria established herein, or as otherwise agreed by the parties.</p>	✓		✓			Compliant
<p>2. The administration and management of the SCHOOL shall be substantially as set forth in Exhibit 3 ("Management and Administrative Plan"), attached hereto and incorporated by reference herein, and in the Educational Plan.</p>	✓		✓			Compliant
<p>3. The Board of Directors may employ teaching and nonteaching employees necessary to carry out its mission and fulfill its contractual obligations. The arrangements for providing health and other benefits to such employees are set forth in the Management and Administrative Plan.</p>	✓		✓			Compliant

<p>4. Classroom teachers shall be certified/licensed in accordance with Sections 3319.22 to 3319.31 of the Ohio Revised Code, except that non-certified/non-licensed persons may teach up to twelve hours per week pursuant to Section 3319.301 of the Ohio Revised Code. The requirement of certification or licensure may be fulfilled by either a teaching certificate/license or temporary or interim teaching certificate/license as issued by the Ohio Department of Education.</p>	✓			✓		Compliant
<p>5. The SCHOOL shall comply with the procedures set forth in the Management and Administrative Plan for resolving disputes or differences of opinion between it and the SPONSOR.</p>	✓			✓		Compliant
<p>P. <u>Assessment and Accountability Plan</u></p> <p>1. The SPONSOR and the SCHOOL shall assess student achievement, and the evaluation of the SCHOOL's performance shall be based on the academic, operational, and governance standards and goals identified in the Educational Plan, and in Exhibit 4 ("Assessment and Accountability Plan"), which exhibit is attached hereto and incorporated by reference herein.</p>	✓			✓		Compliant

<p>2. The method of measurement that will be used by the SCHOOL to determine progress toward the academic goals shall include the statewide achievement assessments.</p>	✓			✓		Compliant
<p>3. The performance standards by which the success of the SCHOOL will be evaluated by the SPONSOR shall include, but not be limited to, the applicable report card measures set forth in Section 3302.03 or 3314.017 of the Ohio Revised Code.</p>	✓			✓		Compliant
<p>4. The Board of Directors shall submit a report of the SCHOOL's financial status and activities and progress in meeting academic goals and performance standards contained in the Educational Plan and the Assessment and Accountability Plan to the SPONSOR and to the parents of all students enrolled in the SCHOOL within four months after the end of each school year.</p>	✓			✓		Compliant
<p>Q. The SCHOOL may perform any of its other obligations hereunder directly or through subcontractors. Notwithstanding the foregoing, the SCHOOL shall not: (1) contract with an operator as defined in Section 3314.02(A)(8) of the Ohio Revised Code without the prior written consent of the SPONSOR; or (2)</p>	✓			✓		Compliant

<p>purchase goods or services from the SPONSOR except as otherwise permitted by Section 3314.46 of the Ohio Revised Code.</p>						
<p>R. The Board of Directors shall annually report all of the information required under Section 3314.08(B)(2) of the Ohio Revised Code.</p>	✓		✓			Compliant
<p>S. The SCHOOL shall participate in the statewide education management information system established under Section 3301.0714 of the Ohio Revised Code. All provisions of such statute and the rules adopted under such statute apply to the SCHOOL as if it were a school district, except as modified for community schools under Section 3314.17(B) of the Ohio Revised Code. The SCHOOL shall also comply with Section 3301.0723(C) of the Ohio Revised Code. The SCHOOL's Fiscal Officer shall be responsible for annually reporting the SCHOOL's data under Section 3301.0714 of the Ohio Revised Code. The SCHOOL shall not acquire, change, or update its student administration software package to manage and report data required to be reported to the Ohio Department of Education unless it converts to a student software package that is certified by the Ohio Department of Education.</p>	✓		✓			Compliant

<p>T. In accordance with Section 3314.037 of the Ohio Revised Code, the members of the Board of Directors, the SCHOOL's Fiscal Officer, Superintendent, and other administrative employees, and, if applicable, all individuals performing supervisory or administrative services for the SCHOOL under a contract with an operator of the SCHOOL, shall complete training on an annual basis on the public records and open meetings laws.</p>	✓			✓		<i>Compliant</i>
<p>U. In accordance with Section 3314.036 of the Ohio Revised Code, the Board of Directors shall employ an attorney, who shall be independent from the SPONSOR or, if applicable, the operator with which the SCHOOL has contracted, for any services related to the negotiation of the SCHOOL's contract with the SPONSOR or the SCHOOL's contract with the operator. If the Board of Directors contracts with an attorney, accountant, or entity specializing in audits, said attorney, accountant, or entity shall be independent from the operator with which the SCHOOL has contracted.</p>	✓			✓		<i>Compliant</i>
<p>V. In accordance with Section 3314.03(B) of the Ohio Revised Code, the SCHOOL shall submit to the SPONSOR a comprehensive plan for the SCHOOL, which shall specify:</p>	✓			✓		<i>Compliant</i>

<p>(1) the process by which the Board of Directors will be selected in the future; (2) the management and administration of the SCHOOL; (3) if the SCHOOL is a currently existing public school, alternative arrangements for current public school students who choose not to attend the SCHOOL and for teachers who choose not to teach in the SCHOOL after conversion; (4) the instructional program and educational philosophy of the SCHOOL; and (5) internal financial controls. When submitting such plan, the SCHOOL shall also submit copies of all policies and procedures regarding internal financial controls adopted by the Board of Directors.</p>						
<p>W. The SCHOOL shall operate in conformance with all applicable laws, rules, and regulations, including applicable rules promulgated by the Ohio Department of Education.</p>	✓			✓		Compliance
<p>X. If the SCHOOL is the recipient of moneys from a grant awarded under the federal race to the top program, Division (A), Title XIV, Sections 14005 and 14006 of the "American Recovery and Reinvestment Act of 2009," Pub. L. No. 111-5, 123 Stat. 115, the SCHOOL will pay teachers based upon performance in accordance with Section 3317.141</p>	✓			✓		Compliance

<p>and will comply with Section 3319.111 of the Ohio Revised Code as if it were a school district.</p>						
<p>Y. If the SCHOOL operates a preschool program that is licensed by the Department of Education under Sections 3301.52 to 3301.59 of the Ohio Revised Code, the SCHOOL shall comply with Sections 3301.50 to 3301.59 of the Ohio Revised Code and the minimum standards for preschool programs prescribed in rules adopted by the State Board under Section 3301.53 of the Ohio Revised Code.</p>			<p>N/A</p>			<p>N/A</p>
<p>Z. The SCHOOL's Governing Authority shall adopt an enrollment and attendance policy that requires a student's parent to notify the community school in which the student is enrolled when there is a change in the location of the parent's or student's primary residence. The SCHOOL's Governing Authority to adopt a student residence and address verification policy for students enrolling in or attending the school.</p>	<p>✓</p>			<p>✓</p>		<p>Compliant</p>
<p>ARTICLE V – RESPONSIBILITIES OF THE SPONSOR</p>						
<p>A. Throughout the Term, the SPONSOR shall support the SCHOOL's establishment and operation by converting to the SCHOOL's use certain resources previously utilized by the SPONSOR, including but not limited to portions of the SPONSOR's</p>	<p>✓</p>			<p>✓</p>		<p>Compliant</p>

<p>facilities, staff, equipment, instructional materials, curriculum, and educational strategy, as determined to be appropriate by the SPONSOR in the SPONSOR's sole discretion.</p>							
<p>B. The SPONSOR shall comply with the procedures set forth in the Management and Administrative Plan for resolving disputes or differences of opinion between it and the SCHOOL.</p>	✓			✓			Compliant
<p>C. As required by Section 3314.03(D) of the Ohio Revised Code, the SPONSOR shall do all of the following:</p>	✓			✓			Compliant
<p>1. Monitor the SCHOOL's compliance with all laws applicable to the SCHOOL and with the terms of this Successor Contract;</p>	✓			✓			Compliant
<p>2. Monitor and evaluate the academic and fiscal performance and the organization and operation of the SCHOOL on at least an annual basis;</p>	✓			✓			Compliant
<p>3. Report on an annual basis the results of the evaluation conducted under subparagraph (2) immediately above to the Ohio Department of Education and to the parents of students enrolled in the SCHOOL;</p>	✓			✓			Compliant

4. Provide technical assistance to the SCHOOL in complying with laws applicable to the SCHOOL and terms of this Successor Contract;						
5. Take steps to intervene in the SCHOOL's operation to correct problems in the SCHOOL's overall performance; declare the SCHOOL to be on probationary status pursuant to Section 3314.073 of the Ohio Revised Code; suspend the operation of the SCHOOL pursuant to Section 3314.072 of the Ohio Revised Code; or terminate this Successor Contract pursuant to Section 3314.07 of the Ohio Revised Code as determined necessary by the SPONSOR;			N/A			N/A
6. Have in place a plan of action to be undertaken in the event the SCHOOL experiences financial difficulties or closes prior to the end of a school year and consistent with the foregoing, the SPONSOR recognizes its obligation to oversee the SCHOOL's closure and shall adopt a policy specifying its plan such that closure is timely, consistent with the law, and consistent with Ohio Department of Education's community school closure guidance and procedures; and			N/A			N/A
7. Perform such other duties as set forth in the agreement entered into with the Ohio Department of Education	Y			Y		compliance

<p>pursuant to Section 3314.015(B) of the Ohio Revised Code.</p>					
<p>D. A representative of the SPONSOR shall meet with the Board of Directors and/or the SCHOOL's Fiscal Officer and shall review the financial and enrollment records of the SCHOOL at least every month, as required by Section 3314.023 of the Ohio Revised Code. Not later than ten days after each review, the SPONSOR shall provide the Board of Directors and the SCHOOL's Fiscal Officer with a written report regarding the review. Copies of those financial and enrollment records shall be furnished to the SPONSOR, members of the Board of Directors, the SCHOOL's Fiscal Officer, and, if applicable, the SCHOOL's operator, on a monthly basis.</p>	✓		✓		Compliant
<p>E. As consideration for the SPONSOR sponsoring the SCHOOL, the Board of Directors shall pay to the SPONSOR a sponsorship fee equal to three percent (3%) of the total state foundation payment, based upon student enrollment, received by the SCHOOL. The total state foundation payment is defined under the applicable regulations promulgated by the Ohio Department of Education in accordance with applicable provisions of Ohio law. For purposes of</p>	✓		✓		Compliant

calculating the sponsorship fee, payments to the SPONSOR for services, supplies, staff, or facilities provided to the SCHOOL shall not be included. The SCHOOL's Fiscal Officer shall transfer the sponsorship fee from the SCHOOL's account to the SPONSOR's general fund, or another fund designated by the SPONSOR, on or before the fifteenth day of each month. In the event that the Ohio Department of Education subsequently determines that the SCHOOL received an overpayment of state foundation funds, the sponsorship fee shall be adjusted accordingly, in which case the SPONSOR shall promptly refund the SCHOOL the amount of the sponsorship fee overpayment. Likewise, in the event that the Ohio Department of Education subsequently determines that the SCHOOL received an underpayment of state foundation funds, the sponsorship fee shall be adjusted accordingly, in which case the Board of Directors shall promptly pay the SPONSOR the amount of the sponsorship fee underpayment.

ARTICLE VI – RENEWAL OF CONTRACT



<p>A. This Contract and any renewal thereof may be non-renewed pursuant to Section 3314.07 of the Ohio Revised Code. Good cause, as set forth in</p>	✓			✓		Compl
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<p>Section 3314.07 of the Ohio Revised Code, shall include, but not be limited to, the SPONSOR determining that it no longer desires to sponsor the SCHOOL and/or the SPONSOR determining that its mission does not support sponsoring the SCHOOL. Notwithstanding anything in this Contract to the contrary, the Parties agree that this Contract shall expire at the end of the Term if the SPONSOR does not enter into an agreement with the Ohio Department of Education pursuant to O.R.C. 3314.016(B) that authorizes the SPONSOR to renew this Contract or otherwise sponsor the SCHOOL. The SPONSOR shall use reasonable efforts to enter into said agreement.</p>						
<p>B. Provided this Contract has not been terminated or non-renewed by the SPONSOR and provided that the SCHOOL desires renewal, the SCHOOL must apply for renewal by November 30th of the year preceding the expiration of this Contract or any renewal thereof. The SPONSOR shall decide whether to grant said renewal based upon the SCHOOL's satisfactory compliance with applicable laws and terms of this Contract and the SCHOOL's progress in meeting the academic goals prescribed herein as determined by the procedure specified below.</p>	✓			✓		Coyler

1. The SPONSOR shall conduct a High Stakes Review of the SCHOOL as described in Exhibit 5 ("High Stakes Review").	✓					Cople
2. The SPONSOR shall provide a cumulative report summarizing the results of the High Stakes Review.	✓			✓		Cople
3. By January 15th of the year of the expiration of this Contract or any renewal thereof, the SPONSOR shall provide written notice of its intent to non-renew this Contract. If the SPONSOR decides to non-renew this Contract it shall provide written notice which shall include (1) reasons for the proposed action, (2) the effective date of the non-renewal, and (3) a statement that the SCHOOL may, within fourteen (14) calendar days of receipt of the notice, request in writing an informal hearing before the SPONSOR. The informal hearing, if requested, shall be held within fourteen (14) calendar days after the request for an informal hearing is received. Not later than fourteen (14) calendar days after the informal hearing, the SPONSOR shall issue a						Cople

written decision either affirming or rescinding the decision to non-renew this Contract.						
4. If the SPONSOR decides to grant renewal, the Parties shall negotiate the terms of a renewal sponsorship contract.	✓			✓		Compliant
ARTICLE VII – QUALITY PRACTICES						
A. The SCHOOL shall report in writing to the Superintendent of the SPONSOR any event or occurrence, of which the SCHOOL is aware and has reason to believe may have a material adverse effect on the operations, properties, assets, financial condition, enrollment, or reputation of the SCHOOL.	✓			✓		Compliant
B. The SPONSOR shall be allowed to observe the SCHOOL in operation at site visits and shall have open access for such visits.	✓			✓		Compliant
1. The SPONSOR shall provide prior notice of such visits and shall not disrupt testing or the educational process or programming of the SCHOOL.	✓			✓		Compliant
2. The parties acknowledge that the site visits require input from stakeholders and agree to make Board members, administrators, teachers, students,	✓			✓		Compliant

<p>parents and/or staff of the operator, if any, available at mutually agreeable times.</p>						
<p>3. Following each site visit, the SPONSOR shall provide a written report that includes: (a) information collected; (b) areas of strength, and (c) areas needing improvement. The School shall provide updates for the SPONSOR's review pertaining to any area needing improvement.</p>	✓			✓		Compliant
<p>C. The SCHOOL agrees to meet with the SPONSOR at least annually to review terms and requirements of this Contract to ensure the Contract is consistent with changes in state and/or federal law.</p>	✓			✓		Compliant <i>[Signature]</i>
<p>D. The SCHOOL agrees to meet with the SPONSOR at least annually to discuss performance on the academic performance measures. The meeting will be used to determine whether the parties need to modify the performance measures.</p>	✓			✓		Compliant
<p>ARTICLE VIII – MISCELLANEOUS PROVISIONS</p>						
<p>A. The SPONSOR and the SCHOOL shall at all times collaborate in their performance of their respective obligations hereunder and may periodically modify, as mutually agreed by them and as permitted by law, the allocation of responsibilities and funding as between them. The</p>	✓			✓		Compliant

<p>SPONSOR and the SCHOOL shall additionally collaborate to develop and modify, as mutually agreed by them and permitted by law, the SCHOOL's educational program, financial protocols, governance and administrative structures, and assessment and accountability criteria and procedures, as well as any other aspect of the SCHOOL's operations.</p>						
<p>B. The parties agree that this Successor Contract incorporates, as of the date it is first adopted by the parties, any additions or modifications subsequently requested by the Office of Community Schools (or other authority of the State of Ohio) and agreed to by the parties in writing.</p>	✓		✓			
<p>C. Pursuant to Section 3314.03(A)(20) of the Ohio Revised Code, the parties recognize the authority of the Ohio Department of Education to take over the sponsorship of the SCHOOL in accordance with the provisions of Section 3314.015 of the Ohio Revised Code. Pursuant to Section 3314.03(A)(21) of the Ohio Revised Code, the parties recognize the authority of the SPONSOR to assume the operation of the SCHOOL under the conditions specified in Section 3314.073 of the Ohio Revised Code.</p>	✓		✓			

<p>D. In the event that the SCHOOL permanently closes and ceases its operation as a community school, any remaining assets of the SCHOOL shall be distributed in accordance with Section 3314.074 of the Ohio Revised Code and the SCHOOL's Articles of Incorporation.</p>			N/A		N/A
<p>E. Pursuant to Section 3314.03(A)(22) of the Ohio Revised Code, the parties recognize: (a) the authority of public health and safety officials to inspect the facilities of the SCHOOL and to order the facilities closed if those officials find that the facilities are not in compliance with health and safety laws and regulations; and (b) the authority of the Ohio Department of Education as the community school oversight body to suspend the operation of the SCHOOL under Section 3314.072 of the Ohio Revised Code if the Department has evidence of conditions or violations of law at the SCHOOL that pose an imminent danger to the health and safety of the SCHOOL's students and employees and the SPONSOR refuses to take such action.</p>			N/A		N/A
<p>F. If the SCHOOL fails to open for operation within one year after the Contract is adopted pursuant to division (D) of Section 3314.02 of the Ohio Revised Code or permanently</p>			N/A		N/A

<p>closes prior to the expiration of the Contract, the Contract shall be void and the SCHOOL shall not enter into a contract with any other sponsor. The SCHOOL shall not be considered permanently closed because the operations of the SCHOOL have been suspended pursuant to section 3314.072 of the Revised Code.</p>						
<p>G. This Successor Contract shall be governed and interpreted according to the laws of the State of Ohio.</p>	✓			✓		Compliance
<p>H. This Successor Contract creates no third-party beneficiaries.</p>	✓			✓		Compliance
<p>I. Neither this Successor Contract nor any rights, duties or obligations described herein shall be assigned by either party without prior written consent of the other party, except that the parties may, by agreement, reallocate between them such rights, duties and obligations. Except as otherwise provided hereunder with respect to the SCHOOL's acquisition of services from an operator, the parties may subcontract any of their respective duties or obligations hereunder.</p>	✓			✓		Compliance
<p>J. This Successor Contract constitutes the entire agreement among the parties and any modifications of this Successor Contract must be made and agreed to in writing.</p>	✓			✓		Compliance

2018-2019 Certification Worksheet - Oversight of Schools

JAN 9, 2019
DJE

Worksheet: 2018-2019
 School: _____
 District: _____
 State: _____

NOTE: The completion requirements outlined for use in this system evaluation must not deviate from the template which is provided as the department's website. Allowing for completion worksheets used to report information on non-compliance. It is the responsibility of the user to ensure the integrity of the data that has been provided. Worksheets used only to report to the secretary (SIS). To ensure the proper file is utilized, the file should NOT be copied and pasted, instead a "Save As" under the file tab at the bottom of the document.

Item Number	Item Name	Item Description	Item Category	Item Status	Item Location	Item Date	Item Value	Item Type	Item Code	Item Unit	Item Qty	Item Total	Item Remarks	Item Action	Item Date	Item User	Item Status	Item Date	Item User
101
102
103
104
105
106
107
108
109
110

USUAL
 INSPECTION
 of filing
 books
 for all
 Required
 documents
 listed in
 yellow
 All complete!
 Please ensure
 all annual
 policies are
 reviewed
 as listed
 by Apr 1.

2018-2019 Certification Worksheet - Oversight of Schools

School Name: _____ School Year: _____
 School ID: _____ School Type: _____
 School Address: _____

NOTE: The principal is responsible for ensuring that the school is in compliance with all applicable laws and regulations. The principal is also responsible for ensuring that the school is in compliance with all applicable state and federal laws and regulations. The principal is also responsible for ensuring that the school is in compliance with all applicable state and federal laws and regulations.

Item Number	Item Name	Item Description	Item Location	Item Status	Item Date	Item Action	Item Priority	Item Assigned To	Item Assigned Date	Item Assigned By	Item Assigned To	Item Assigned Date	Item Assigned By	Item Assigned To	Item Assigned Date	Item Assigned By	Item Assigned To	Item Assigned Date	Item Assigned By	Item Assigned To	Item Assigned Date	Item Assigned By
101	Item 101	Item 101 Description	Item 101 Location	Item 101 Status	Item 101 Date	Item 101 Action	Item 101 Priority	Item 101 Assigned To	Item 101 Assigned Date	Item 101 Assigned By	Item 101 Assigned To	Item 101 Assigned Date	Item 101 Assigned By	Item 101 Assigned To	Item 101 Assigned Date	Item 101 Assigned By	Item 101 Assigned To	Item 101 Assigned Date	Item 101 Assigned By	Item 101 Assigned To	Item 101 Assigned Date	Item 101 Assigned By
102	Item 102	Item 102 Description	Item 102 Location	Item 102 Status	Item 102 Date	Item 102 Action	Item 102 Priority	Item 102 Assigned To	Item 102 Assigned Date	Item 102 Assigned By	Item 102 Assigned To	Item 102 Assigned Date	Item 102 Assigned By	Item 102 Assigned To	Item 102 Assigned Date	Item 102 Assigned By	Item 102 Assigned To	Item 102 Assigned Date	Item 102 Assigned By	Item 102 Assigned To	Item 102 Assigned Date	Item 102 Assigned By
103	Item 103	Item 103 Description	Item 103 Location	Item 103 Status	Item 103 Date	Item 103 Action	Item 103 Priority	Item 103 Assigned To	Item 103 Assigned Date	Item 103 Assigned By	Item 103 Assigned To	Item 103 Assigned Date	Item 103 Assigned By	Item 103 Assigned To	Item 103 Assigned Date	Item 103 Assigned By	Item 103 Assigned To	Item 103 Assigned Date	Item 103 Assigned By	Item 103 Assigned To	Item 103 Assigned Date	Item 103 Assigned By
104	Item 104	Item 104 Description	Item 104 Location	Item 104 Status	Item 104 Date	Item 104 Action	Item 104 Priority	Item 104 Assigned To	Item 104 Assigned Date	Item 104 Assigned By	Item 104 Assigned To	Item 104 Assigned Date	Item 104 Assigned By	Item 104 Assigned To	Item 104 Assigned Date	Item 104 Assigned By	Item 104 Assigned To	Item 104 Assigned Date	Item 104 Assigned By	Item 104 Assigned To	Item 104 Assigned Date	Item 104 Assigned By
105	Item 105	Item 105 Description	Item 105 Location	Item 105 Status	Item 105 Date	Item 105 Action	Item 105 Priority	Item 105 Assigned To	Item 105 Assigned Date	Item 105 Assigned By	Item 105 Assigned To	Item 105 Assigned Date	Item 105 Assigned By	Item 105 Assigned To	Item 105 Assigned Date	Item 105 Assigned By	Item 105 Assigned To	Item 105 Assigned Date	Item 105 Assigned By	Item 105 Assigned To	Item 105 Assigned Date	Item 105 Assigned By
106	Item 106	Item 106 Description	Item 106 Location	Item 106 Status	Item 106 Date	Item 106 Action	Item 106 Priority	Item 106 Assigned To	Item 106 Assigned Date	Item 106 Assigned By	Item 106 Assigned To	Item 106 Assigned Date	Item 106 Assigned By	Item 106 Assigned To	Item 106 Assigned Date	Item 106 Assigned By	Item 106 Assigned To	Item 106 Assigned Date	Item 106 Assigned By	Item 106 Assigned To	Item 106 Assigned Date	Item 106 Assigned By
107	Item 107	Item 107 Description	Item 107 Location	Item 107 Status	Item 107 Date	Item 107 Action	Item 107 Priority	Item 107 Assigned To	Item 107 Assigned Date	Item 107 Assigned By	Item 107 Assigned To	Item 107 Assigned Date	Item 107 Assigned By	Item 107 Assigned To	Item 107 Assigned Date	Item 107 Assigned By	Item 107 Assigned To	Item 107 Assigned Date	Item 107 Assigned By	Item 107 Assigned To	Item 107 Assigned Date	Item 107 Assigned By
108	Item 108	Item 108 Description	Item 108 Location	Item 108 Status	Item 108 Date	Item 108 Action	Item 108 Priority	Item 108 Assigned To	Item 108 Assigned Date	Item 108 Assigned By	Item 108 Assigned To	Item 108 Assigned Date	Item 108 Assigned By	Item 108 Assigned To	Item 108 Assigned Date	Item 108 Assigned By	Item 108 Assigned To	Item 108 Assigned Date	Item 108 Assigned By	Item 108 Assigned To	Item 108 Assigned Date	Item 108 Assigned By
109	Item 109	Item 109 Description	Item 109 Location	Item 109 Status	Item 109 Date	Item 109 Action	Item 109 Priority	Item 109 Assigned To	Item 109 Assigned Date	Item 109 Assigned By	Item 109 Assigned To	Item 109 Assigned Date	Item 109 Assigned By	Item 109 Assigned To	Item 109 Assigned Date	Item 109 Assigned By	Item 109 Assigned To	Item 109 Assigned Date	Item 109 Assigned By	Item 109 Assigned To	Item 109 Assigned Date	Item 109 Assigned By
110	Item 110	Item 110 Description	Item 110 Location	Item 110 Status	Item 110 Date	Item 110 Action	Item 110 Priority	Item 110 Assigned To	Item 110 Assigned Date	Item 110 Assigned By	Item 110 Assigned To	Item 110 Assigned Date	Item 110 Assigned By	Item 110 Assigned To	Item 110 Assigned Date	Item 110 Assigned By	Item 110 Assigned To	Item 110 Assigned Date	Item 110 Assigned By	Item 110 Assigned To	Item 110 Assigned Date	Item 110 Assigned By

2018-2019 Certification Worksheet - Oversight of Schools

School Name: _____
 District: _____
 School Year: _____

NOTE: This document is intended to be used by the District and the State to monitor the progress of schools which are provided to the Department of Education. It is not intended to be used as a basis for determining the quality of a school or the quality of the District. The Department of Education is not responsible for the quality of the schools.

Year	State	Local	State	Local	State	Local	State	Local	State	Local	State	Local	State	Local	State	Local	State	Local	State	Local																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099	2100	2101	2102	2103	2104	2105	2106	2107	2108	2109	2110	2111	2112	2113	2114	2115	2116	2117	2118	2119	2120	2121	2122	2123	2124	2125	2126	2127	2128	2129	2130	2131	2132	2133	2134	2135	2136	2137	2138	2139	2140	2141	2142	2143	2144	2145	2146	2147	2148	2149	2150	2151	2152	2153	2154	2155	2156	2157	2158	2159	2160	2161	2162	2163	2164	2165	2166	2167	2168	2169	2170	2171	2172	2173	2174	2175	2176	2177	2178	2179	2180	2181	2182	2183	2184	2185	2186	2187	2188	2189	2190	2191	2192	2193	2194	2195	2196	2197	2198	2199	2200	2201	2202	2203	2204	2205	2206	2207	2208	2209	2210	2211	2212	2213	2214	2215	2216	2217	2218	2219	2220	2221	2222	2223	2224	2225	2226	2227	2228	2229	2230	2231	2232	2233	2234	2235	2236	2237	2238	2239	2240	2241	2242	2243	2244	2245	2246	2247	2248	2249	2250	2251	2252	2253	2254	2255	2256	2257	2258	2259	2260	2261	2262	2263	2264	2265	2266	2267	2268	2269	2270	2271	2272	2273	2274	2275	2276	2277	2278	2279	2280	2281	2282	2283	2284	2285	2286	2287	2288	2289	2290	2291	2292	2293	2294	2295	2296	2297	2298	2299	2300	2301	2302	2303	2304	2305	2306	2307	2308	2309	2310	2311	2312	2313	2314	2315	2316	2317	2318	2319	2320	2321	2322	2323	2324	2325	2326	2327	2328	2329	2330	2331	2332	2333	2334	2335	2336	2337	2338	2339	2340	2341	2342	2343	2344	2345	2346	2347	2348	2349	2350	2351	2352	2353	2354	2355	2356	2357	2358	2359	2360	2361	2362	2363	2364	2365	2366	2367	2368	2369	2370	2371	2372	2373	2374	2375	2376	2377	2378	2379	2380	2381	2382	2383	2384	2385	2386	2387	2388	2389	2390	2391	2392	2393	2394	2395	2396	2397	2398	2399	2400	2401	2402	2403	2404	2405	2406	2407	2408	2409	2410	2411	2412	2413	2414	2415	2416	2417	2418	2419	2420	2421	2422	2423	2424	2425	2426	2427	2428	2429	2430	2431	2432	2433	2434	2435	2436	2437	2438	2439	2440	2441	2442	2443	2444	2445	2446	2447	2448	2449	2450	2451	2452	2453	2454	2455	2456	2457	2458	2459	2460	2461	2462	2463	2464	2465	2466	2467	2468	2469	2470	2471	2472	2473	2474	2475	2476	2477	2478	2479	2480	2481	2482	2483	2484	2485	2486	2487	2488	2489	2490	2491	2492	2493	2494	2495	2496	2497	2498	2499	2500	2501	2502	2503	2504	2505	2506	2507	2508	2509	2510	2511	2512	2513	2514	2515	2516	2517	2518	2519	2520	2521	2522	2523	2524	2525	2526	2527	2528	2529	2530	2531	2532	2533	2534	2535	2536	2537	2538	2539	2540	2541	2542	2543	2544	2545	2546	2547	2548	2549	2550	2551	2552	2553	2554	2555	2556	2557	2558	2559	2560	2561	2562	2563	2564	2565	2566	2567	2568	2569	2570	2571	2572	2573	2574	2575	2576	2577	2578	2579	2580	2581	2582	2583	2584	2585	2586	2587	2588	2589	2590	2591	2592	2593	2594	2595	2596	2597	2598	2599	2600	2601	2602	2603	2604	2605	2606	2607	2608	2609	2610	2611	2612	2613	2614	2615	2616	2617	2618	2619	2620	2621	2622	2623	2624	2625	2626	2627	2628	2629	2630	2631	2632	2633	2634	2635	2636	2637	2638	2639	2640	2641	2642	2643	2644	2645	2646	2647	2648	2649	2650	2651	2652	2653	2654	2655	2656	2657	2658	2659	2660	2661	2662	2663	2664	2665	2666	2667	2668	2669	2670	2671	2672	2673	2674	2675	2676	2677	2678	2679	2680	2681	2682	2683	2684	2685	2686	2687	2688	2689	2690	2691	2692	2693	2694	2695	2696	2697	2698	2699	2700	2701	2702	2703	2704	2705	2706	2707	2708	2709	2710	2711	2712	2713	2714	2715	2716	2717	2718	2719	2720	2721	2722	2723	2724	2725	2726	2727	2728	2729	2730	2731	2732	2733	2734	2735	2736	2737	2738	2739	2740	2741	2742	2743	2744	2745	2746	2747	2748	2749	2750	2751	2752	2753	2754	2755	2756	2757	2758	2759	2760	2761	2762	2763	2764	2765	2766	2767	2768	2769	2770	2771	2772	2773	2774	2775	2776	2777	2778	2779	2780	2781	2782	2783	2784	2785	2786	2787	2788	2789	2790	2791	2792	2793	2794	2795	2796	2797	2798	2799	2800	2801	2802	2803	2804	2805	2806	2807	2808	2809	2810	2811	2812	2813	2814	2815	2816	2817	2818	2819	2820	2821	2822	2823	2824	2825	2826	2827	2828	2829	2830	2831	2832	2833	2834	2835	2836	2837	2838	2839	2840	2841	2842	2843	2844	2845	2846	2847	2848	2849	2850	2851	2852	2853	2854	2855	2856	2857	2858	2859	2860	2861	2862	2863	2864	2865	2866	2867	2868	2869	2870	2871	2872	2873	2874	2875	2876	2877	2878	2879	2880	2881	2882	2883	2884	2885	2886	2887	2888	2889	2890	2891	2892	2893	2894	2895	2896	2897	2898	2899	2900	2901	2902	2903	2904	2905	2906	2907	2908	2909	2910	2911	2912	2913	2914	2915	2916	2917	2918	2919	2920	2921	2922	2923	2924	2925	2926	2927	2928	2929	2930	2931	2932	2933	2934	2935	2936	2937	2938	2939	2940	2941	2942	2943	2944	2945	2946	2947	2948	2949	2950	2951	2952	2953	2954	2955	2956	2957	2958	2959	2960	2961	2962	2963	2964	2965	2966	2967	2968	2969	2970	2971	2972	2973	2974	2975	2976	2977	2978	2979	2980	2981	2982	2983	2984	2985	2986	2987	2988	2989	2990	2991	2992	2993	2994	2995	2996	2997	2998	2999	3000	3001	3002	3003	3004	3005	3006	3007	3008	3009	3010	3011	3012	3013	3014	3015	3016	3017	3018	3019	3020	3021	3022	3023	3024	3025	3026	3027	3028	3029	3030	3031	3032	3033	3034	3035	3036	3037	3038	3039	3040	3041	3042	3043	3044	3045	3046	3047	3048	3049	3050	3051	3052	3053	3054	3055	3056	3057	3058	3059	3060	3061	3062	3063	3064	3065	3066	3067	3068	3069	3070	3071	3072	3073	3074	3075	3076	3077	3078	3079	3080	3081	3082	3083	3084	3085	3086	3087	3088	3089	3090	3091	3092	3093	3094	3095	3096	3097	3098	3099	3100	3101	3102	3103	3104	3105	3106	3107	3108	3109	3110	3111	3112	3113	3114	3115	3116	3117	3118	3119	3120	3121	3122	3123	3124	3125	3126	3127	3128	3129	3130	3131	3132	3133	3134	3135	3136	3137	3138	3139	3140	3141	3142	3143	3144	3145	3146	3147	3148	3149	3150	3151	3152	3153	3154	3155	3156	3157	3158	3159	3160	3161	3162	3163	3164	3165	3166	3167	3168	3169	3170	3171	3172	3173	3174	3175	3176	3177	3178	3179	3180	3181	3182	3183	3184	3185	3186	3187	3188	3189	3190	3191	3192	3193	3194	3195	3196	3197	3198	3199	3200	3201	3202	3203	3204	3205	3206	3207	3208	3209	3210	3211	3212

2018-2019 Certification Worksheet - Oversight of Schools

School Name: _____
 District: _____
 School Year: _____
 School ID: _____

NOTE: The standards/requirements provided for in the Department website and linked from the template which is provided on the department website. All of the compliance worksheets could result in identifying issues or non-compliance. To protect the integrity of the data that has been provided, additional steps will be required in the worksheet tabs to ensure the proper data is entered. The data should not be copied and pasted directly from the template under the tab in the number of the worksheet.

Worksheet	Item Number	Item Title	Compliance Status	Notes	Compliance Status	Notes	Compliance Status	Notes	Compliance Status	Notes	Compliance Status	Notes	Compliance Status	Notes	Compliance Status	Notes	Compliance Status	Notes	Compliance Status	Notes
1	1	1.1	Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance	
	2	1.2	Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance	
2	1	2.1	Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance	
	2	2.2	Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance	
3	1	3.1	Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance	
	2	3.2	Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance	
4	1	4.1	Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance	
	2	4.2	Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance	
5	1	5.1	Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance	
	2	5.2	Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance	
6	1	6.1	Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance	
	2	6.2	Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance	
7	1	7.1	Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance	
	2	7.2	Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance	
8	1	8.1	Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance	
	2	8.2	Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance	
9	1	9.1	Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance	
	2	9.2	Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance	
10	1	10.1	Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance	
	2	10.2	Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance		Compliance	

2018-2019 Certification Worksheet - Oversight of Schools

Worksheet: 2018-2019

Year: 2018

NOTE: Compliance items are subject to validation by the Department.

The compliance worksheet is intended for use in the annual evaluation and self-reporting process. It is intended to be used by the Department's Compliance Unit. The compliance worksheet is intended to be used by the Department's Compliance Unit. The compliance worksheet is intended to be used by the Department's Compliance Unit.

Item Number	Item Title	Item Description	Item Status	Item Category	Item Priority	Item Due Date	Item Assigned To	Item Assigned Date	Item Assigned By	Item Assigned To (Email)	Item Assigned To (Phone)	Item Assigned To (Address)	Item Assigned To (City)	Item Assigned To (State)	Item Assigned To (Zip)	Item Assigned To (Country)	Item Assigned To (Region)	Item Assigned To (District)	Item Assigned To (School)	Item Assigned To (Grade)	Item Assigned To (Subject)	Item Assigned To (Teacher)	Item Assigned To (Student)	Item Assigned To (Parent)	Item Assigned To (Community)	Item Assigned To (Other)
1	Item 1	Item 1 Description	Item 1 Status	Item 1 Category	Item 1 Priority	Item 1 Due Date	Item 1 Assigned To	Item 1 Assigned Date	Item 1 Assigned By	Item 1 Assigned To (Email)	Item 1 Assigned To (Phone)	Item 1 Assigned To (Address)	Item 1 Assigned To (City)	Item 1 Assigned To (State)	Item 1 Assigned To (Zip)	Item 1 Assigned To (Country)	Item 1 Assigned To (Region)	Item 1 Assigned To (District)	Item 1 Assigned To (School)	Item 1 Assigned To (Grade)	Item 1 Assigned To (Subject)	Item 1 Assigned To (Teacher)	Item 1 Assigned To (Student)	Item 1 Assigned To (Parent)	Item 1 Assigned To (Community)	Item 1 Assigned To (Other)
2	Item 2	Item 2 Description	Item 2 Status	Item 2 Category	Item 2 Priority	Item 2 Due Date	Item 2 Assigned To	Item 2 Assigned Date	Item 2 Assigned By	Item 2 Assigned To (Email)	Item 2 Assigned To (Phone)	Item 2 Assigned To (Address)	Item 2 Assigned To (City)	Item 2 Assigned To (State)	Item 2 Assigned To (Zip)	Item 2 Assigned To (Country)	Item 2 Assigned To (Region)	Item 2 Assigned To (District)	Item 2 Assigned To (School)	Item 2 Assigned To (Grade)	Item 2 Assigned To (Subject)	Item 2 Assigned To (Teacher)	Item 2 Assigned To (Student)	Item 2 Assigned To (Parent)	Item 2 Assigned To (Community)	Item 2 Assigned To (Other)
3	Item 3	Item 3 Description	Item 3 Status	Item 3 Category	Item 3 Priority	Item 3 Due Date	Item 3 Assigned To	Item 3 Assigned Date	Item 3 Assigned By	Item 3 Assigned To (Email)	Item 3 Assigned To (Phone)	Item 3 Assigned To (Address)	Item 3 Assigned To (City)	Item 3 Assigned To (State)	Item 3 Assigned To (Zip)	Item 3 Assigned To (Country)	Item 3 Assigned To (Region)	Item 3 Assigned To (District)	Item 3 Assigned To (School)	Item 3 Assigned To (Grade)	Item 3 Assigned To (Subject)	Item 3 Assigned To (Teacher)	Item 3 Assigned To (Student)	Item 3 Assigned To (Parent)	Item 3 Assigned To (Community)	Item 3 Assigned To (Other)
4	Item 4	Item 4 Description	Item 4 Status	Item 4 Category	Item 4 Priority	Item 4 Due Date	Item 4 Assigned To	Item 4 Assigned Date	Item 4 Assigned By	Item 4 Assigned To (Email)	Item 4 Assigned To (Phone)	Item 4 Assigned To (Address)	Item 4 Assigned To (City)	Item 4 Assigned To (State)	Item 4 Assigned To (Zip)	Item 4 Assigned To (Country)	Item 4 Assigned To (Region)	Item 4 Assigned To (District)	Item 4 Assigned To (School)	Item 4 Assigned To (Grade)	Item 4 Assigned To (Subject)	Item 4 Assigned To (Teacher)	Item 4 Assigned To (Student)	Item 4 Assigned To (Parent)	Item 4 Assigned To (Community)	Item 4 Assigned To (Other)
5	Item 5	Item 5 Description	Item 5 Status	Item 5 Category	Item 5 Priority	Item 5 Due Date	Item 5 Assigned To	Item 5 Assigned Date	Item 5 Assigned By	Item 5 Assigned To (Email)	Item 5 Assigned To (Phone)	Item 5 Assigned To (Address)	Item 5 Assigned To (City)	Item 5 Assigned To (State)	Item 5 Assigned To (Zip)	Item 5 Assigned To (Country)	Item 5 Assigned To (Region)	Item 5 Assigned To (District)	Item 5 Assigned To (School)	Item 5 Assigned To (Grade)	Item 5 Assigned To (Subject)	Item 5 Assigned To (Teacher)	Item 5 Assigned To (Student)	Item 5 Assigned To (Parent)	Item 5 Assigned To (Community)	Item 5 Assigned To (Other)
6	Item 6	Item 6 Description	Item 6 Status	Item 6 Category	Item 6 Priority	Item 6 Due Date	Item 6 Assigned To	Item 6 Assigned Date	Item 6 Assigned By	Item 6 Assigned To (Email)	Item 6 Assigned To (Phone)	Item 6 Assigned To (Address)	Item 6 Assigned To (City)	Item 6 Assigned To (State)	Item 6 Assigned To (Zip)	Item 6 Assigned To (Country)	Item 6 Assigned To (Region)	Item 6 Assigned To (District)	Item 6 Assigned To (School)	Item 6 Assigned To (Grade)	Item 6 Assigned To (Subject)	Item 6 Assigned To (Teacher)	Item 6 Assigned To (Student)	Item 6 Assigned To (Parent)	Item 6 Assigned To (Community)	Item 6 Assigned To (Other)
7	Item 7	Item 7 Description	Item 7 Status	Item 7 Category	Item 7 Priority	Item 7 Due Date	Item 7 Assigned To	Item 7 Assigned Date	Item 7 Assigned By	Item 7 Assigned To (Email)	Item 7 Assigned To (Phone)	Item 7 Assigned To (Address)	Item 7 Assigned To (City)	Item 7 Assigned To (State)	Item 7 Assigned To (Zip)	Item 7 Assigned To (Country)	Item 7 Assigned To (Region)	Item 7 Assigned To (District)	Item 7 Assigned To (School)	Item 7 Assigned To (Grade)	Item 7 Assigned To (Subject)	Item 7 Assigned To (Teacher)	Item 7 Assigned To (Student)	Item 7 Assigned To (Parent)	Item 7 Assigned To (Community)	Item 7 Assigned To (Other)
8	Item 8	Item 8 Description	Item 8 Status	Item 8 Category	Item 8 Priority	Item 8 Due Date	Item 8 Assigned To	Item 8 Assigned Date	Item 8 Assigned By	Item 8 Assigned To (Email)	Item 8 Assigned To (Phone)	Item 8 Assigned To (Address)	Item 8 Assigned To (City)	Item 8 Assigned To (State)	Item 8 Assigned To (Zip)	Item 8 Assigned To (Country)	Item 8 Assigned To (Region)	Item 8 Assigned To (District)	Item 8 Assigned To (School)	Item 8 Assigned To (Grade)	Item 8 Assigned To (Subject)	Item 8 Assigned To (Teacher)	Item 8 Assigned To (Student)	Item 8 Assigned To (Parent)	Item 8 Assigned To (Community)	Item 8 Assigned To (Other)
9	Item 9	Item 9 Description	Item 9 Status	Item 9 Category	Item 9 Priority	Item 9 Due Date	Item 9 Assigned To	Item 9 Assigned Date	Item 9 Assigned By	Item 9 Assigned To (Email)	Item 9 Assigned To (Phone)	Item 9 Assigned To (Address)	Item 9 Assigned To (City)	Item 9 Assigned To (State)	Item 9 Assigned To (Zip)	Item 9 Assigned To (Country)	Item 9 Assigned To (Region)	Item 9 Assigned To (District)	Item 9 Assigned To (School)	Item 9 Assigned To (Grade)	Item 9 Assigned To (Subject)	Item 9 Assigned To (Teacher)	Item 9 Assigned To (Student)	Item 9 Assigned To (Parent)	Item 9 Assigned To (Community)	Item 9 Assigned To (Other)
10	Item 10	Item 10 Description	Item 10 Status	Item 10 Category	Item 10 Priority	Item 10 Due Date	Item 10 Assigned To	Item 10 Assigned Date	Item 10 Assigned By	Item 10 Assigned To (Email)	Item 10 Assigned To (Phone)	Item 10 Assigned To (Address)	Item 10 Assigned To (City)	Item 10 Assigned To (State)	Item 10 Assigned To (Zip)	Item 10 Assigned To (Country)	Item 10 Assigned To (Region)	Item 10 Assigned To (District)	Item 10 Assigned To (School)	Item 10 Assigned To (Grade)	Item 10 Assigned To (Subject)	Item 10 Assigned To (Teacher)	Item 10 Assigned To (Student)	Item 10 Assigned To (Parent)	Item 10 Assigned To (Community)	Item 10 Assigned To (Other)

EXHIBIT 5



E-School Sponsor Certification Plan Plan by computer-based schools for services to disabled students. Form B

E-School Name: Quaker Digital Academy IRN: 000241
School Address: 400 Mill Ave SE, Suite 901/902
School Phone Number: 330-364-0618 School Fax: 330-364-0680
School Administrator: Dr.. Richard Varrati Title: CEO/Superintendent
Administrator Email: varratir@go2qda.org Phone: 330-364-0618
Special Education Director: Elaine Karp
Special Education Director's Email: karpe@go2qda.org Phone: 330-364-0618
Grade Levels Served: K-12 Total Enrollment: 523
Number of Students with Disabilities Enrolled: 62

1. The sponsor certified the e-school has policies and procedures for Child Find:

Yes No

Additional Comments:
Child find is located on our QDA website.

2. The sponsor certified there is a continuum of services being offered/provided by the e-school:

Yes No

Additional Comments:
LRE, Regular Education Classroom, Regular Education Classroom with Consultant, Regular Education Classroom with Itinerant Teacher, Regular Education Classroom with Resource Room Support, Part-Time Resource Room, Full-Time Resource Room, Alternative Placement/Special Day School/Residential Program, Supplementary Aids & Services

3. The sponsor certified the e-school students are taught by appropriately licensed teachers:

Yes No

Additional Comments:
All teachers are HQT and certified in proper academic areas.

4. The sponsor certified the e-school is implementing specially designed instruction in an individualized manner and being provided as stated in each individualized education program (IEP)?

Yes No

Additional Comments:

All IEP's meet compliance.

5. The sponsor certified the e-school ensures all students are receiving the appropriate accommodations or modifications as required per their IEPs?

Yes No

Additional Comments:

As required per the IEP.

6. The sponsor certified the e-school ensures the child has an aid if required per the IEP?

Yes No

Additional Comments:

7. The sponsor certified the e-school ensures the child has access to assistive technology as required per the IEP?

Yes No

Additional Comments:

Assistive technology is recorded on IEP's.

8. The sponsor certified the e-school's IEPs are reviewed for and amended regarding progress or lack of progress?

Yes No

Additional Comments:

Teacher's complete progress reports at the end of each grading period.

9. The sponsor certified the e-school provides related services to the child as required per the student's IEP?

Yes No

Additional Comments:

Related services are offered per qualifying on an ETR.

10. The sponsor certified the e-school provides medical supports as required per the IEP?

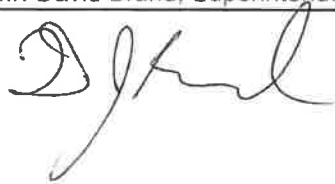
Yes

No

Additional Comments:

Sponsor Name: New Philadelphia City Schools

Sponsor Representative: Mr. David Brand, Superintendent



8/28/19



E-School Sponsor Certification Plan Plan by computer-based schools for services to disabled students. Form B

E-School Name: Quaker Digital Academy IRN: 000241

School Address: 400 Mill Ave SE, Suite 901/902

School Phone Number: 330-364-0618 School Fax: 330-364-0680

School Administrator: Dr. Richard Varrati Title: CEO/Superintendent

Administrator Email: varratir@go2qda.org Phone: 330-364-0618

Special Education Director: Elaine Karp

Special Education Director's Email: karpe@go2qda.org Phone: 3303640618

Grade Levels Served: K-12 Total Enrollment: 1,177

Number of Students with Disabilities Enrolled: 142

1. The sponsor certified the e-school has policies and procedures for Child Find:

Yes No

Additional Comments:

Child find is located on our QDA website.

2. The sponsor certified there is a continuum of services being offered/provided by the e-school:

Yes No

Additional Comments:

LRE, Regular Education Classroom, Regular Education Classroom with Consultant, Regular Education Classroom with Itinerant Teacher, Regular Education Classroom with Resource Room Support, Part-Time Resource Room, Full-Time Resource Room, Alternative Placement/Special Day School/Residential Program, Supplementary Aids & Services

3. The sponsor certified the e-school students are taught by appropriately licensed teachers:

Yes No

Additional Comments:

All teachers are HQT and certified in proper academic areas.

4. The sponsor certified the e-school is implementing specially designed instruction in an individualized manner and being provided as stated in each individualized education program (IEP)?

Yes No

Additional Comments:

All IEP's meet compliance.

5. The sponsor certified the e-school ensures all students are receiving the appropriate accommodations or modifications as required per their IEPs?

Yes No

Additional Comments:

As required per the IEP.

6. The sponsor certified the e-school ensures the child has an aid if required per the IEP?

Yes No

Additional Comments:

7. The sponsor certified the e-school ensures the child has access to assistive technology as required per the IEP?

Yes No

Additional Comments:

Assistive technology is recorded on IEP's

8. The sponsor certified the e-school's IEPs are reviewed for and amended regarding progress or lack of progress?

Yes No

Additional Comments:

Teacher's complete progress reports at the end of each grading period.

9. The sponsor certified the e-school provides related services to the child as required per the student's IEP?

Yes No

Additional Comments:

Related services are offered per qualifying on an ETR.

10. The sponsor certified the e-school provides medical supports as required per the IEP?

Yes

No

Additional Comments:

As Req. per IEP

Sponsor Name: New Philadelphia City Schools

Sponsor Representative: Mr. David Brand, Superintendent



Office of Community School Consultant: _____

Date Received: _____

Date Approved: _____

Director of Community Schools: _____

Date Approved: _____

Additional Comments:

Office of Community Schools

2018-2019

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:

08/13/2018

School Name and Facility Address:

Quaker Digital Academy
400 Mill Ave SE Suite 901
New Philadelphia, Ohio 44663

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.

- Complete Section I for all schools
- Complete Section II if your school operates using a blended learning model as defined by Ohio Revised Code (ORC) 3301.079
- 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 2018-2019 school year August 29, 2018

Sponsor Name New Philadelphia City School District
Sponsor IRN 044487
School Name Quaker Digital Academy
School IRN 000241
School Superintendent Richard J. Varrati
Superintendent's Telephone Number 330-339-7169
Superintendent's Email Address varrati@go2qda.org

8. School Information

School's Website www.go2qda.org
School's Physical Street Address 400 Mill Ave SE Suite 901
City, State New Philadelphia, Ohio Zip Code 44663 County Tuscarawas
School Building Main Telephone Number 866-968-7032
School Email (if applicable) _____
School Fax Number 330-364-0680
Mailing Address (if different from facility address) N/A
City, State _____ Zip Code _____ County _____

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.

Berlin Office - P.O. Box 285, 5122 State Route 39, Berlin OH 44610
East Liverpool Office - 108 East 5th Street, East Liverpool OH 43920
Steubenville Office - 2228 Sunset Blvd., Suite 2B, Steubenville, OH 43952

Grade levels authorized per contract:

k-12

Grade levels currently served:

K-12

OEDS Administrator's Name:

Richard J. Varrati

OEDS Administrator's Email Address:

varratir@go2qda.org

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:

N/A

Operator or Management Company IRN

Operator or Management Company EIN

N/A

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

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 2018-2019 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 HQT requirements.

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 2018-2019 school year, the minimum number of students required by division (A)(11)(a) of ORC 3314.03.

Yes No

Comments/Explanation
Enrollment numbers verified

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
Records reviewed

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.

Governing Authority adopted a resolution waiver and approved by sponsor

Fiscal Officer's (Treasurer's) Name

Julie Erwin

Treasurer's License Number and Expiration Date of License

21009662 06/30/2019

Fiscal Officer's Telephone Number

330-364-0600

Fiscal Officer's Email Address

erwinj@go2qda.org

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

Reviewed and verified

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.

Dahl Development LLC (East Liverpool) 08/2017 -07/31/2020 (East Liverpool Office). Glimcher Properties (9/20/2011 -11/30/2024 (New Philadelphia Office), OME-RESA (05/01/2014 - 12/31/2018) Steubenville, Royal Development, INC (12/1/2016 - yearly renewal) Berlin Office

A current certificate of occupancy.

Yes No

Please indicate the date the certificate of occupancy was issued.

01/30/2015

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.

The Netherlands Insurance 02/03/2018 - 02/03/2019

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.

August 15, 2018 New Philadelphia Health Department

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.

05/18/2018 New Philadelphia Fire Department

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

N/A

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 2018-2019 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.

SECTION II

BLENDED LEARNING

Does the school plan to utilize a blended learning model, as defined in ORC 3301.079, during the 2018-2019 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 2018-2019?

Yes No

Comments/Explanation

n/a

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

n/a

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](#).)

n/a

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.

N/A

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

N/A

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.

N/A

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.

N/A

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.

N/A

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.

N/A

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 2018-2019 school year.

N/A

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.

N/A

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 2018-2019 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.

pgs 2, 7, 8, 20-27

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

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 2018-2019 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 3314.19

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.

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 fulfilled.

- The governing authority of the school has posted a bond in the amount of \$50,000 with the auditor of state.
- 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.

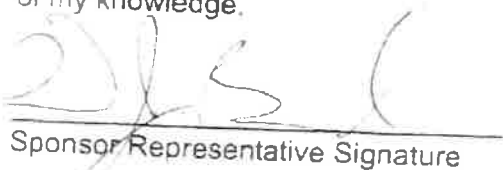
In lieu of a bond or cash deposit, the school's sponsor or an operator that has a contract with the school provided a written guarantee of payment, which shall obligate the school's sponsor or the operator that provides the written guarantee to pay the cost of audits of the school under ORC 3314.50 up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

Indicate which entity provided written guarantee of payment.

Comments/Explanation

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

David J. Brand
Print Name

08/13/2018
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 2018-2019 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

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:

8/10/2019

School Name and Facility Address:

Quaker Digital Academy
400 Mill Ave. Suite 901
New Philadelphia, Ohio 44663

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

9/3/2019

Sponsor Name	New Philadelphia City School District
Sponsor IRN	044487
School Name	Quaker Digital Academy
School IRN	000241
School Superintendent	Dr. Richard J. Varrati
Superintendent's Telephone Number	330-339-7169
Superintendent's Email Address	varratir@go2qda.org

School Information

School's Website

www.go2qda.org

School's Physical Street Address

400 Mill Ave. Suite 901

City, State

Zip Code

County

New Philadelphia, Ohio	44663	Tuscarawas
------------------------	-------	------------

School Building Main Telephone Number

866-968-7032

School Email (if applicable)

--

School Fax Number

330-364-0680

Mailing Address (if different from facility address)

--

City, State

Zip Code

County

--	--	--

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.)

Berlin Office - P.O. Box 285, 5122 State Route 39, Berlin, OH. 44610
East Liverpool Office - 108 East 5th St. East Liverpool, OH. 43920
Steubenville Office - 2228 Sunset Blvd., Suite 2B, Steubenville, OH. 43952

Grade levels authorized per contract:

K-12

Grade levels currently served:

K-12

OEDS Administrator's Name:

Dr. Richard J. Varrati

OEDS Administrator's Email Address:

varratir@go2qda.org

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

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

Enrollment numbers verified

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

Records reviewed

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.

Governing Authority adopted resolution waiver and approved by sponsor

Fiscal Officer's (Treasurer's) Name

Julie Erwin

Treasurer's License Number and Expiration Date of License

21009662 06/30/2024

Fiscal Officer's Telephone Number

330-364-0600

Fiscal Officer's Email Address

erwinj@go2qda.org

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

Reviewed and verified

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.

Dahl Development LLC (East Liverpool) 8/2017-07/31/2020 (East Liverpool Office), Glimcher Properties 9/20/2011-11/30/2024 (New Philadelphia Office). OME-RESA 1/1/2019-12/31/2024 (New Philadelphia Office), Royal Development, Inc. 12/1/2016 - yearly renewal (Berlin Office)

A current certificate of occupancy.

Yes No

Please indicate the date the certificate of occupancy was issued.

1/30/2015

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.

The Netherlands Insurance 2/3/2019-2/3/2020

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.

05/21/2019 New Philadelphia Health Department

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.

05/17/2019 New Philadelphia Fire Department

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

N/A

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 (audit costs), 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

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 or have a declaration?

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.

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.

pg 2, 7, 8, 20-27

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

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.

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

DR RICH VIRRATI

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

N/A SCHOOL OPENED PRIOR TO 2/1/2016

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.

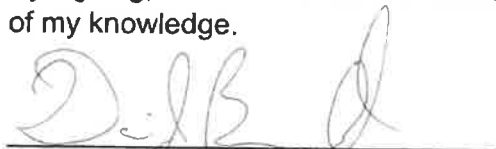
- In lieu of a bond or cash deposit, the school's sponsor or an operator that has a contract with the school provided a written guarantee of payment, which shall obligate the school's sponsor or the operator that provides the written guarantee to pay the cost of audits of the school under ORC 3314.50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

Indicate which entity provided written guarantee of payment.

Comments/Explanation

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

David J. Brand

Print Name

08/10/2019

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

EXHIBIT 6

INTERVENTION POLICY

Pursuant to Ohio law, the Board of Education may intervene in a Sponsored School's operation for certain reasons. Intervention includes, but is not limited to, putting the School on a corrective action plan, placing the School in probationary status, suspending or assuming the School's operations, non-renewing the School's Sponsor Contract, or terminating the Sponsor Contract.

The District seeks to avoid unnecessary intervention. The District recognizes that certain "non-material" conditions or violations do not warrant formal intervention. Such "non-material" conditions or violations should be resolved through open dialogue with the School or through a corrective action plan.

When conditions warrant formal intervention, the District endeavors to enforce the least invasive intervention through its "Step" procedures described below. The Steps are designed to ensure the School's autonomy and to allow the School to self-correct deficiencies, when appropriate.

Conditions that may Trigger Intervention

Conditions that may trigger the District's intervention include, but are not limited to, the following:

- Violation of the material terms of the Sponsor Contract
- Violations of federal, state, or local laws
- Weak or declining academic performance
- Failure to meet academic performance expectations
- Failure to meet indicators of financial viability or sustainability
- Deviation from the education, management, administration, or financial plan(s)
- Threats to the health, safety, or welfare of students
- Failure to meet standards for fiscal management
- Failure to meet state reporting deadlines
- Mismanagement of public funds
- Financial malfeasance
- Failure to retain sufficient enrollment to remain financially viable
- Failure to retain adequate and safe facilities
- Substantiated complaints against the School
- Substantiated ethics violations
- Failure of the Governing Authority to comply with applicable laws, rules, regulations, or provisions of the Sponsor Contract related to governance
- Failure of Governing Authority to meet pursuant to the Sponsor Contract and Sunshine Laws
- Failure to report conditions that may have a material impact on the School

Process for Identifying Conditions That May Trigger Intervention

To minimize occurrences of intervention, the District has established a documented, systematic and proactive sponsorship program. The District believes that most formal interventions can be avoided through this program.

The District may identify conditions that may trigger intervention through providing technical assistance, conducting site visits and reviews, conducting financial and enrollment reviews, providing performance reports, a Needs Assessment, attending Governing Authority meetings, and engaging in regular communication with the School.

Investigation of Condition

Prior to initiating a formal intervention, the District shall investigate the conditions that may trigger formal intervention. The Superintendent shall adopt a process for investigating conditions. Steps shall include evaluating the identified condition, if applicable, verifying the condition, and communicating about the condition with the School, if reasonable.

Steps and Intervention Action

The following guidelines shall be applied on a step-by-step basis, except for situations where the severity of the offense, violation, or failure warrants initiating intervention at a more advanced Step. When practicable, the District shall allow the School to establish a method for resolving the issue to maintain school autonomy.

Status	Conditions that may trigger Status	Consequences
Step 1: Notice of Concern	<ul style="list-style-type: none"> Weak or declining performance Issues identified in site visits Conditions identified above The School does not meet standards on performance measures 	<ul style="list-style-type: none"> Notification to the School's Superintendent School proposes method for Resolution District creates a timeline for improvement
Step 2: Notice of Breach	<ul style="list-style-type: none"> Unresolved Step 1 issues Conditions identified above 	<ul style="list-style-type: none"> Written notification to the Governing Authority and the School's Superintendent, School proposes method for Resolution District creates a timeline for improvement

		<ul style="list-style-type: none"> • Additional site visits to affirm correction of problem, if necessary
Step 3: Probationary Status	<ul style="list-style-type: none"> • Unresolved Step 1 or 2 issues • Conditions identified above • Grounds specified in O.R.C. 3314.07 	<ul style="list-style-type: none"> • District places the School on probationary status pursuant to O.R.C. 3314.073
Step 4: Suspending Operation or Assuming Operation	<ul style="list-style-type: none"> • Unresolved Step 1, 2, or 3 issues • Conditions identified above • Grounds specified in O.R.C. 3314.07 	<ul style="list-style-type: none"> • District suspends operation of the School pursuant to due process procedures in O.R.C 3314.072
Step 5: Termination	<ul style="list-style-type: none"> • Unresolved step 1, 2, 3 or 4 issues • Conditions identified above • Grounds specified in O.R.C. 3314.07. 	<ul style="list-style-type: none"> • District terminates the Sponsor Contract pursuant to O.R.C 3314.07

Timeframes for Monitoring Progress and Deadlines for Resolving the Deficiency

When implementing formal intervention, the District shall establish reasonable timeframes for achieving progress and deadlines for resolving the deficiency, as it deems appropriate. The District recognizes that timeframes and deadlines will vary depending on the condition and that no policy can foresee nor predict a reasonable timeframe for making progress or resolving any particular deficiency. The District shall request and review status updates from the School regarding its progress in resolving the deficiency.

Consequences for Not Resolving the Deficiency

Consistent with the intervention table described above, the School's failure to resolve a deficiency may result in subsequent step on the table.

Suspension

The District may suspend the operation of the School only if it first issues to the Governing Authority notice of the District's intent to suspend the operation of the Sponsor Contract. Such notice shall explain the reasons for the District's intent to suspend operation of the Sponsor Contract and shall provide the School's Governing Authority with five (5) business days to submit to the District a proposal to remedy the conditions cited.

The District shall promptly review any proposed remedy timely submitted by the Governing Authority and shall either approve or disapprove the proposed remedy. If the District disapproves the proposed remedy, the Governing Authority fails to submit a proposed remedy in the manner prescribed by the District, or if the Governing Authority fails to implement the remedy as approved by the District, the District may proceed with suspension as set forth below.

If the District decides to suspend the operation of the School, the District shall promptly send written notice to the Governing Authority stating that the operation of the School is immediately suspended. The written notice shall contain specific reasons for the suspension, and shall state that the Governing Authority has five (5) business days to submit a proposed remedy to the conditions cited as reasons for the suspension, or face potential Sponsor Contract termination.

Upon receipt of the notice of suspension, the Governing Authority shall immediately notify the employees of the School and the parents of the students enrolled in the School of the suspension and its reasons, and shall cease all school operations on the next business day.

If the District suspends the operation of the School, the Sponsor Contract entered into under section 3314.03 of the Revised Code shall become void, unless the Governing Authority provides a proposal to remedy the conditions cited by the District as reasons for the suspension, to the District's satisfaction, by the thirtieth day of September of the school year immediately following the school year in which the operation of the School was suspended.

Probation

In lieu of termination of the Sponsor Contract or suspension of the operation of the School, after consultation with the Governing Authority, if the District finds that any of the conditions prescribed in division (B)(1) of section 3314.07 of the Revised Code apply to the School, the District may declare in written notice to the Governing Authority that the School is in a probationary status which shall not extend beyond the end of the current school year. The notice shall specify the conditions that warrant probationary status. The District may declare the School to be in such status only if it has received from the Governing Authority reasonable assurances to the District's satisfaction that the Governing Authority can and will take actions necessary to remedy the conditions that have warranted such probationary status. The District shall monitor the actions taken by the Governing Authority to remedy the conditions that have warranted probationary status. The District may take over the operation of the School as provided in the Sponsor Contract, may take steps to terminate the Sponsor Contract, or may take steps to suspend the operation of the School, if the District at any time finds that the Governing Authority is no longer able or willing to remedy those conditions to the District's satisfaction.

Due Process Procedures

Before suspending or assuming the School's operations, or terminating the Sponsor Contract, the District will follow procedures specified by the Ohio Revised Code.

LEGAL REF: O.R.C. §§3314.07, 3314.072, 3314.073, and 3314.351
Quality Practices Rubric: D.06 – Intervention

Updated: _____
Adopted: February 12, 2018

INTERVENTION PROCESS

The District's System of oversight and monitoring is designed to minimize the need of formal intervention. The District seeks to minimize the need for intervention by providing Needs Assessments, offering professional development, technical assistance, legal updates, and general oversight.

This Sponsorship Procedure addresses conditions that may trigger intervention, establishes a process for identifying conditions, and a process to conduct investigation.

Conditions that May Trigger Intervention

Conditions that may trigger intervention include, but are not limited to, the following:

- Weak or declining academic performance.
- Failure to meet academic performance expectations.
- Failure to meet indicators of financial viability or sustainability.
- Deviation from the education, management, administration, or financial plan(s).
- Threats to the health, safety, or welfare of students.
- Violation of the material terms of the Sponsor Contract.
- Failure to meet standards for fiscal management.
- Failure to meet state reporting deadlines.
- Violations of federal, state, or local laws.
- Mismanagement of public funds.
- Financial malfeasance.
- Failure to retain sufficient enrollment to remain financially viable.
- Failure to retain adequate and safe facilities.
- Substantiated complaints against the School.
- Substantiated Ethics Violations.
- Failure of Governing Authority to meet pursuant to the Contract and Sunshine Law.
- Failure to report conditions that may have a material impact on the School.

Process for Identifying Conditions

The District recognizes that its system of oversight and monitoring establishes comprehensive processes for identifying the conditions that may eliminate the need for formal intervention or may identify a need for intervention at an early stage.

1. Site visits and reviews. Consistent with the District's site visit and review policy, the District requires the School to correct any identified deficiencies.

2. Financial and enrollment reviews. Consistent with the District's oversight and evaluation policy, the District conducts monthly site visits and provides proactive recommendations.
3. Performance reports. Consistent with Ohio law and policy practices, the District provides performance reports
4. Needs Assessment. The Needs Assessment is a process to identify weaknesses, set priorities, and direct resources for improvement.
5. High Stakes Review. The High Stakes Review is a rigorous evaluation of the School's performance over the entire contract term.

Investigation Process

Consistent with the Board Policy, the District establishes the process for conducting an investigation.

1. Upon becoming aware of a potential condition, the District shall review the evidence against the appropriate metrics (e.g. Contract, Performance Framework, Revised Code, Administrative Code) to ascertain its validity.
2. The District may communicate with the sponsored school, the Department of Education, legal counsel or other sources, as necessary, to affirm its conclusion of the condition.
3. The District shall provide a written notice of the condition explaining the basis for the District's initial determination and identifying its proposed resolution.
4. If the District determines that the intervention requires probation, suspension, assumption of operations, or termination, the District shall comply with the statutory requirements.

TERMINATION

Pursuant to Ohio law, the Board of Education may terminate a contract with a sponsored school. This policy establishes the reasons for which the Board may terminate a sponsored school's contract and explains the procedures to be followed if termination occurs. In the event of any conflict, ambiguity or discrepancy between the provisions of this policy and the sponsor contract, the provisions of the sponsor contract shall prevail.

Criteria for Termination

Pursuant to Ohio law, the Board may terminate a sponsored school's contract during the contract term when there is clear evidence of one (1) or more of the following:

- a. Failure to meet student performance requirements stated in the contract;
- b. Failure to meet generally accepted standards of fiscal management;
- c. Violation of any provision of the contract or applicable state or federal law;
- d. Other good cause; or
- e. The Board has suspended the sponsor contract.

Based on quality practices, the Board defines the criteria for termination as clear evidence of unacceptable academic performance, egregious violations of law, financial mismanagement, and/or unfaithfulness to the contract terms.

Evidence supporting termination may include, but is not limited to academic performance measures from the sponsor contract, the community school's report card issued by the State of Ohio, financial audits, site visit reports, compliance reports, opinions of legal counsel, status reports on corrective action plans or other required interventions, documentation required by the sponsor contract, or other documentation demonstrating clear violation of the criteria for termination set forth above.

Termination Procedure

1. The District shall notify a community school of its proposal to terminate the contract, in writing, no later than January 15 of the year the Board intends to terminate the contract. The notice must include:
 - a. The reason(s) for the intended termination,
 - b. The effective date of the termination,
 - c. Notification of the right of the school to appear, upon request, before the Board at an informal hearing to challenge the reason(s) for the intended termination, and

- d. Notification that the request to appear must be made within fourteen (14) days of receiving the request, in writing.
2. The informal hearing shall be held within fourteen (14) days of the District's receipt of a request for the hearing.
3. No later than fourteen (14) days after the informal hearing, the Board shall issue a written decision either affirming or rescinding the decision to terminate the contract.
4. The termination of the contract shall be effective upon the later of the following: (a) the date the sponsor notifies the school of its decision to terminate the contract, or (b) the effective date of the termination specified in the notification of termination.

Responsibilities in the Event of Termination

Pursuant to Ohio law, any sponsored school whose contract is terminated for failure to meet student performance requirements or failure to meet generally accepted standards of fiscal management shall close permanently at the end of the current school year or on the date specified in the notification of termination. Ohio law prohibits such schools from entering into a contract with any other sponsor.

The District and the community school shall begin the closure process outlined in the policy entitled "Closure Process."

LEGAL REF: O.R.C. §3314.07
Quality Practices Rubric: E.04 – Contract Termination

Adopted: February 12, 2018

RENEWAL OF SPONSORED SCHOOLS

Pursuant to Ohio law, the Board of Education may renew or non-renew a sponsor contract with a sponsored school. This policy explains the renewal application process and the procedures to be followed if non-renewal occurs. In the event of any conflict, ambiguity or discrepancy between the provisions of this policy and the sponsor contract, the provisions of the sponsor contract shall prevail.

In years in which renewal is to occur, all application reviewers shall receive training on the renewal protocols.

Application for Renewal

The Board requires all community schools sponsored by the District to apply for renewal of their sponsor contract through a renewal application.

The Board directs the Superintendent to develop an application for renewal (“Renewal Application”). The Renewal Application shall require the sponsored school to provide the following:

- a. multiple years of student achievement,
- b. multiple measures of student achievement,
- c. financial audits for each year,
- d. site visit reports,
- e. other compliance reports,
- f. status reports on other required interventions, and
- g. other criteria determined applicable.

The Board directs the Superintendent to adopt a renewal process. The process must include a defined timeline for renewals, a scoring rubric used to evaluate Renewal Applications, clear directions for Renewal Applications, and guidance for application. The scoring rubric should include academic and non-academic measures.

The Renewal Application and all documentation related to the renewal process must be posted on the District’s website.

Completed Applications

Completed Renewal Applications shall be reviewed by the District’s sponsor staff to determine whether the school is fiscally and operationally viable, has satisfactorily achieved its contractual standards, and is faithful to the terms of the sponsor contract. The District’s sponsor staff shall provide evidence-based recommendations to the Board regarding contract renewal.

Procedure for Renewal or Non-Renewal

The Board adopts the following procedure for renewal and non-renewal of sponsored schools.

1. The District's sponsor staff shall make a recommendation to the Board regarding renewal. The Board shall pass a resolution of its intent to renew or non-renew the sponsor contract.
2. The District shall notify a community school of proposed non-renewal, in writing, no later than January 15 of the year the Board intends to non-renew the contract. The notice must include:
 - a. The reason(s) for the intended non-renewal;
 - b. The effective date of the non-renewal;
 - c. A statement, notifying the school of the right to appear, upon request, before the Board at an informal hearing to challenge the reason(s) for the intended termination; and
 - d. The request to appear must be made within fourteen (14) days of receiving the request, in writing.
3. The informal hearing shall be held within fourteen (14) days of the District's receipt of a request for the hearing.
4. No later than fourteen (14) days after the informal hearing, the Board shall issue a written decision either affirming or rescinding the decision to non-renew the contract.
5. The non-renewal of the contract shall be effective upon the later of the following: (a) the date the sponsor notifies the school of its decision to terminate the contract; or (b) the effective date of the termination specified in the notification of termination.
6. The District shall notify the school's families of non-renewal by April 15 of the year of non-renewal.

Quality Practices Rubric: E.01 – Renewal Application; E.02 – Renewal and Non-Renewal Decisions; E.03 – Non-Renewal Notifications

Updated: September 16, 2019
Adopted: February 12, 2018

CLOSURE

The Board of Education recognizes the importance of having a plan in place, in the event a community school experiences financial difficulties or closes. This policy is intended to ensure the sponsored school's closure is consistent with the law, timely, and in line with quality practices.

The District shall adopt closing procedures that include, but are not limited to, the procedures described in the most current version of the Ohio Department of Education's "Community School Suspension and Closing Procedures ("Closing Guidance"). Said procedures shall also state the responsibilities of the District as Sponsor, the School Governing Authority, school staff, the management company, and the School treasurer/fiscal officer.

Closing Guidance, while comprehensive, does not address all laws regarding closure. The Board recognizes its obligation to follow these laws, regardless of whether they are referenced in the Closing Guidance.

Said procedures shall include:

Notification of Parents

The Board directs the Superintendent to notify parents of students enrolled in sponsored schools that are closing of such school's impending closure. The written notice must provide assistance to the parents in finding a new school.

School Records

The Board recognizes its obligation to ensure that all school records are secured and available for completing the school's closing. The Board will follow the Closing Guidance procedures for securing student records.

Disposition of School Funds and Assets

The Board recognizes its duties regarding the disposition of school funds and assets. The Board will follow the Closing Guidance procedures for disposing school funds and assets.

LEGAL REF: O.R.C. §3314.023

Quality Practices Rubric: E.05 – Closure Process

Updated: September 16, 2019

Adopted: February 12, 2018

TERMINATION PROCEDURE, FINANCIAL DIFFICULTY PLAN, AND CLOSURE/SUSPENSION PROCEDURES

Consistent with the District's Termination Policy, SP9, and Closure Policy, SP11, the District has developed the following termination procedures, financial difficulty plan, and closing procedures. These Procedures are intended to supplement the Ohio Department of Education's Community School Suspension and Closing Procedures and outline the responsibilities of specific sponsor and community school staff.

A. Termination

TERMINATION							
Action Item	Description	Timeline	Responsible Party	Statutory Reference	ODE Closing Assurance Item Number	Date Action Item Completed:	
A1	Notice of Intent to Terminate	Written Notice contains language required by statute and Board Policy.	Last day to provide Notice: January 15	Superintendent; Sponsor Board	O.R.C. §3314.07	N/A	
A2	Request for Hearing	Written Notice contains school's request for a hearing.	14 days of Notice being sent	Community School	O.R.C. §3314.07	N/A	
A3	Informal Hearing	Hearing conducted pursuant to O.R.C. §3314.07.	14 Days after Notice is provided	Superintendent; Sponsor Board	O.R.C. §3314.07	N/A	
A4	Board Decision	Board decides whether to affirm or rescind decision to terminate contract.	14 days after Informal Hearing	Sponsor Board	O.R.C. §3314.07	N/A	
A5	Termination Effective Date	Date termination of contract becomes effective.	N/A	Sponsor Board	O.R.C. §3314.07	N/A	

B. Financial Difficulty

FINANCIAL DIFFICULTY - PROCEDURES							
Action Item	Description	Timeline	Responsible Party	Statutory Reference	ODE Closing Assurance Item Number	Date Action Item Completed:	
B1 Triggering Event		N/A	N/A	N/A	N/A	N/A	
B2 Review of Sponsor Contract	Review to determine special procedures to follow in the event a school experiences financial difficulty	Within 24 hours of Triggering Event	Sponsor Superintendent	N/A	N/A	N/A	
B3 Review of ODE Agreement	Review to determine notification requirements and other obligations	Within 24 hours of Triggering Event	Sponsor Superintendent	N/A	N/A	N/A	
B3 Meeting Between School and Sponsor	Meeting to Discuss the School's viability and options to resolve financial issues	Within 2 Days of Triggering Event	Sponsor Superintendent and Sponsor Treasurer	N/A	N/A	N/A	
B4 Corrective Action Plan	Oversee corrective action plan to resolve financial difficulty	TBD	Sponsor Superintendent and Sponsor Treasurer	N/A	N/A	N/A	
B5 Closure	If corrective action plan is not successful and financial situation cannot be improved, determine whether to proceed with closure	TBD	Sponsor Board; Community School Governing Authority	N/A	N/A	N/A	

C. Closure / Suspension Process

The District agrees to follow the most current version of the Closing Procedures and Template. (attached)

http://education.ohio.gov/getattachment/Topics/Community-Schools/Guidance-Documents-Webinars-and-Presentations/Suspension_Closing-Procedures-Guidance.pdf.aspx?lang=en-US

INITIAL NOTIFICATIONS AND MEETINGS STUDENT RECORDS, AND SCHOOL RECORDS

Action Item	Description	Timeline	Responsible Party	Statutory Reference	Date Completed:	Action Item
1 Closure / Suspension Action	Resolution regarding Termination, Suspension, or Closure (if applicable)	N/A	Sponsor Board	O.R.C. §§ 3314.07, 3314.071, 3314.072		
2 Prepare Closure Packet Materials	Packet to Include: -Closure Policy, -Closure Procedure, -ODE Model Closure, -Closure Plan, and -Sponsor Contract	Within 24 hours of Action	Sponsor Superintendent or Designee	N/A		
3 Distribution of Statutory Obligations	Distribute Copies to School: -O.R.C. 3314.023 -O.R.C. 3314.44 -O.R.C. 3314.50	Within 24 hours of Action	Sponsor Superintendent or Designee	N/A		
4 Notice to Office of Community Schools	Contents: -Resolution -Date of Closure	Within 24 hours of Action	Sponsor Superintendent; School Head	N/A		

New Philadelphia City School District
 Administrative
 Sponsorship Procedures

		-Reason for Closure -Additional Information		Administrator		
5	Closing Team Meeting; Establishing timeline for Suspension / Closing Procedures	Develop plan to implement and complete the Department's Closing Assurances by forming the "Closing Team." Team Members Include: -School Governing Authority Representative -School Head Administrator -School Fiscal Officer -Sponsor Board Representative -Sponsor Superintendent -Sponsor Treasurer	Within 24 hours of Action	Sponsor Superintendent	N/A	
7	FAQ	Modify tasks and assignments as necessary -Create and Maintain FAQ regarding closure on the School's website	Within 24 hours of Action	School Head Administrator; Sponsor Superintendent; Closing Team	N/A	
8	FTE Review	-Complete final FTE review	When possible, within 7 business days of school ceasing operations, or within 7 business days of the area coordinator's notification of the school	School Treasurer		

			suspension/closing by the Department; In any event, prior to transfer of original student records to the district.			
9	Notice to Parents	-Draft and provide written notice to parents of the school's closure. Notice must include offer to assist parent/student in finding a new school.	Within 2 weeks of Action	School Head Administrator; Sponsor Superintendent; Closing Team		
10	Closing Team Submission of Timelines	Submission of estimated timeline to the Department of Education.	Mid-Year Closure - Ten (10) days of notification; End of Year Closure – May 31			
11	Completing Department's Closing Assurances	Complete the steps contained within the Department's Closing Assurances Form. <i>See attached closure form.</i>	Ongoing	School Head Administrator; Sponsor Superintendent	N/A	
12	Monthly Meetings – Closure Team	Review Status of Department Closing Assurances Form, redelegate responsibilities as appropriate	Every month after closure occurs until the Department's Closing Assurances Form is completed.	Sponsor Superintendent	N/A	
13	Monthly Updates – Sponsor Board Meeting	Update the Board of Education on the Status of Department's Closing Assurances Form at a Monthly Governing Authority meeting	Every month after closure occurs until the Department's Closing Assurances Form is completed.	Sponsor Superintendent; Sponsor Board of Education	N/A	

14	Monthly Updates – Community School Board Meeting	Update Governing Authority on the Status of Department’s Closing Assurances Form at a Monthly Governing Authority meeting	Every month after closure occurs until the Department’s Closing Assurances Form is completed.	School Head Administrator; Governing Authority	N/A	
15	Quarterly Update Submission	The updated Closing Assurance Template is submitted to Department of Education	Each quarter (July 1, Oct. 1, Jan 1, April 1)	Governing Authority Designee; Sponsor Superintendent	N/A	
16	Submission of Department’s Closing Procedures Template	Submit the Department’s Closing Assurances Template Upon Completion	TBD by Closing Team	Governing Authority Designee; Sponsor Superintendent	N/A	

Community School: School Suspension and/or School Closing Procedures

Effective date: July 1, 2010

Updated: May 2018

Community school sponsors primarily are responsible for ensuring an orderly process is followed when a school closes or operations are suspended.

Closure Statute

Under state law ([Ohio Revised Code 3314.023](#)), community school sponsors must monitor and oversee their schools' compliance with law, administrative rules and contract provisions, including requirements related to school closure. Specifically, ORC 3314.023 requires:

- *A sponsor shall provide monitoring, oversight, and technical assistance to each school that it sponsors. In order to provide monitoring, oversight, and technical assistance . . .*
- *[Sponsors] Having in place a plan of action to be undertaken in the event the community school experiences financial difficulties or closes prior to the end of a school year.*

Suspension Statute

[ORC 3314.072](#) establishes the conditions under which a school may be suspended, along with a school's procedural rights. Provisions include:

- *For any of the reasons prescribed in division (B)(1)(a) to (d) of section 3314.07 of the Revised Code, the sponsor of a community school established under this chapter may suspend the operation of the school only if it first issues to the governing authority notice of the sponsor's intent to suspend the operation of the contract. Such notice shall explain the reasons for the sponsor's intent to suspend operation of the contract and shall provide the school's governing authority with five business days to submit to the sponsor a proposal to remedy the conditions cited as reasons for the suspension.*
- *The sponsor shall promptly review any proposed remedy timely submitted by the governing authority and either approve or disapprove the remedy. If the sponsor disapproves the remedy proposed by the governing authority, if the governing authority fails to submit a proposed remedy in the manner prescribed by the sponsor, or if the governing authority fails to implement the remedy as approved by the sponsor, the sponsor may suspend operation of the school pursuant to procedures set forth in division (D) of this section.*
- *If division (B) of this section applies or if the sponsor of a community school established under this chapter decides to suspend the operation of a school as permitted in division (C)(2) of this section, the sponsor shall promptly send written notice to the governing authority stating that the operation of the school is immediately suspended, and explaining the specific reasons for the suspension. The notice shall state that the governing authority has five business days to submit a proposed remedy to the conditions cited as reasons for the suspension or face potential contract termination.*
- *Upon receipt of the notice of suspension prescribed under division (D)(1) of this section, the governing authority shall immediately notify the employees of the school and the parents of the students enrolled in the school of the suspension and the reasons therefore, and shall cease all school operations on the next business day.*

Overview

Sponsors provide and execute a plan for an orderly conclusion of a community school's affairs when a community school is closed or suspended for any reasons permitted by law and/or the contract between the sponsor and the school. A school is considered closed or suspended when instruction has ceased and the governing authority or sponsor has issued an official notice that includes the reason for and date of the school's closure or suspension. A community school also is considered closed if the Department issued a notice to a school under the state's automatic closure law, [ORC 3314.35](#). In the case of both suspension and closure, the sponsor and an authorized representative of the governing authority complete and sign the Suspension and Closing Assurance Template. Community school sponsors make sure a community school's governing authority takes all reasonable and required actions to fully address suspension or closing issues. If a school's governing authority is no longer able or willing to fulfill obligations with respect to orderly closure, the school's sponsor assumes responsibility for all closure activities. A plan for school closure is a required part of the school's contract with the sponsor. Final preparations, as outlined in the plan, should be in place prior to the last day students are in attendance.

Note:

- Closing procedures detailed in this guidance or the accompanying template are not applicable to school mergers.
- Procedures for school closures that are the result of settlement agreements may differ based on the provisions of the settlement. Schools and sponsors are advised to consult their legal counsel.

Sponsors must submit a Suspension and Closing Assurance Template for each closed community school. By completing this assurance, sponsors attest that all necessary notifications and actions are completed.

When possible, the final FTE review should be completed within seven business days of the school ceasing operations or within seven business days of the area coordinator's notification of the school's suspension or closing by the Department. Final FTE reviews should be completed prior to transfer of original student records to the district(s). Sponsors must monitor the school's actions to assure both the FTE review and fiscal audit are scheduled in a timely fashion. If the school fails to schedule these activities, the sponsor must step in and make the necessary arrangements.

Sponsors should begin completing the Suspension and Closing Assurance Template as soon as possible after the suspension/closure of the school.

For mid-year closure or suspension, an estimated timeline for closure activities must be submitted to the Office of Community Schools within 10 days of notification. In the case of closure at the end of the school year, sponsors shall submit an estimated timeline for closure activities to the Office of Community Schools, via Epicenter, no later than May 31. Sponsors shall use the Suspension and Closing Assurance Template for the estimated timeline.

The updated Suspension and Closing Assurance Template shall be submitted to the Office of Community Schools, via Epicenter, quarterly (July 1, Oct. 1, Jan. 1 and April 1), noting which activities are complete and which are not yet complete until the process is finished and closing assurances are submitted. The quarterly submissions shall include a narrative explaining any delays and the sponsor's target date for submitting the final closing assurances.

If refunds are generated at a later date, the sponsor shall follow the instructions in the Preparation of Itemized Financials section of the template and complete the Final Payments and Adjustments section.

The Suspension and Closing Assurance Template provides step-by-step guidance to assist sponsors in meeting their responsibilities when one of their schools suspends operations or closes.

Additional Resource

Additional information regarding best practices from The National Association of Charter School Authorizers is available [here](#).

Submission Instructions

Sponsors must submit the Suspension and Closing Assurance Template for each closed community school. By completing this assurance, sponsors attest that all necessary notifications and actions are completed.

Submit the Suspension and Closing Assurance Template by uploading the completed template, including certification, 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 page.
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 Suspension and Closing Assurance Template.
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 Certification/Signature tab must include electronic signatures or original handwritten signatures. If printed and original signatures are obtained, the certification page must be uploaded to Epicenter along with this completed spreadsheet.

The Office of Community Schools and your consultant use Epicenter to access your submissions. Please contact your lead consultant if you have additional questions or if you are unable to view any of the information described above.

Records

Sponsors assure that all school records needed by the Ohio Department of Education, Ohio Auditor of State, U.S. Department of Education and other interested entities are secured and available as needed during the closeout process. Records generally describe an account in permanent form, preserving knowledge or information about facts, transactions or events maintained and kept for the proper administration of the school, including student, staff and administrative/financial information. Please note, the following categories and types of records should not be considered as the entire list of documents that might be examined during a closing

procedure. Additional records may be requested during an FTE review or final audit. (Additional information is available in the Department's FTE Review Manual.)

Student Records

Student records include all educational, special education and other documents in the school's possession that relate to a particular student. Student records include, but are not limited to: documents normally found in permanent record folders that are necessary for reviews and audits; attendance records that detail enrollment and attendance history; grades and grade levels achieved; transcripts, courses completed and grades for each course, particularly for students enrolled in grades 9-12 and for graduates of the school; proof of residency documents that identify a student's home district; FTE Detail reports, with names and SSID numbers that can be used to match names to the FTE Detail report with randomly selected SSIDs obtained by the area coordinator; special education information and folders; and other such information that may be maintained and kept in a student permanent record folder.

Schools must retain copies of all student records necessary to complete the final FTE review and financial audit.

Staff Records

Staff records include, but are not limited to: employment agreements or contracts; salary and benefits information; attendance and leave information; employee licenses; Local Professional Development Committee (LPDC) status and record of continuing education; payroll and withholding documents; and other such information that may be maintained in an employee record folder.

Administrative/Financial Records

Administrative/financial records include, but are not limited to: lease or rental agreement; deed if property is owned; inventories of furniture and equipment, including purchase price, source of funds for payment, date purchased and property tag number; bank and financial reports, including all financial statements created by the fiscal officer; bank statements and checks; schedule of unpaid debt detailing amount, vendor and date of obligation; invoices, receipts, vouchers and purchase orders that detail expenditures; grant records, including detail of federal and state grant awards and final expenditure reports and contracts; and other such information that may be maintained to serve as the administrative/financial records for the school.

Record Retention

Sponsors shall secure all school records (student, personnel, fiscal, etc.) prior to closing. All such records shall be maintained according to applicable records retention schedules. Records retention is governed by state and federal law and governing authority policy. Additional information regarding state requirements is available [here](#). Federal records retention schedules are available [here](#). Additional information is available in the Student Records section of the Suspension and Closing Assurance Template.

Community school sponsors are responsible for securing all records prior to closing and maintaining records in accordance with all applicable retention schedules.

Should you have any questions, please contact the Office of Community Schools at Community.Schools@education.ohio.gov or your lead consultant.

Topic	Subtopic	Do	Action	Required Action for Suspension/Closure/Nonrenewal	Responsible Party (provide name of responsible party)	Implementation Date (enter date of action)	Q1 Progress Date	Q2 Progress Date	Q3 Progress Date	Q4 Progress Date	Completion Date	Notes
Initial Notifications	Notify the Ohio Department of Education	Notify the Office of Community Schools that the school is being suspended or closing, nonrenewed under 3314.07(B) or for other cause or the school has taken action to initiate closure within required timelines.	In the case of a sponsor suspending or terminating a school's operation during the school year, the sponsor shall notify the Office of Community Schools that the school is suspended or closing within 24 hours of the action. The sponsor shall submit the community school's board resolution or official sponsor notice, including the date of closing, to the Office of Community Schools via Epicenter. If a sponsor provides notice of nonrenewal to a community school under ORC 3314.07(B), the sponsor shall notify the Office of Community Schools of the action taken within 10 days via Epicenter. If the sponsor provides a notice of nonrenewal to a community school for reasons other than those reasons specified in ORC 3314.07(B), or the school takes action to close, nonrenew or terminate the sponsorship agreement, the sponsor shall notify the Office of Community Schools of the action taken, within 10 days, via Epicenter. If a school's closing occurs as a result of continued poor academic performance (ORC Section 3314.35 or 3314.351), often referred to as "closed by operation of law," there is no expectation that the sponsor will send notice, unless the school is closing prior to the end of the school year. In that instance, it is expected that the sponsor will notify the Office of Community Schools within 24 hours of the decision to close sooner than the end of the academic year.	Suspension, Closure, Nonrenewal	Sponsor	In the case of mid-year closure or suspension, notify within 24 hours. In the case of nonrenewal under ORC 3314.07(B), notify within 10 days. In all other cases of closure, notify within 10 days of action taken.						
	Student enrollment review	Notify the area coordinator's office to schedule the student enrollment/FT E review.	In the case of mid-year suspension or closure, the community school governing authority's treasurer or fiscal officer, or the sponsor in the absence of the governing authority, must notify the area coordinator's office to schedule the student enrollment/FT E review. NOTE: If the area coordinator's office is scheduled within seven business days of the area coordinator's notification of the school's closing by the Department, the treasurer/fiscal officer and applicable school staff should familiarize themselves with the current FTE manual. In the case of nonrenewal under RC 3314.07(B), the Office of Community Schools will notify the area coordinator. In the case of closure, nonrenewal or termination for reasons other than those included in 3314.07(B), the sponsor shall request notice of intent with regard to continued operation from school no later than May 15 and provide the response to the Office of Community Schools within three business days of receipt. The Office of Community Schools will notify the area coordinator, if warranted.	Suspension, Closure, Nonrenewal	School fiscal officer, governing authority or sponsor in absence of governing authority.	In the case of mid-year closure or suspension, notify within seven days.						

Timeline of suspension/closure process	Timeline of process	Provide the Office of Community Schools with a clear and detailed written timeline of the actions and tasks that will take place to ensure the transition of students, staff and the closing of the school's business. The timeline should include deadlines and estimated dates of completion.	Suspension, Closure, Nonrenewal	Governing authority or sponsor in absence of governing authority.	In the case of mid-year suspension or closure, submit notice to the governing authority within 10 days of the suspension or closure. In the case of closure at the end of the school year, an estimated timeline of closure activities shall be submitted to the Office of Community Schools no later than May 31.
Notification to Parents	Notify parents of school governing authority must notify parents of suspension/closure by school.	<p>In the case of mid-year closure or suspension, the community school governing authority, or the sponsor in the absence of the governing authority, must notify parents that the school is suspending/closing through a formal letter from the school governing authority and the sponsor superintendent or CEO within 24 hours of the action. The letter must include, but is not limited to: the reason for the suspension/closure of the school, options for enrolling in other community schools, traditional schools or nonpublic schools and contact information.</p> <p>(a) Create and send joint notification to parents regarding school closure status and provide information regarding upcoming information sessions on school choice options to include local, private and non-chartered/non-rated schools; (b) Advise families also to consider applying to current school in the event the school appeals and wins the right to stay open. Provide update on any appeal process the school may have; (c) Establish mechanism for parents to confirm receipt of closure notification. Communication mechanisms could be a dedicated email, calling the established main point person, responding back to a specific mailing address, etc.; (d) Establish a time for a parent meeting to go over closure transition process. Information should be shared regarding last day of instruction, any end-of-year activities planned, cancellation of any planned summer school activities, reminders of mandatory enrollment requirement under state law for any children who are under the age of 17 and instructions on how to obtain copies of student records. A school option/choice fair also should be scheduled either in conjunction with or after the meeting. In the case of student renewal under ORC 331.4.07(b), provide parents notification no later than March 1.</p> <p>In all other cases, notification to parents should take place no later than April 15.</p>	Suspension, Closure and Nonrenewal	Governing authority or sponsor in absence of governing authority.	<p>Notification to parents within 24 hours of action in the case of mid-year closure or suspension. Joint notification regarding transition meetings should take place within three days. In the case of nonrenewal under ORC 331.4.07(b), schools shall notify parents and staff no later than March 1 and are recommended to proceed with item 4.d. Notification to parents in all other cases shall take place no later than April 15.</p>
Location of records	Provide each parent with the location of the child's records being delivered to.	<p>The community school governing authority/school administration, or the sponsor in the absence of the governing authority, provides each parent with the location (resident district) that children's records are being delivered. The notification must include a date by which the district should receive the records. This should be provided in the notification of closure and in the parent meeting. Parents also shall receive contact information for the school's sponsor. Provide notice to parents about delivery records no later than seven days of mid-year suspension or closure; provide notice to parents no later than seven days after initial notice of closure or suspension.</p>	Suspension, Closure, Nonrenewal	School governing authority, administration and/or sponsor.	
Sponsor contact information	Provide sponsor contact information to all parents.	<p>The community school governing authority/school administration, or the sponsor in the absence of the governing authority, must notify parents with the contact information of the sponsor. This should be provided in the notification of closure and in the parent meeting.</p>	Suspension, Closure, Nonrenewal	Sponsor, school governing authority.	

<p>Student Records Student records include but are not limited to: documents normally found in permanent record folders that are necessary for these reviews and audits, include attendance records that detail enrollment and attendance history; grades and grade level achievement records, particularly for students enrolled in grades 9-12 and for graduates of the school; proof of residency documents that identify a student's home district; two (2) SOES reports, one with names and SID numbers, and one with SID numbers only; special education folders; and other such information that may be maintained and kept in a student permanent record folder.</p>	<p>Grades Student records</p>	<p>Review Organization of student records and transcripts to ensure records will be ready for delivery. Sponsors are invited to periodically review the condition and status of student records to ensure the school's ability to deliver records, as required by statute.</p>	<p>Suspension, Closure, Reenrollment School governing authority, administrator/s, treasurer or sponsor in absence of governing authority.</p>		
<p>Graduation In records</p>	<p>If the school has the names and dates of all graduates and with that list. Sponsors are invited to periodically review records of graduation, including lists and transcripts to ensure the school is able to deliver records as required by statute.</p>	<p>The community school governing authority, or the sponsor in the absence of the governing authority, is responsible for compiling a list of names and dates of all graduates and retain the list to be distributed to sponsor and resident district. All records shall be delivered to students' last known districts of residence within seven days of suspension or closure.</p>	<p>Suspension and Closure School governing authority, administrator/s, treasurer or sponsor in absence of governing authority.</p>		
<p>Lists for resident districts and sponsor</p>	<p>Maintain and provide lists of student records and graduation students.</p>	<p>The community school governing authority must provide the resident district and the sponsor with all current lists of student records and graduates. A list of all students (names and SID) with the student's resident district to which the records are to be delivered must be prepared and maintained for the resident district and sponsor. All records shall be delivered to students' last known districts of residence within seven days of suspension or closure.</p>	<p>Suspension and Closure School governing authority, administrator/s, treasurer or sponsor in absence of governing authority.</p>		

<p>Student original of/FTE review</p>	<p>How it enables ID, reviews and documents the evidence for the review completion of the FTE review review, questions are recommended to review FTE review requirements with daily school assembly and periodically check the condition of records necessary to complete FTE reviews.</p>	<p>The community school governing authority must have all ID, enrollment and attendance records available for area coordinators completing the student enrollment/FTE review. In the case of mid-year suspension or closure, records should be available for review no later than seven days following notice of suspension or closure. In the case of suspension or closure at the conclusion of the school year, schools should be prepared for an FTE review within seven days of the last day of instruction.</p>	<p>Suspension and Closure</p>	<p>School governing authority, administrator/ reviewer or sponsor in absence of governing authority.</p>	<p>Seven business days following suspension/closure</p>
<p>FTE review</p>	<p>Completion of student ordinarily/FTE E Review</p>	<p>All documentation prepared and provided to area coordinators for final FTE review.</p>	<p>Suspension and Closure</p>	<p>School governing authority, administrator/ reviewer or sponsor in absence of governing authority.</p>	<p>If possible, within seven days of closure or suspension</p>
<p>Other student original records</p>	<p>Other the original student records to each student's discipline of medicine within seven business days of the school's closure (MNC Section 1024.44).</p>	<p>The community school governing authority, or the sponsor in the absence of the governing authority, must deliver the student records to each student's district of residence within seven business days of the school's closure (MNC Section 1024.44). Student records include both students enrolled for the current school year, as well as graduates and previously enrolled students.</p>	<p>Suspension and Closure</p>	<p>School governing authority, administrator/ reviewer or sponsor in absence of governing authority.</p>	<p>Seven business days following suspension/closure</p>

<p>Verify on or delivery (Part 3)</p>	<p>Upon delivery, provide a list of the records given to the district.</p>	<p>The community school governing authority, or the sponsor in the absence of the governing authority, is responsible for delivering the student records to the district of resident and obtaining verification of delivery by the name and signature of the individual(s) receiving the records and lists, including the date of receipt.</p>	<p>Suspension and Closure</p>	<p>School governing authority, administrator/supervisor/teacher or sponsor in absence of governing authority.</p>	<p>Upon delivery of records</p>
<p>Verify on or delivery (Part 3)</p>	<p>Upon delivery, provide a list of the special education records given to the district's special education administrator and obtain the name and signature of the individual receiving the records and the data.</p>	<p>The community school governing authority, or the sponsor in the absence of the governing authority, is responsible for ensuring special education records are provided directly to the staff designated by each receiving school or school district and obtaining the name of any individuals receiving the records, their signatures and the date received. Records should be assembled and sent to district or school of choice, as noted by parent within two days following suspension/deschool.</p>	<p>Suspension and Closure</p>	<p>School governing authority, administrator/supervisor/teacher or sponsor in absence of governing authority.</p>	<p>Upon delivery of records</p>
<p>Verify on or delivery (Part 3)</p>	<p>Provide the sponsor with an updated list indicating the delivery information detailed in "Verification (Part 3)."</p>	<p>The community school governing authority must provide the sponsor with updated lists of student records and a delivery verification receipt to include the names of the individuals receiving the records, the signatures of said individuals and the date of receipt for each resident district where student records were delivered within 24 hours of delivery.</p>	<p>Suspension and Closure</p>	<p>School governing authority, administrator/supervisor/teacher or sponsor in absence of governing authority.</p>	<p>Upon delivery of records</p>

Financial records review and notifications		Financial records review		Suspension and Closure	
	Review the financial records of the community school.	The community school governing authority and treasurer/fiscal officer, or sponsor in the absence of the governing authority, must review the financial records of the community school with seven days of notice of suspension or closure.	Administrative/1	reasurer or sponsor in absence of governing authority.	
	List all creditors and debtors.	List of creditors and debtors. Compile a list of all creditors and debtors.	Administrative/1	reasurer or sponsor in absence of governing authority.	
	Notice to vendors	Notification to vendors and terminate contracts. Notify utilities, insurance, landlord, bank, bond holders, contractors, etc. of potential default date and when last payment will likely occur. a) Notify all contractors of school closure and cessation of operations; b) Retain records of past contracts and payments with proof that they were paid in full; c) Terminate contracts for goods and services as of the last date such goods or services will be needed; d) Instruct contractors to make arrangements to remove any contractor property from the school by a date certain (e.g., copying machines, water coolers, other rented property); and e) Maintain telephone, gas, electric, water, insurance and directors and officers liability insurance long enough to cover the time period required for all necessary closure procedures to be complete.	Suspension and Closure	Administrative/1	reasurer or sponsor in absence of governing authority.
	Budget/cashflow review	Review of budgets. a) Review budget and current year expenditures to date to ensure that funds are sufficient to operate the school through the end of the school year. If applicable; b) Emphasize the legal requirement to limit expenditures to only those in the approved budget, while delaying approved expenditures that might no longer be necessary until a revised budget is approved; c) Acknowledge that there are unique expenditures associated with school closure and that the parties will meet to identify these expenditures and funding sources; d) Ensure that the school continues to collect revenues included in the school's budget. If applicable; e) Make revisions that take into account closure and associated expenses while prioritizing continuity of instruction.	Suspension and Closure	Administrative/1	reasurer or sponsor in absence of governing authority.
	Notice to creditors	Notify creditors. a) Compile a listing of all creditors. That list may include, but not be limited to, the following categories: i. contractors to whom the school owes payment; ii. lenders; iii. mortgage holders; iv. bond holders; v. equipment suppliers; vi. secured and unsecured creditors; vii. persons or organizations who owe the school fees or credits; viii. lessors or sub-lessors of the school; or ix. any person or organization holding property of the school; b) Solicit from each creditor a final accounting of the school's secured and unpaid debt; c) Compare the figures provided with the school's calculation of the debt and reconcile; and d) Where possible, negotiate a settlement of debts consummated by a settlement agreement reflecting satisfaction and release of the existing obligations. Schools having elected 'reimbursing' status for unemployment insurance must contact the Ohio Department of Job and Family Services, Office of Unemployment Insurance Operations to determine unemployment insurance liability.	Suspension and Closure	Administrative/1	reasurer or sponsor in absence of governing authority.
	Notice to debtors	Notify debtors. a) Compile a listing of all debtors. That list may include, but not be limited to, the categories listed above under creditors; b) Contact all debtors and request payment; c) If collection efforts are unsuccessful, consider turning the debt over to a commercial debt collection agency; and d) All records regarding such collection or disputes by debtors regarding amounts owed must be retained.	Suspension and Closure	Administrative/1	reasurer or sponsor in absence of governing authority.

Disposition of assets for either state or federal funds: If the governing authority does not retain a treasurer to oversee the remaining financial activity, the sponsor must be prepared to act as or appoint a receiver to oversee the closing of the financial records in the absence of a fiscal officer. The sponsor must ensure a treasurer is contracted to be available to facilitate this process. Keep assets separated by source of funding, state or federal, for purposes of disposition. Federal dollars cannot be used to pay state liabilities. Account for all school property throughout the closing process by distinguishing state from federal dollars. For federal Title and other consolidated and competitive funds, follow the disposition rules under Uniform Guidance (2 CFR 200.313 and 200.314) for items valued at \$5,000 or greater. For assets purchased with federal funds that have a value of less than \$5,000 and all assets purchased with state funds, follow the school's disposition plan and track the disposition for each asset. Note: Technology equipment received as part of the E-rate program is federal property and cannot be sold as part of the school's assets. Specific guidance on donating the equipment can be found here. Note: If a community school closes and ceases to operate as a community school and the school has	Asset lists	Establish asset lists.	The community school governing authority's treasurer or fiscal officer or the sponsor in the absence of the governing authority must establish a checked off list of assets including all inventory with proper USAS codes, state codes, and the price of each item and identify the source of funds; in the case of donated items, follow the accounting guidance. NOTE: ORC 3314.0210 states when an operator or management company purchases furniture, computers, software, equipment or other personal property for use in the operation of a community school under this chapter with state funds that were paid to the operator or management company by the community school as payment for services rendered, such property is property of that school and is not property of the operator or management company. When a community school permanently closes and ceases its operations as a community school, any property that was acquired by the operator or management company of the school in the manner described in this section shall be distributed in accordance with division (E) of section 3314.013 and section 3314.074 of the Revised Code. Should also note effective date for assets purchased after tax).	Suspension and Closure	Administrative/ Treasurer or sponsor in absence of governing authority.		
Termination of EMO/CMO Agreement. Review the management agreement and take steps needed to terminate the agreement at the end of the school year or when the charter contract expires. Actions include: a) The management company should be asked for a final invoice and accounting, including an accounting of any retained school funds and the status of grant funds; b) The school and the management company should agree upon how the company will continue to provide educational services until the last day of instruction; and c) The school and the management company agree when other services including business services will end.	Terminate operator agreements	Establish asset lists.	The community school governing authority's treasurer or fiscal officer or the sponsor in the absence of the governing authority must establish a checked off list of assets including all inventory with proper USAS codes, state codes, and the price of each item and identify the source of funds; in the case of donated items, follow the accounting guidance. NOTE: ORC 3314.0210 states when an operator or management company purchases furniture, computers, software, equipment or other personal property for use in the operation of a community school under this chapter with state funds that were paid to the operator or management company by the community school as payment for services rendered, such property is property of that school and is not property of the operator or management company. When a community school permanently closes and ceases its operations as a community school, any property that was acquired by the operator or management company of the school in the manner described in this section shall be distributed in accordance with division (E) of section 3314.013 and section 3314.074 of the Revised Code. Should also note effective date for assets purchased after tax).	Suspension and Closure	Administrative/ Treasurer or sponsor in absence of governing authority.		
Notice to private funders	Establish asset lists.	The community school governing authority's treasurer or fiscal officer or the sponsor in the absence of the governing authority must establish a checked off list of assets including all inventory with proper USAS codes, state codes, and the price of each item and identify the source of funds; in the case of donated items, follow the accounting guidance. NOTE: ORC 3314.0210 states when an operator or management company purchases furniture, computers, software, equipment or other personal property for use in the operation of a community school under this chapter with state funds that were paid to the operator or management company by the community school as payment for services rendered, such property is property of that school and is not property of the operator or management company. When a community school permanently closes and ceases its operations as a community school, any property that was acquired by the operator or management company of the school in the manner described in this section shall be distributed in accordance with division (E) of section 3314.013 and section 3314.074 of the Revised Code. Should also note effective date for assets purchased after tax).	Suspension and Closure	Administrative/ Treasurer or sponsor in absence of governing authority.			

<p>Disposition of assets purchased with federal funds. If the governing authority does not retain a treasurer to oversee the remaining financial activity, the sponsor must be prepared to act as or appoint a receiver to oversee the closing of the financial records in the absence of a fiscal officer. The sponsor must ensure a treasurer is contracted to be available to facilitate this process.</p> <p>Keep assets separated by source of funding, state or federal, for purposes of disposition.</p> <p>Account for all school property throughout the closing process by distinguishing state from federal dollars. For federal Title and other consolidated and competitive funds, follow the disposition rules under Uniform Guidance (2 CFR 200.313 and 200.314) for items valued at \$5,000 or greater.</p> <p>For assets purchased with federal funds that have a value of less than \$5,000 and all assets purchased with state funds, follow the school's disposition plan and track the disposition for each asset.</p> <p>Note: Technology equipment received as part of the Estate program is federal property and cannot be sold as part of the school's assets. Specific guidance on donating the equipment can be found here.</p>	<p>Public Charter School Program, if applicable</p>	<p>Disposition of assets purchased using Public Charter School Program grant funding.</p>	<p>The following are the responsibilities of the community school governing authority's treasurer or fiscal officer or the sponsor in the absence of the governing authority.</p> <p>Public Charter School Program assets must first be offered to other community schools with requisite board resolutions consistent with the purpose of the Public Charter School Program. If there are no takers, then an auction sale must be held to dispose of the assets along with the state-funded assets.</p> <p>After the above steps have been taken, any remaining assets may be offered to any public school district with documented board resolutions by the community school and the accepting district.</p> <p>Provide the Office of Community Schools with a written report of the property and, if available, a bill of sale. Completion within 30 days of closure.</p>	<p>Closure Only</p>	<p>Administrative/ Treasurer or sponsor in absence of governing authority.</p>	
<p>Disposition of assets for state funds:</p> <p>If the governing authority does not retain a treasurer to oversee the remaining financial activity, the sponsor must be prepared to act as or appoint a receiver to oversee the closing of the financial records in the absence of a fiscal officer. The sponsor must ensure a treasurer is contracted to be available to facilitate this process.</p> <p>Keep assets separated by source of funding, state or federal, for purposes of disposition.</p> <p>Federal dollars cannot be used to pay state liabilities. Account for all school property throughout the closing process by distinguishing state from federal dollars.</p> <p>For federal Title and other consolidated and competitive funds, follow the disposition rules under Uniform Guidance (2 CFR 200.313 and 200.314) for items valued at \$5,000 or greater.</p> <p>For assets purchased with federal funds that have a value of less than \$5,000 and all assets purchased with state funds, follow the school's disposition plan and track the disposition for each asset.</p> <p>Note: Technology equipment received as part of the Estate program is federal property and cannot be sold as part of the school's assets. Specific guidance on donating the equipment can be found here.</p>	<p>Track sale of items</p>	<p>Track sale items and provide supporting documentation</p>	<p>The community school governing authority's treasurer or fiscal officer, or sponsor in the absence of the governing authority, must track the sale of items in addition to establishing a fair market value for each item and have supporting board resolutions for donation of items to another community or other public school or nonprofit entity.</p>	<p>Closure Only</p>	<p>Administrative/ Treasurer or sponsor in absence of governing authority.</p>	
<p>Disposition of assets for state funds:</p> <p>If the governing authority does not retain a treasurer to oversee the remaining financial activity, the sponsor must be prepared to act as or appoint a receiver to oversee the closing of the financial records in the absence of a fiscal officer. The sponsor must ensure a treasurer is contracted to be available to facilitate this process.</p> <p>Keep assets separated by source of funding, state or federal, for purposes of disposition.</p> <p>Federal dollars cannot be used to pay state liabilities. Account for all school property throughout the closing process by distinguishing state from federal dollars.</p> <p>For federal Title and other consolidated and competitive funds, follow the disposition rules under Uniform Guidance (2 CFR 200.313 and 200.314) for items valued at \$5,000 or greater.</p> <p>For assets purchased with federal funds that have a value of less than \$5,000 and all assets purchased with state funds, follow the school's disposition plan and track the disposition for each asset.</p> <p>Note: Technology equipment received as part of the Estate program is federal property and cannot be sold as part of the school's assets. Specific guidance on donating the equipment can be found here.</p>	<p>Real property acquired from public school district</p>	<p>Disposition of real property acquired from public school district.</p>	<p>Consistent with ORC Section 3314.051, the community school governing authority's treasurer or fiscal officer, or sponsor in the absence of the governing authority, shall offer real property acquired from a public school district to that school district's board first at fair market value. If the district board does not accept the offer within 60 days, dispose of the property in another lawful manner.</p>	<p>Closure Only</p>	<p>Administrative/ Treasurer or sponsor in absence of governing authority.</p>	<p>Ongoing until all business related to closure is completed</p>

is federal property and must be sold as part of the school's assets.
 Specific guidance on donating the equipment can be found here:
 Note: If a community school does not intend to operate as a community school after the school has received complete hardware and software, the school should request reimbursement of the hardware and software from the Department of Education, which will reimburse the hardware and software, as the school with the provision of the program as they were operated and administered by the former Tech Ohio simulation.

<p>1. Retirement funds of employees of the school, such as 401Ks, 403Bs, etc.</p>	<p>1. Retirement funds of employees of the school, such as 401Ks, 403Bs, etc.</p>	<p>The community school governing authority's treasurer or fiscal officer, or the sponsor in the absence of the governing authority, must utilize only state dollars, auction proceeds, foundation dollars and any other non-federal dollars to pay creditors in the following order: retirement funds of employees of the school, such as 401Ks, STRS/SERS retirement systems, teachers and staff; unemployment insurance, if applicable; and private creditors or those entities that have secured a judgment against the school, including audit preparation and audit costs (prepared financially). Any remaining funds are to be paid to the Department of Education for redistribution to the school at the time it ceases operation were entitled to attend school under ORC 3313.06 or 3313.65. The amount distributed to each school district shall be proportional to the district's share of the total enrollment in the community school. If the assets of the school are insufficient to pay all persons or entities to which compensation is owed, the prioritization of the distribution of the assets to individual persons or entities within each class of payees may be determined by decree of a court in accordance with 3314.074 and Chapter 1702 of ORC.</p>	<p>Suspension and Closure</p>	<p>Administration/ Treasurer or sponsor in absence of governing authority.</p>	<p>Ongoing until all business related to closure is completed</p>
<p>2. STRS/SERS retirement systems and other adjustments - see ORC 3314.074</p>	<p>2. STRS/SERS/retirement systems and other adjustments - see ORC 3314.074</p>	<p>For suspended schools, ensure that employees' salaries, STRS/SERS and IRS obligations are current. For closing schools, the authorizer should consult with its legal counsel prior to implementing this section to determine if there are any outstanding federal or state claims that may need to be paid first including, but not limited to, federal and state taxes, Medicare, Workers Compensation and city wage taxes. If applicable, provide documentation of any workers' compensation claims.</p>	<p>Suspension and Closure</p>	<p>Administration/ Treasurer or sponsor in absence of governing authority.</p>	<p>Ongoing until all business related to closure is completed</p>
<p>Note: The sponsor is obligated to retain the school's financial records and should follow the relevant state and federal records retention schedules. The DAS site for records retention schedules can be found here. The federal records retention schedules can be found here.</p> <p>With two exceptions, noted in this section, utilize only state dollars, auction proceeds, foundation dollars and any other non-federal dollars to pay creditors in the outlined sequential order.</p> <p>If the assets of the school are insufficient to pay all persons or entities to which compensation is owed, the prioritization of the distribution of the assets to individual persons or entities within each class of payees may be determined by decree of a court in accordance section 3314.074 and Chapter 1702 of the ORC</p>	<p>3. Teachers and staff salaries</p>	<p>Exception: Federal dollars can be used to pay the teacher costs and STRS/SERS/retirement costs for any employees who were paid from federal funds when the school was open.</p>	<p>Suspension and Closure</p>	<p>Administration/ Treasurer or sponsor in absence of governing authority.</p>	<p></p>

<p>Private creditors or those entities that have secured a judgment against the school, including preparation and audit costs (prepared financials).</p>	<p>Private creditors or those entities that have secured a judgment against the school, including preparation and audit costs (prepared financials).</p>	<p>Exceptions: Audit preparation costs can be paid from federal funds under certain conditions. Contact the Office of Grants Management for specific guidance before applying any costs against federal funds to support audit costs. Please refer to Section 2.5 of the Auditor of State's Ohio Compliance Supplement, which can be found here : www.ohioauditor.gov/reference/complacemanual/2019/Chapter2_2019.pdf.</p>	<p>Suspension and Closure</p>	<p>Administrative/ Treasurer or sponsor in absence of governing authority.</p>	<p>Within 30 days following close of school</p>			
<p>5. Ohio Department of Education</p>	<p>5. Any remaining funds shall be used for the preparation and audit costs of the school district in which the students who were receiving the services were enrolled.</p>	<p>Exception: Teachers, administrators and other staff working for a conversion community school through a contract with the sponsoring district should be treated as employees under OIG Section 3314.074</p>		<p>Administrative/ Treasurer or sponsor in absence of governing authority.</p>				
<p>Preparation of Itemized Financials The community school governing authority's treasurer or fiscal officer, or the sponsor in the absence of the governing authority, must review and prepare itemized financials listed in this section.</p>	<p>Year-end financial statements</p>	<p>The community school governing authority's treasurer or fiscal officer, or the sponsor in the absence of the governing authority, must review and prepare the itemized financials (subject to revision based on Auditor of State's final audit) to include year-end financial statements, notes to the financial statements and federal awards, if applicable.</p>	<p>Suspension and Closure</p>	<p>Administrative/ Treasurer or sponsor in absence of governing authority.</p>	<p>Within 30 days following close of school</p>			

Cash analysis	A cash analysis (taking the previous month's receipt and reconciliation of bank accounts to books) for determination of the cash balance as of the closing date.	A cash analysis (taking the previous month's receipt and reconciliation of bank accounts to books) for determination of the cash balance as of the closing date.	Auditor or sponsor in absence of governing authority.		
List of investments	List of investments in paper (hard copy) format.	List of investments in paper (hard copy) format.	Administrator/Auditor or sponsor in absence of governing authority.		
List of payables	List of all payables and liabilities when a check to pay the liability clears the bank. (Be sure to check list of creditors above.)	List of all payables and liabilities when a check to pay the liability clears the bank.	Administrator/Auditor or sponsor in absence of governing authority.		
List of unused checks	List of all unused checks (copies and void all unused checks).	List of all unused checks (copies and void all unused checks).	Administrator/Auditor or sponsor in absence of governing authority.		
List of petty cash	List of any petty cash.	List of any petty cash.	Administrator/Auditor or sponsor in absence of governing authority.		

<p>Final Payments and Adjustments The sponsor shall continually monitor the condition of the closed school and be prepared to receive or transmit funds on behalf of the school as directed by an appropriate agency. Receipt of funds can happen more than a year after a school's closure, and the sponsor is obliged to serve as the recipient of such funds and adjustments.</p>	<p>Adjustments credited to account</p>	<p>Receive any funds or adjustments credited to the account of the closed school.</p>	<p>Closure</p>	<p>Administrative/resourcer or sponsor in absence of governing authority.</p>
<p>If the assets of the school are insufficient to pay all persons or entities to which compensation is owed, the prioritization of the distribution of the assets to individual persons or entities within each class of payees may be determined by decree of a court in accordance with Section 3313.072 and Chapter 1702 of the OGC.</p>	<p>Application of adjustments or credits to debt</p>	<p>Determine if any portion of any funds or adjustments can be applied to satisfy any remaining debt; payables (any money owed to another).</p>	<p>Administrative/resourcer or sponsor in absence of governing authority.</p>	
	<p>Remainder of funds</p>	<p>Send all or the remaining portion of funds to the Ohio Department of Education, Office of Budget and School Funding for final disposition.</p>	<p>Administrative/resourcer or sponsor in absence of governing authority.</p>	
<p>Quarterly reports Sponsor must provide quarterly report on the progress made on all closing procedures and submit this progress report through Epicenter by April 1, June 1, Oct. 1, Jan. 1 until closure process is complete. Final submission of closure template shall be submitted to the Office of Community Schools no later than 14 days after closure process is completed.</p>			<p>Sponsor</p>	

<p>Disolve the community school</p> <p>a) The governing authority adopts a resolution to disolve that indicates to whom the school assets purchased with nonpublic funds will be distributed after all creditors have been paid; b) Unless otherwise provided in the bylaws, the members (if any) or board vote on the resolution to disolve; a nonprofit corporation is disolved upon the effective date of its articles of disolution, (C.R.S. 7-134-101); c) Consult with school's attorney for further details.</p>							Governing Authority				
<p>Headly Secretary of State's Office</p> <p>After the resolution to disolve is authorized, disolve the corporation by deberting to the Secretary of State for filing articles of disolution writing forth: a) The name of the nonprofit corporation; b) The address of the nonprofit corporation's principal office; c) The date disolution was authorized; d) If disolution was authorized by the directors, a statement to that effect; e) If disolution was approved by the members, a statement of the number of votes cast for the proposal to disolve; and f) Such additional information as the Secretary of State determines is necessary or appropriate.</p>							Governing Authority				
<p>Notly IIS</p>							Governing Authority				