

**MODIFICATION NO. 4**  
**TO OHIO COMMUNITY SCHOOL CONTRACT**  
**BY and BETWEEN**  
**Educational Service Center of Lake Erie West (“Sponsor” or “ESCLEW”)**  
**AND**  
**Summit Academy Community School - Parma (“Governing Authority” or “School”)**

**WHEREAS**, the ESCLEW and the Governing Authority entered into an amended and restated Community School Contract (“Contract”) effective on July 1, 2018; and

**WHEREAS**, the ESCLEW and the Governing Authority agree to the following modifications;

**NOW THEREFORE**, the parties modify the Contract as follows:

**1. Article IV, Section 4.1.**

- a. In the first sentence of the section add “3302.037,” “3313.669,” “3313.6610,” “3313.6025,” “3313.6026,” “3319.077,” “3319.078,” “3319.318,” “3319.393,” “3323.251,” and “5502.262” in the appropriate numerical order. The rest of Section 4.1 remains as originally written in the Contract.
- b. In the first sentence of the section insert as a new explanatory clause “(unless the School is an internet- or computer-based community school that does not qualify for a dropout prevention and recovery report card, in which case the School must comply with 3314.261)” after “3321.191.”
- c. In the first sentence of the section remove from the section the statutory citation to “3313.536.”
- d. The rest of Section 4.1 remains as originally written in the Contract.

**2. Article VI, Section 6.4.** At the end of the first sentence, “provided however, parents of students who enter ninth grade for the first time in the 2022-2023 school year may elect not to have a nationally standardized assessment administered to that student.” The rest of Section 6.4 remains as originally written in the Contract.

**3. Article VI, Section 6.13.** Insert the following paragraph at the end of the section:

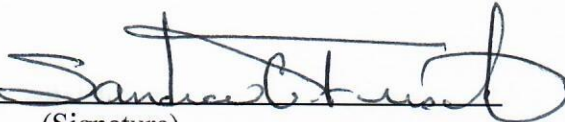
If the School operates a an internet- or computer-based community school that does not qualify as a dropout prevention and recovery school, the School shall adopt an attendance policy in accordance with R.C. 3314.261, which shall detail: (1) the classroom-based and nonclassroom-based “instructional activities” that a student is expected to complete, participate in, or attend during the school day; and (2) certain consequences, including disenrollment from the School, if a student fails to participate in instructional activities.

The rest of Section 6.13 remains as originally written in the Contract.

4. **Article VII, Section 7.3.** Insert the phrase “and 2021-2022” after “2020-2021” in the start of the second paragraph. The rest of Section 7.3 remains as originally written in the Contract.
5. **Article XI, Section 11.5.**
  - a. In the first sentence of the section remove “six (6)” and insert “seven (7)” in its place.
  - b. In the first sentence of the section remove “June 30, 2024” and insert “June 30, 2025” in its place.
  - c. The rest of Section 11.5 remains as originally written in the Contract.
6. **Attachment 3.4** shall be replaced in its entirety with the attached.
7. **Attachment 9.2** shall be replaced in its entirety with the attached.
8. **Attachment 9.3** shall be replaced in its entirety with the attached.
9. **Attachment 9.4** shall be replaced in its entirety with the attached.
10. **Attachment 11.6** shall be replaced in its entirety with the attached.

ALL OTHER SECTIONS, SUBSECTIONS, TERMS, OR PROVISIONS OF THE CONTRACT SHALL REMAIN IN FULL FORCE AND IN EFFECT UNLESS OTHERWISE SPECIFICALLY MODIFIED HEREIN.

**Educational Service Center of  
Lake Erie West**

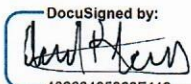
By:   
(Signature)

Its: Superintendent

with full authority to execute this Contract  
for and on behalf of **Sponsor**  
and with full authority to bind **Sponsor**.

Date: 2-8-2022

**Governing Authority of  
Summit Academy Community School –  
Parma**

By:   
(Signature)

Its: President

with full authority to executive this Contract  
for and on behalf of **Governing Authority**  
and with full authority to bind **Governing Authority**.

Date: 10/12/2021

## Community School: School Suspension and/or School Closing Procedures

Effective date: July 1, 2010

Updated: July 2021

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

### Statutory Requirement for Closure

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 operations 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 Form. Community school sponsors make sure a community school's governing authority takes all reasonable and required actions to fully address suspension or closing responsibilities. **If a school's governing authority is no longer able or willing to fulfill its obligations 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:

- Suspension and closing procedures detailed in this document or the accompanying 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 should consult their legal counsel.

**Sponsors must submit a Suspension and Closing Assurance Form for each suspended or 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 Form as soon as possible after the suspension or closure of the school.

For all suspensions and closures, an estimated timeline for suspension and closure activities must be submitted to the Office of Community Schools. For mid-year suspension or closure, the estimated timeline must be submitted to the Office of Community Schools within 10 days of notification. In the case of suspension or closure at the end of the school year, sponsors shall submit an estimated timeline for suspension or closure activities to the Office of Community Schools, via Epicenter. When submitting the first quarterly suspension and closing assurances report, please ensure Column I is filled out with estimated dates of completion. Also when submitting future quarterly suspension and closing reports, update Column I as needed.

The updated Suspension and Closing Assurance Form shall be submitted to the Office of Community Schools, quarterly, (July 1, or July 15 for newly closed schools, Oct. 1, Jan. 1 and April 1) via the Epicenter "Quarterly suspension and closing assurance reports" submission type while noting which activities are complete and identifying the date of completion for each item. Sponsors should continue to submit quarterly closing assurance reports until all items on the form is complete and the

suspension and closing assurances form is submitted via Epicenter. The quarterly submissions shall include, in the “Notes” column, a narrative explaining any delays. For items in which the sponsor believes is “non-applicable” to the school, the sponsor must provide a justification in Column H of the Suspension and Closing Assurance Form.

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

**The Suspension and Closing Assurance Form**  
**is updated quarterly until all activities are complete.**  
**The narrative and step-by-step technical assistance document is**  
**provided to assist sponsors in meeting their responsibilities**  
**when one of their schools suspends operations or closes is**  
**provided below on pages 5-15.**

### **Additional Resource**

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

### **Submission Instructions**

**Sponsors must submit the Quarterly Suspension and Closing Assurance Report and the completed Suspension and Closing Assurance Template Form for each suspended and/or closed community school. By completing the Certification tab, sponsors attest that all necessary notifications and actions are completed.**

Submit the (1) Suspension and Closing Assurance Reports and the (2) completed Suspension and Closing Assurance Form with its Certification tab by uploading the files 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 either the Quarterly Suspension and Closing Assurance Reports or the completed Suspension and Closing Assurance Form.
8. For Entities, select the appropriate school by checking the box next to the school's 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 the 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 suspension or 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 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. Staff records at the school do not include records of individuals employed by the operator or contractors.

### *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 [here](#). Federal records retention schedules are [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 your lead consultant or the Office of Community Schools at [Community.Schools@education.ohio.gov](mailto:Community.Schools@education.ohio.gov).

**Please note:**

- A. For each task, sponsors must indicate whether the task is applicable in column G of the Suspension and Closing Assurance Form. If the task is **not applicable**, the sponsor must provide a justification for that determination in column H.
- B. The initial quarterly suspension and closing assurance report submitted in Epicenter must include an estimated completion date for each task (see column I). Be sure to follow the dates required by law or required by this document. If needed, update the estimated completion dates on future quarterly suspension and closing reports.
- C. Quarterly suspension and closing assurance reports are due in Epicenter on or before July 1, July 15 for newly suspended or closed schools, Oct. 1, Jan. 1 and April 1. As tasks are completed, provide a completion date in Column J.
- D. The quarterly submissions shall include, in the “Notes”, column K, a narrative explaining any delays.
- E. Besides the Quarterly Suspension and Closing Assurance Reports and the completed Suspension and Closing Assurance Form with its Certification tab, sponsors should submit separately to Epicenter: (1) the board resolution indicating suspension or closure, and (2) the estimated timeline for suspension and closure.

**Instructions: Completing All Required Suspension/Closing tasks:**

**Section A: Initial Notifications**

- 1. **Notify the Office of Community Schools (OCS) that the school is being suspended, closed or non-renewed under 3314.07(B) or for other cause, or the school has taken action to initiate closure within required timelines.**
  - a. In the case of a sponsor suspending or terminating a school’s operation during the school year, notify OCS that the school is suspending or closing within 24 hours of the action.
  - b. In any other case, notify OCS of the action within 10 days.
  - c. Submit the community school’s board resolution via Epicenter, including the date of suspension or closing within 10 days of the action.
- 2. **Notify the Area Coordinator’s office to schedule the student enrollment/FTE review.**
  - a. Notify area coordinators of the school suspension or closure and schedule the final student enrollment/FTE review within three days of the action.
  - b. The school’s treasurer/fiscal officer and applicable staff should familiarize themselves with the current FTE manual.
  - c. In the case of closure, non-renewal or termination for reasons other than those outlined in 3314.07(B), the sponsor shall request notice of intent with regard to continued operation from the school no later than May 15 and provide the response via Epicenter to the Office of Community Schools within three days of receipt.
- 3. **Notify the resident districts of students enrolled in the school, and the Auditor of State’s Office of the school being suspended, closed or non-renewed; include the effective date of the suspension or closure.**
  - a. Notify the resident districts, for the students currently enrolled.
  - b. Notify the Auditor of State’s office of the school suspension or closure.

**4. Notify STRS and SERS that the school is being suspended or closed.**

- a. Notify the Ohio State Teachers Retirement System and School Employees Retirement System
- b. Ensure STRS and SERS contributions are current and request a final reconciliation.
  - i. In the case of mid-year suspension or closure, notify retirement systems within five days of the suspension or closure notice.
  - ii. For any other case, notify retirement systems no later than May 1.

**Section B: Timeline of suspension or closure process**

**1. Provide an estimated timeline of the suspension or closure process that includes all information contained in the suspension and closure procedures.**

- a. Submit via Epicenter a clear and detailed written timeline of the actions and tasks that will take place to ensure the transition of students, staff and the suspension or closing of the schools' business. Submission of the first quarterly suspension and closing assurances template with Column I (Estimated Dates of Completion) filled out can serve as the detailed written timeline required for this action item.
  - i. In the case of mid-year suspension or closure, submit an estimated timeline within 10 days of the suspension or closure.
  - ii. In the case of suspension or closure at the end of the school year, submit an estimated timeline at the time of submittal of the first quarterly suspension and closing assurances report.

**Section C: Parent Notification**

**1. Notification to parents of community school suspension or closure**

- a. Notify parents that the school is suspending or closing through a formal letter from the school Governing Authority within 24 hours of action in the case of mid-year suspension or closure; no later than March 1 in the case of nonrenewal under ORC 3314.07(B); and in any other case, notify parents no later than April 15. The letter must include but not be limited to the reason for the suspension or closing of the school, sponsor contact information, options for enrolling in another community school, traditional school or nonpublic schools and contact information.

**2. Provide each parent with the location that the child's records are being delivered to.**

- a. The notification must include, but not be limited to: address and phone number, department and contacts for the resident districts to where the records are being delivered to.

**3. Provide each parent with the contact information of the school's sponsor.**

- a. The notification must include the contact information of the school's sponsor.

**4. Information meeting regarding educational options for students**

- a. Notify parents of an informational meeting, the school will present education options to students for enrolling in another community school, traditional school or nonpublic schools.
- b. Convene parents and/or guardians to discuss the school enrollment process for the regional district. If possible, representatives from the school, sponsor, resident districts, and/or community schools should be present to answer questions primarily of the school choice/enrollment for the next year.

**Section D: Staff Notification**

**1. Notify the teachers and staff that the school is suspended or closing.**

- a. In the case of a mid-year suspension or closure, notify teachers and staff that the school is suspending or closing through a formal letter from the school Governing Authority within 24 hours of the action. The letter must include but not be limited to the reason for the suspension or closing of the school, and, if applicable the status of appeals or legal action. Additionally, in the case of a mid-year suspension or



closure, provide a second notification to the teachers and staff no later than 7 days after initial notice. The letter must include, 1) plans to assist students in finding new schools; 2) date of last salary check, 3) instructions on filing for unemployment benefits, 4) date of termination of employees' benefits, 5) last day of work, 6) description of any assistance the school will provide to faculty and staff to find new positions, and 7) information on where the suspension or closure plan, procedures and timeline can be found.

- b. In the case of nonrenewal under ORC 3314.07(B), notify teachers and staff that the school is suspending or closing through a formal letter no later than 10 days after action is taken. The letter must include but not be limited to the reason for the closing of the school, and, if applicable the status of appeals or legal action.
  - i. Additionally, in case of nonrenewal under ORC 3314.07 (B), provide a second notification to the teachers and staff no later than April 1 and include items 1-7 (see a/i above).
- c. In the case of nonrenewal for reasons other than ORC 3314.07(B), notify teachers and staff that the school is suspending or closing through a formal letter no later than 10 days after action is taken. The letter must include but not be limited to the reason for the closing of the school and the status of appeals or legal action.
  - i. Also, in case of nonrenewal for reasons other than ORC 3314.07(B), provide a second notification to the teachers and staff no later than May 1 and include items 1-7 (see a/i above).

**2. Notify teachers and staff that STRS/SERS contributions are current.**

- a. Include language in staff letter to ensure staff that the contributions are kept current.

**3. Clarify COBRA benefits and when medical benefits end.**

- a. In the case of mid-year suspension or closure, school employees shall be notified when benefits will end, when COBRA benefits begin and contact for assistance no later than eight days after action is taken.
- b. In the case of nonrenewal under 3314.07(B) the notification, described in D.3.a., shall take place no later than April 1.
- c. In all other cases, the notification shall take place no later than April 15.

**4. Notify staff of the obligation to continue instruction through the date of suspension or closure.**

- a. Notify teachers and staff that the school is suspending or closing through a formal letter from the school Governing Authority within 24 hours of the action. The letter must reiterate their obligation to continue instruction through the date of suspension or closure.

**5. Ensure each faculty member's LPDC information is current and available to the teacher.**

- a. Provide each faculty member, in the case of a mid-year suspension or closure, with documentation that their LPDC information is current within five days of the action.
  - i. In the case of nonrenewal under 3314.07(B), notify the faculty no later than April 1.
  - ii. In all other cases, notify the teachers no later than April 15.

**6. Provide sponsor contact information to all staff.**

- a. See item D1 above and include in the letter to teachers and staff must the sponsor contact information.

**7. Ensure all Resident Educator program documentation is current and available to affected teachers**

- a. In the case of mid-year suspension or closure provide each Resident Educator with documentation that

their Resident Educator program information is current within 5 days of action.

- i. In the case of non-renewal under 3314.07(B), provide documentation no later than April 1.
- ii. In all other cases, ensure the resident education program documentation is current no later April 15.

#### **Section E: Secure all school records, property and assets.**

- 1. Take control of and secure all school records, property, and assets immediately when the school is suspended or closed.**
  - a. In the case of mid-year suspension or closure, secure all records (student, administrative/financial, staff), property, and assets within 24 hours of notice of suspension or closure.
  - b. If the building's landlord seizes the facility and its contents, or when a governing authority reneges on its obligations or other unforeseen circumstances, legal action may be necessary. The sponsor must share any such circumstance with the sponsor's OCS assigned consultant as quickly as possible.
  - c. In the case of suspension or closure at the end of the school year, begin securing all records and assets immediately under the oversight of the sponsor.
    - i. The sponsor should review the status of all records and assets no later than May 1 prior to suspension or closure.
    - ii. *As a best practice, sponsors are advised to periodically review records of graduates, including lists and transcripts to ensure the school can deliver records as required by statute*

#### **Section F: 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 levels achieved; transcripts, 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 reports, one with names and SSID numbers, and one with SSID numbers only; special education folders; and other such information that may be maintained and kept in a student permanent record folder.

- 1. Ensure student records are in order and transcript materials can be provided immediately**
  - a. Organize records by grade level and district of residence.
  - b. Student names and SSID must be clearly displayed.
  - c. Prepare to deliver all students records to students' districts of residence within seven days of suspension or closure.
    - i. *As a best practice, sponsors are advised to periodically review records of graduates, including lists and transcripts to ensure the school can deliver records as required by statute.*
- 2. Scan or make a copy of all CURRENTLY enrolled student's records and provide a listing by residential district.**
  - a. Maintain a list in alphabetical order of the currently enrolled students by residential district.
  - b. Scan or make a copy of each currently enrolled student's records.
  - c. Scan or make a copy of each student's record, by residential district, in alphabetical order.
  - d. The community school shall maintain copies of records necessary to conduct the FTE review and final Auditor of State audit.
- 3. Organize all withdrawn student files by district**
  - a. Maintain a list of all withdrawn students, in alphabetical order, by residential district.
  - b. Provide each withdrawn student's records, by residential district, in alphabetical order, to the residential district within seven days of suspension or closure.

- 4. Organize all SPED files by district (separate from cumulative files)**
  - a. Maintain a list of all SPED student files, in alphabetical order, by residential district.
  - b. Provide each SPED student's records, by residential district, in alphabetical order, to the residential district within seven days of suspension or closure.
- 5. If the school has graduated students, compile a list of the names and dates of all graduates and provide digital or hard copies of transcripts**
  - a. Maintain a list (name and SSID) of all graduated students, in alphabetical order, by residential district.
  - b. Provide each graduated student's transcript, in alphabetical order by residential district, to each residential district within seven days of suspension or closure.
    - i. *As a best practice, sponsors are advised to periodically review records of graduates, including lists and transcripts to ensure the school can deliver records as required by statute.*
- 6. Have all available IEP, enrollment and attendance records available for the completion of the FTE closure review.**
  - a. In the case of mid-year suspension or closure, records should be available for review no later than seven days of suspension or closure.
  - b. 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.
    - i. *As a best practice, sponsors are recommended to review FTE review requirements with their schools annually and periodically check the condition of records necessary to complete FTE reviews.*
- 7. If possible, ODE will complete student enrollment/FTE review within seven (7) days of closure or suspension and prior to student records being delivered to resident districts.**
- 8. Deliver the original cumulative student records of all current, withdrawn (withdrawn during the current school year and not already delivered to the students new school), and graduates to each student's district of residence (with printed list of included students) within seven (7) business days of the school's suspension or closure and obtain a signed delivery receipt.**
  - a. Provide the district of residence with a printed list of all student records they are receiving.
  - b. Records must be boxed in alphabetical order.
  - c. Place a printed list of the student records on the outside of each box of records.
  - d. Obtain a signed delivery receipt from the residential district with the printed name and signature of the person receiving the records.
  - e. Provide the sponsor with updated list indicating the delivery information within 24 hours of delivery.
    - i. This list must include delivery verification receipts, names of individuals receiving the records, the signatures of said individuals and the date of receipt where student records were delivered.
- 9. Deliver the original SPED student records to each student's district of residence (with printed list of included students) and obtain signed delivery receipt.**
  - a. Provide the district of residence with a printed list, in alphabetical order, of all SPED student records they are receiving.
  - b. Records must be boxed in alphabetical order.
  - c. Place a printed list of the SPED student records inside of each box to ensure student confidentiality.

- d. Obtain a signed delivery receipt from the residential district with the printed name and signature of the person receiving the records.
- e. Provide the sponsor with updated list indicating the delivery information within 24 hours of delivery.
  - i. This list must include delivery verification receipts, names of individuals receiving the records, the signatures of said individuals and the date of receipt where student records were delivered.

**10. Deliver the student records of all withdrawn and graduates to each student's district of residence (with printed list of included students) and obtain signed delivery receipt.**

- a. Provide the district of residence with a printed list of all student records they are receiving.
- b. Records must be boxed in alphabetical order.
- c. Place a printed list of the student records on the outside of each box of records.
- d. Obtain a signed delivery receipt from the residential district with the printed name, signature of the person receiving the records.
- e. Provide the sponsor with updated list indicating the delivery information within 24 hours of delivery.
  - i. This list must include delivery verification receipts, names of individuals receiving the records, the signatures of said individuals and the date of receipt where student records were delivered.

**Section G: Financial Review and Notifications includes completing a review of the financial records within seven days of notice of suspension or closure.**

**1. Compile List of Creditors and Debtors.**

- a. Compile a listing of Creditors. The 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. Lessees or sub-lessees of the school
  - ix. Any person or organization holding property of the school.
- b. Compile a listing of all debtors. That list may include, but not be limited to, the categories listed above under Creditors.

**2. Notification to all Creditors**

- a. Solicit from each creditor a final accounting of the school's accrued and unpaid debt
  - i. Compare the figures provided with the school's calculation of the debt and reconcile.
  - ii. Where possible, negotiate a settlement of debts consummated by a settlement agreement reflecting satisfaction and release of the existing obligations.
  - iii. 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.

**3. Notification to all Debtors**

- a. Contact all debtors and request payment.
  - i. If collection efforts are unsuccessful, consider turning the debt over to a commercial debt collection agency.

- ii. All records regarding such collection or disputes by debtors regarding amounts owed must be retained.

**4. Notification to vendors and termination of contracts**

- a. Notify utilities, insurance, landlord, banks, bond holders, contractors, etc., of potential default date and when last payment will likely occur.
- b. Notify all contractors of school closure and cessation of operations.
- c. Retain records of past contracts and payments with proof that they were paid in full.
- d. Terminate contracts for goods and services as of the last date such goods or services will be needed.
- e. Instruct contractors to remove any contractor property from the school by a certain date (e.g., copying machines, water coolers, other rented property).
- f. Maintain telephone, gas, electric, water, insurance and directors and officer's liability insurance long enough to cover the time required for all necessary closure procedures to be complete.

**5. Review of budget and cash balances to ensure funds through closure process.**

- a. Review budget and current-year expenditures to date to ensure that funds are enough 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 closure and associated expenses while prioritizing continuity of instruction. The revised budget should include funding to ensure the school's treasurer is engaged to complete the closure process.

**6. Terminate Operator (EMO/CMO) Agreement**

- a. Review the operator agreement and take steps needed to terminate the agreement at the end of the school year or when the charter contract expires. Actions include:
  - i. The operator should be asked for a final invoice and accounting, including an accounting of any retained school funds and the status of grant funds.
  - ii. The school and the operator should agree upon how the company will continue to provide educational services until the last day of instruction.
  - iii. The school and the operator agree when other services including business services will end.

**7. Notify all funding sources, charitable contributors, grants, etc.**

**8. Final Reporting of all EMIS items (staff, student, and fiscal)**

- a. The community school governing authority's designees (school administration, treasurer, fiscal officer, etc.) must report all necessary information regarding students, staff, financials, etc., in EMIS. Please check the EMIS Manual and reporting schedule for details.

**9. Preparation of year-end financial statements**

- a. 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. These financials should include the following items:

- i. Cash analysis (taking the previous month's recap and reconciliation of bank accounts to books) for determination of the cash balance as of the closing date.
- ii. List of investments in paper (hard copy) format.
- iii. List of all payables and indicate when a check to pay the liability clears the bank.
- iv. List of all unused checks (collect and void all unused checks).
- v. List of any petty cash.
- vi. List of bank accounts, closing the accounts once all transactions are cleared.
- vii. List of all payroll reports including taxes, retirement, or adjustments on employee contract.
- viii. Lists of all accounts receivable.
- ix. List of assets and their disposition.

**10. Establish approved order of Vendors to be Paid.**

- a. 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, and any other non-federal dollars to pay creditors in the following order:
  - i. Retirement funds of employees of the schools, such as 401Ks.
  - ii. STRS/SERS retirement systems teachers and staff.
  - iii. Teachers and staff salaries.
  - iv. Unemployment insurance, if applicable.
  - v. Private creditors or those entities that have secured a judgment against the school, including audit preparation and audit costs.
  - vi. Any remaining funds are to be paid to the Department of Education.

**Section H: Disposition of Assets**

**1. Establish a comprehensive Asset listing for the school by fund**

- a. The community school governing authority's treasurer or fiscal officer or the sponsor in the absence of the governing authority must establish a check 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.
  - i. NOTE: ORC 3314.0210, effective 02/01/2016, 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 operation 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 3314.015 and section 3314.074 of the Revised Code.*

**2. Separate Identification of Federal assets valued over \$5,000**

- a. Unless otherwise described below for the Public Charter Schools Program and the National School Lunch Program, all items purchased with federal funds may be sold at auction. However, for any item with a value of \$5,000 or higher, the item must be labeled on the disposition of assets record as having been purchased with federal dollars, along with the purchaser information (name of school or organization and contact).



**3. Separate identification of Federal assets purchased with PCSP funds**

- a. The following are the responsibility of the community school governing authority's treasurer or fiscal officer or the sponsor in the absence of the governing authority.
  - i. 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.
  - ii. 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.
  - iii. 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.

**4. Separate identification of Federal assets purchased with NSLP funds.**

- a. The community school governing authority's treasurer or fiscal officer, or sponsor in the absence of the governing authority, is responsible for contacting the Office of Child Nutrition.
  - i. Cafeteria equipment purchased with funds from the National School Lunch Program can only be liquidated through written guidance issued by the Office for Child Nutrition. Contact the Office for Child Nutrition prior to proceeding with any liquidation of equipment. Liquidation should be completed within 30 days of closure.

**5. Establish Fair Market Value**

- a. The community school governing authority's treasurer or fiscal officer, or sponsor in the absence of the governing authority, must establish the fair market (initial and amortized) value following generally accepted business rules in a transparent manner. The Uniform Commercial Code offers guidelines for liquidating assets in a commercially reasonable manner for all state-purchased assets and federally purchased assets that have a value of less than \$5,000 (ORC 1309.627).
  - i. *Note: Essentially, the price should be at the current price in any recognized market at the time of disposition or otherwise consistent with reasonable practices among dealers in the type of property subject to disposition. The school's governing authority's capital assets policy also*
  - ii. *should be followed. If an asset has no market value and the school is planning to dispose of the asset at a public auction, the school should still place a minimal value on the item.*
  - iii. As a best practice, sponsors are advised to periodically review schedule of assets and accompanying value to ensure that records are up to date.
- b. In the case of a mid-year suspension or closure, the treasurer should complete the necessary review within seven days (7) of notice. In the case of closure at the conclusion of the school year, review should occur no later than May 1 prior to closure.

**6. Designation of Individual with legal authority for payment processing**

- a. The community school governing authority's treasurer or fiscal officer, or sponsor in the absence of the governing authority, must identify staff who will have legal authority for payment processes (checks, cash, credit cards, etc.) and make designation within seven days following notice of suspension/closure.

**7. Board approved Disposition plan for assets**

- a. The community school governing authority's treasurer or fiscal officer, or sponsor in the absence of the governing authority, must establish a disposition plan for all remaining assets. Disposition of remaining assets should be completed within 14 days of closure.

**8. Notification of Public Auction**

- a. The community school governing authority's treasurer or fiscal officer, or sponsor in the absence of the governing authority, must notify the Office of Community Schools and then the public media (print, media, radio) of the date, time, and location of the asset and/or property disposition auction. Notification shall take place within 30 days' notice of suspension or closure.

**9. Board resolution for assets transferred to another public school at no cost.**

- a. The community school governing authority's treasurer or fiscal officer, or the sponsor in the absence of the governing authority, must provide board resolutions and minutes of any assets transferred at no cost to another school. In the case of a mid-year closure, a plan for disposition of assets shall be completed within 14 days of notice or closure.

**10. Identify any Ohio Facilities Construction Commission guarantees**

- a. Contact the Ohio Facilities Construction Commission within seven days of notice of suspension or closure.

**11. Notify the Ohio Facilities Construction Commission of the closure**

- a. Contact the Ohio Facilities Construction Commission within seven days of notice of suspension or closure.

**12. Offer assets acquired from public districts back to district at Fair Market Value**

- a. 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.

**13. Prepare documentation on the sale of assets.**

- a. 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, other public school, or nonprofit entity.

**Section I: Final Payments and Adjustments**

**1. Final Payments to All Vendors**

- a. Determine if any portion of any funds or adjustments can be applied to satisfy any remaining debt; payables (any money owed to another).

**2. Completion of Final Audit**

- a. Submission of the final audit report as presented by the Ohio Auditor of State's Office.

**3. Send Remaining Funds to ODE**

- a. Send all the remaining portion of funds to the Ohio Department of Education, Office of Budget and School Funding for final disposition.

**4. Close all Bank Accounts.**

- a. Treasurer shall direct all bank accounts to be formally closed.
  - i. Remaining checks shall be destroyed.

## **Section J: Quarterly Reporting; Dissolving the community school; Notifying the Secretary of State and IRS**

1. **Sponsors provide quarterly reports** on the progress made of all suspension and closing procedures.
  - a. Submit this progress report via Epicenter by July 1, July 15 for newly suspended or closed schools, Oct. 1, Jan. 1, and April 1 until suspension or closure process is complete.
2. **The governing authority adopts a resolution to dissolve the school** and indicates to whom the school assets purchased with nonpublic funds will be distributed to after all creditors have been paid.
  - a. The governing authority adopts a resolution to dissolve the school and indicates to whom the school assets purchased with nonpublic funds will be distributed to after all creditors have been paid.
  - b. Unless otherwise provided in the bylaws, the members (if any), or board, vote on the resolution to dissolve.
  - c. A nonprofit corporation is dissolved upon the effective date of its articles of dissolution.
  - d. Consult with the school's attorney for further details.
3. **After the resolution to dissolve is authorized, dissolve the corporation** by delivering to the Secretary of State for filing articles of dissolution setting forth:
  - a. Name of the nonprofit corporation.
  - b. Address of the nonprofit corporation's principal office.
  - c. Date dissolution was authorized.
  - d. If dissolution was authorized by the directors, a statement to that effect.
  - e. If dissolution was approved by the members, a statement of the number of votes cast for the proposal to dissolve.
  - f. Additional information as the Secretary of State determines is necessary or appropriate.
4. **Notify IRS** of the closing of the school and/or dissolution of nonprofit corporation.

Section	Item #	Action Item	Required Action for Suspension/Closure	Responsible Party (provide name of responsible party)	Suggested Evidence to Demonstrate Compliance during Audit or FTE Review	Applicable (Y/N)	If "Not Applicable"; justification is required	Estimated Dates of Completion	Completion Date	Notes
A. Initial Notifications	1	Notify the Office of Community Schools (OCS) 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 suspension or closure within required timelines.	Suspension, Closure, Nonrenewal	Sponsor	Board Resolution, email to OCS, email to AOS, and submission to Epicenter					
	2	Notify the Area Coordinator's office to schedule the student enrollment/FTE review.	Suspension, Closure, Nonrenewal	School fiscal officer, governing authority (GA) or sponsor in absence of GA.	Email to Area Coordinator					
	3	Notify the resident districts of students enrolled in the school, and the Auditor of State's Office [CommunitySchoolQuestions@ohioauditor.gov] of the school being suspended, closed or non-renewed and include the effective date of the suspension or closure.	Suspension, Closure, Nonrenewal	GA or sponsor in absence of GA.	Official Closing Letter from Governing Authority or sponsor in absence of governing authority.					
	4	Notify STRS and SERS that the school is being suspended or closed	Suspension, Closure, Nonrenewal	GA or sponsor in absence of GA.	Emails to STRS and SERS					
B. Timeline of suspension or closure process	1	An estimated timeline of the suspension or closure process that includes all information contained in the suspension or closure procedures. Submission of the first quarterly suspension and closing assurances template with Column I (Estimated Dates of Completion) filled out can serve as the detailed written timeline required for this action item.	Suspension, Closure, Nonrenewal	GA or sponsor in absence of GA.	Estimated timeline for suspension or closure, submission to Epicenter					
C. Parent Notification	1	Notify parents of the suspension or closure of the school. Notices, information for requesting or obtaining student records, student report cards, contacts for staff assistance and general questions should be available on the school website.	Suspension, Closure and Nonrenewal	GA or sponsor in absence of GA.	Parent Letter					
	2	Provide each parent with the location that the child's records are being delivered to.	Suspension, Closure, Nonrenewal	School GA, administration and/or sponsor.	Parent Letter					
	3	Provide sponsor contact information to all parents.	Suspension, Closure, Nonrenewal	Sponsor, school GA.	Parent Letter					
	4	Information meeting re: educational options for students.	Suspension, Closure, Nonrenewal	Sponsor, school GA.	Parent Letter; school's website					
D. Staff Notification	1.	Notify the teachers and staff that the school is suspended or closing.	Suspension, Closure, Nonrenewal	Community school GA, school administration or sponsor in the absence of the treasurer.	Staff Letter					
	2.	Notify teachers and staff that STRS and SERS contributions are current.	Suspension, Closure, Nonrenewal	School GA, administration/treasurer or sponsor in absence of GA.	Staff Letter					
	3.	Clarify COBRA benefits and when medical benefits end.	Suspension, Closure, Nonrenewal	Treasurer/fiscal officer or sponsor in the absence of the treasurer.	Staff Letter					
	4.	Notify staff of the obligation to continue instruction through the date of suspension or closure.	Suspension, Closure, Nonrenewal	School GA, administration/treasurer or sponsor in absence of GA.	Staff Letter					
	5.	Ensure each faculty member's LPDC information is current and available to the teacher.	Suspension, Closure, Nonrenewal	School GA, administration/treasurer or sponsor in absence of GA.	Documentation provided to faculty members regarding their LPDC information					
	6.	Provide sponsor contact information to all staff.	Suspension, Closure, Nonrenewal	School GA, administration/treasurer or sponsor in absence of GA.	Staff Letter					
	7.	Ensure all Resident Educator program documentation is current and available to affected teachers.	Suspension, Closure, Nonrenewal	School GA, administration/treasurer or sponsor in absence of GA.	Documentation provided to Resident Educators					
E. Secure the records, property and assets	1.	Take control of and secure all school records, property and assets immediately when the school is suspended or closes.	Suspension, Closure, Nonrenewal	School GA, administration/treasurer or sponsor in absence of GA.	None					
F. Student Records	1	Review organization of student records and transcripts to ensure records will be ready for delivery.	Suspension, Closure, Nonrenewal	School GA, administration/treasurer or sponsor in absence of GA.	None					
	2	Scan all currently enrolled student records and provide a listing by residential district. If scanning is not an option, make a copy of currently enrolled student records.	Suspension, Closure, Nonrenewal	School GA, administration/treasurer or sponsor in absence of GA.	Scan or copy of the list of current students, in alphabetical order by district of residence					
	3	Organize all withdrawn student files by district.	Suspension, Closure, Nonrenewal	School GA, administration/treasurer or sponsor in absence of GA.	Scan or copy of the list of all withdrawn students by district of residence					
	4	Organize all SPED files by district	Suspension, Closure, Nonrenewal	School GA, administration/treasurer or sponsor in absence of GA.	Scan or copy of the list of all SPED students by district of residence					
	5	If the school has graduated students, compile a list of the names and dates of all graduates and retain that list.	Suspension and Closure	School GA, administration/treasurer or sponsor in absence of GA.	Copy of the list of all graduate students by district					
	6	Have all available IEP, enrollment and attendance records available for the completion of the FTE closure review.	Suspension and Closure	School GA, administration/treasurer or sponsor in absence of GA.	None					

	7	Completion of student enrollment/FTE review	Suspension and Closure	School GA, administration/treasurer or sponsor in absence of GA.	Final FTE report						
	8	Deliver the original student records to each student's district of residence within seven business days of the school's suspension or closure (ORC Section 3314.44). Provide sponsor with updated list indicating the delivery information within 24 hours of delivery.	Suspension and Closure	School GA, administration/treasurer or sponsor in absence of GA.	Delivery receipts						
	9.	Deliver the original SPED student records to each student's district of residence and obtain signed delivery receipt. Provide sponsor with updated list indicating the delivery information within 24 hours of delivery.	Suspension and Closure	School GA, administration/treasurer or sponsor in absence of GA.	Delivery receipts						
	10	Deliver the student records of all withdrawn and graduates to each student's district of residence and obtain signed delivery receipt. Provide sponsor with updated list indicating the delivery information within 24 hours of delivery.	Suspension and Closure	School GA, administration/treasurer or sponsor in absence of GA.	Delivery receipts						
G. Financial records review and notifications	1	List all creditors and debtors	Suspension and Closure	Administration/treasurer or sponsor in absence of GA.	Full listing of AP's and AR's						
	2	Notice to creditors	Suspension and Closure	Administration/treasurer or sponsor in absence of GA.	None						
	3	Notice to debtors	Suspension and Closure	Administration/treasurer or sponsor in absence of GA.	None						
	4	Notice to vendors	Suspension and Closure	Administration/treasurer or sponsor in absence of GA.	None						
	5	Budget/cashflow review	Suspension and Closure	Administration/treasurer or sponsor in absence of GA.	June 30 bank reconciliation						
	6	Terminate operator agreements	Suspension and Closure	Administration/treasurer or sponsor in absence of GA.	Signed termination letter						
	7	Notice to private funders	Suspension and Closure	Administration/treasurer or sponsor in absence of GA.	None						
	8	Report all required data in EMIS.	Suspension and Closure	School administration, governing authority or sponsor in the absence of GA.	None						
	9	Year-end financial statements, notes to the financial statements and, if applicable, schedule of federal awards.	Suspension and Closure	Administration/treasurer or sponsor in absence of GA.	Hinkle submission						
	10	Establish approved order of vendors to be paid	Suspension and Closure	Administration/treasurer or sponsor in absence of GA.	Copy of vendor list and order						
H. Disposition of assets for either state or federal funds:	1	Provide a comprehensive Asset listing for the school by fund.	Suspension and Closure	Administration/treasurer or sponsor in absence of GA.	Asset list with values						
	2	For all federal program purchases that have a value of \$5,000 or greater, complete all required actions.	Closure Only	Administration/treasurer or sponsor in absence of GA.	Asset list with values						
	3	Disposition of assets purchased using Public Charter School Program grant funding.	Closure Only	Administration/treasurer or sponsor in absence of GA.	Asset list with values						
	4	Liquidation of cafeteria equipment purchased with NSLP funds	Closure Only	Administration/treasurer or sponsor in absence of GA.	Asset list with values						
	5.	Establish the fair market (initial and amortized) value of assets following generally accepted business rules and in a transparent manner.	Suspension and Closure	Administration/treasurer or sponsor in absence of GA.	Asset list with values						
	6.	Identify staff having the legal authority to implement payment processes.	Suspension and Closure	Administration/treasurer or sponsor in absence of GA.	Board resolution						
	7	Establish disposition plan for any remaining items.	Closure Only	Administration/treasurer or sponsor in absence of GA.	Board resolution						
	8	Notification of public auction for asset/ property disposition.	Closure Only	Administration/treasurer or sponsor in absence of GA.	Copy of notice						
	9	Provide board resolutions and minutes of any assets transferred at no cost to another school	Closure Only	Administration/treasurer or sponsor in absence of GA.	Board resolution						
	10	Identify any Ohio Facilities Construction Commission guarantees, if applicable.	Closure Only	Administration/treasurer or sponsor in absence of GA.	None						
	11	Notify the Ohio Facilities Construction Commission of the closure.	Closure Only	Administration/treasurer or sponsor in absence of GA.	Email to SFC						
	12.	Offer real property acquired from public district back to district at fair market value.	Closure Only	Administration/treasurer or sponsor in absence of GA.	Copy of offer letter						
	13.	Prepare documentation on sale of assets	Closure Only	Administration/treasurer or sponsor in absence of GA.	Copy of sale receipts						
I. Final Payments and Adjustments	1.	Receive any funds or adjustments credited to the account of the closed school; and determine payments to all vendors.	Closure	Administration/treasurer or sponsor in absence of GA.	Email confirmation from treasurer						
	2.	Completion of final audit	Closure	Administration/treasurer or sponsor in absence of GA.	Copy of final audit						
	3.	Send all or the remaining portion of funds to the Ohio Department of Education	Closure	Administration/treasurer or sponsor in absence of GA.	Receipt from the Department						
	4.	Close all bank accounts	Closure	Administration/treasurer or sponsor in absence of GA.	Copy of confirmation						
J. Quarterly reports	1	As a reminder, sponsors must provide quarterly reports on the progress made on all suspension or closing procedures and submit this progress report through Epicenter by April 1, July 1, Oct. 1, Jan. 1 until suspension or closure process is complete. Final submission of suspension and closing assurance form shall be submitted to the Office of Community Schools no later than 14 days after suspension and closure process is completed.	Suspension and closure	Sponsor	Epicenter submission				July 1 April 1 October 1 January 1	July 1 April 1 October 1 January 1	

Dissolve the community school	2	a) The governing authority adopts a resolution to dissolve 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 dissolve. A nonprofit corporation is dissolved upon the effective date of its articles of dissolution. (C.R.S. 7-134-103); c) Consult with school's attorney for further details.	Closure	Governing Authority	Copy of resolution					
Notify Secretary of State's Office	3	After the resolution to dissolve is authorized, dissolve the corporation by delivering to the Secretary of State for filing articles of dissolution setting forth: a) The name of the nonprofit corporation; b) The address of the nonprofit corporation's principal office; c) The date dissolution was authorized; d) If dissolution was authorized by the directors, a statement to that effect; e) If dissolution was approved by the members, a statement of the number of votes cast for the proposal to dissolve; and f) Such additional information as the Secretary of State determines is necessary or appropriate.	Closure	Governing Authority	Copy of notice to SOS					
Notify IRS	4	Notify IRS of the closing of the school and/or dissolution of nonprofit corporation.	Closure	Governing Authority	Copy of notice					



## **ATTACHMENT 9.2**

### **FISCAL SERVICES AGREEMENT**

1. Fiscal Services Agreement, or
2. Current resolution waiving the requirement for the Board to employ or contract with the Fiscal Officer

**NOTE:** A resolution waiving the requirement for the Board to employ or contract with the Fiscal Officer must be approved by the Sponsor and submitted to the Ohio Department of Education. The resolution is only valid for one year and does not waive the requirement that the school have a designated fiscal officer.

Any changes made to a fiscal services agreement must be reported in writing to the Sponsor within five (5) business days.

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GOVERNING AUTHORITY RESOLUTION  
October 12, 2021

RESOLUTION APPROVING SCOTT PITTMAN AS FISCAL OFFICER

WHEREAS, the Governing Authority of the School has entered an operator agreement with Summit Academy Management ("SAM"); and

WHEREAS, among other things, the Operator Agreement specifies that SAM will provide a Fiscal Officer; and

WHEREAS, pursuant to R.C. 3314.05, the Governing Authority of the School has adopted a resolution waiving the requirement that it is the party responsible for employing or contracting with the designated Fiscal Officer and has approved Michael Boland, of SAM, to be the School's designated Fiscal Officer; and

WHEREAS, Mr. Boland passed away suddenly and unexpectedly; and

WHEREAS, SAM has engaged the services of Scott Pittman, a licensed treasurer, to serve as the Fiscal Officer, and the Governing Authority desires to approve Mr. Pittman as the School's Fiscal Officer effective September 20, 2021.

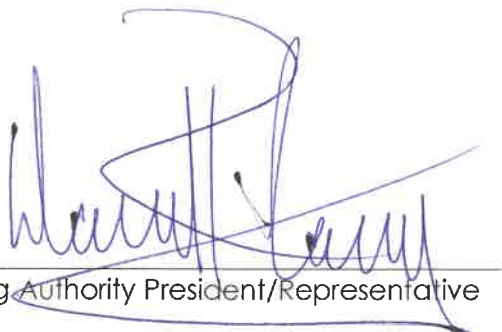
NOW, THEREFORE, BE IT RESOLVED, by the Governing Authority that:

Section 1: The Governing Authority waives the requirement that it is the party responsible for employment or contracting with the designated Fiscal Officer.

Section 2: Pursuant to R.C. 3314.05(A) and effective September 20, 2021, the Governing Authority approves Mr. Scott Pittman to be its designated Fiscal Officer.

Section 3: It is hereby found and determined that all formal actions of this Governing Authority concerning and relating to the adoption of this resolution were adopted in an open meeting of the Governing Authority, and that all deliberations of this Governing Authority and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code and any amendments thereto.

Signed:



Governing Authority President/Representative



GOVERNING AUTHORITY RESOLUTION  
August 23, 2021

RESOLUTION APPROVING AMBER SHAFFER AS FISCAL OFFICER

WHEREAS, the Governing Authority of the School has entered an operator agreement with Summit Academy Management ("SAM"); and

WHEREAS, among other things, the Operator Agreement specifies that SAM will provide a Fiscal Officer; and

WHEREAS, pursuant to R.C. 3314.05, the Governing Authority of the School has adopted a resolution waiving the requirement that it is the party responsible for employing or contracting with the designated Fiscal Officer, and has approved Michael Boland, of SAM, to be the School's designated Fiscal Officer; and

WHEREAS, Mr. Boland passed away suddenly and unexpectedly; and

WHEREAS, SAM has engaged the services of Amber Shaffer, a licensed treasurer, to serve as the Fiscal Officer, and the Governing Authority desires to approve Ms. Shaffer as the School's Fiscal Officer effective August 16, 2021.

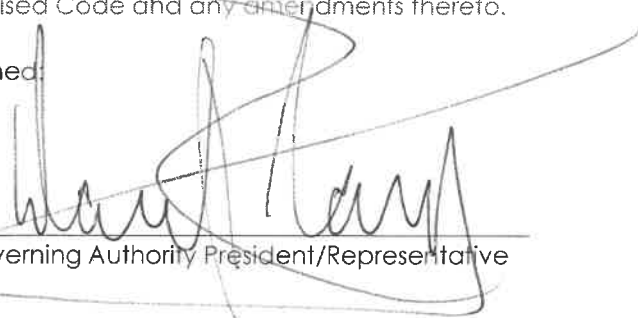
NOW, THEREFORE, BE IT RESOLVED, by the Governing Authority that:

Section 1: The Governing Authority waives the requirement that it is the party responsible for employment or contracting with the designated Fiscal Officer.

Section 2: Pursuant to R.C. 3314.05(A) and effective August 16, 2021, the Governing Authority approves Ms. Amber Shaffer to be its designated Fiscal Officer.

Section 3: It is hereby found and determined that all formal actions of this Governing Authority concerning and relating to the adoption of this resolution were adopted in an open meeting of the Governing Authority, and that all deliberations of this Governing Authority and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code and any amendments thereto.

Signed:

  
Governing Authority President/Representative

## **ATTACHMENT 9.3**

### **FISCAL LICENSURE**

#### 1. Treasurer's License

**NOTE:** Any updates or changes to the fiscal licensure must be sent to the Sponsor within five (5) business days.

**STATE OF OHIO DEPARTMENT OF EDUCATION**  
**5 Year School Treasurer School Treasurer License**

**TIMOTHY SCOTT PITTMAN**

THIS LICENSE AWARDED TO

**OH3117159**

EDUCATOR STATE ID

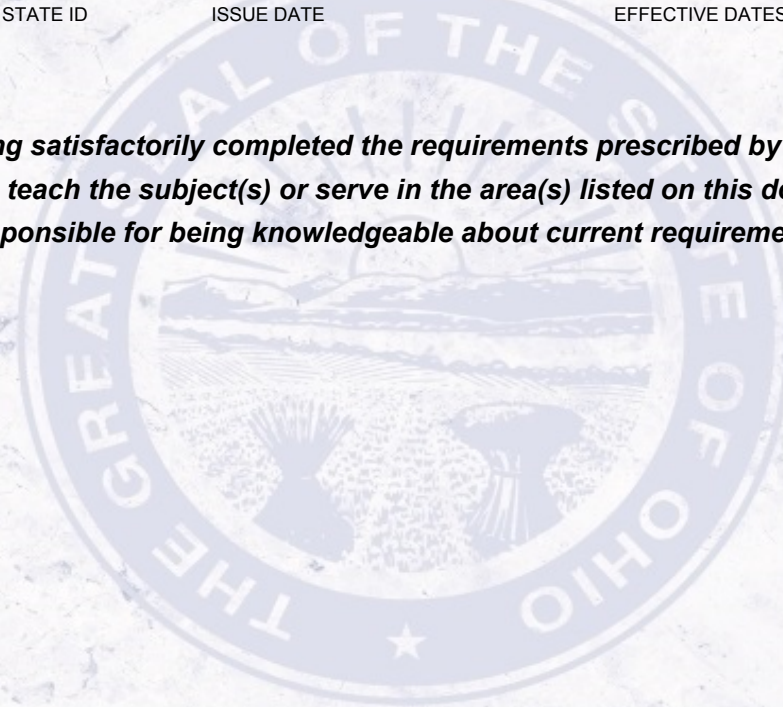
**07/18/2019**

ISSUE DATE

**07/01/2019 to 06/30/2024**

EFFECTIVE DATES

*The holder of this credential, having satisfactorily completed the requirements prescribed by The State Board of Education and the laws of Ohio, is authorized to teach the subject(s) or serve in the area(s) listed on this document for the period specified. The holder of this credential is responsible for being knowledgeable about current requirements for maintaining the credential.*



*Paolo DeMaria*

Superintendent of Public Instruction

This official document was created by the Ohio Department of Education and represents a true copy of a legal educator license as referenced in Ohio Revised Code Section 3319.36.

**Credential # 21746829**

Employers may verify this credential by going to Educator Profile on [education.ohio.gov](http://education.ohio.gov) and ensuring that the unique credential number appearing on this credential matches the person's records in Educator Profile, which is the official record of educator credential history.

**ATTACHMENT 9.4**  
**FISCAL BOND OR POOLED INSURANCE**

1. Treasurer's Bond or Insurance Policy Declaration Page

**NOTE:** Any updates or changes to the bond shall be sent to the Sponsor within five (5) business days.



Ohio



# Western Surety Company

## OFFICIAL BOND AND OATH

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 72403118

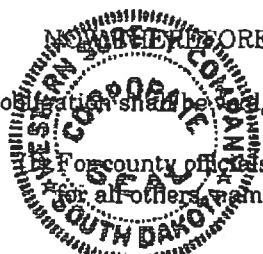
That we, Timothy Scott Pittman, as Principal,  
and WESTERN SURETY COMPANY, a corporation duly licensed to do business in the State of Ohio, as  
Surety, are held and firmly bound unto the (1) Ohio Dept. of Education Office of  
Community Schools & Summit Academy, in the  
Community School Parma  
penal sum of Twenty-Five Thousand and 00/100 DOLLARS (\$ 25,000.00),  
to the payment of which sum well and truly to be made, we jointly and severally bind ourselves and our  
legal representatives, firmly by these presents.

Dated this 30th day of September, 2021

THE CONDITION OF THIS OBLIGATION IS SUCH, That whereas, the Principal was  
☐ elected  
☒ appointed  
to the office of Treasurer in the  
Ohio Dept. of Education Office of  
Community Schools & Summit Academy  
(City, County, Etc.) Community School Parma (Name of Political Subdivision)  
State of Ohio, for the term of 1 year(s), commencing on the 20th day of September,  
2021, and until his successor is elected and qualified.

NOTWITHSTANDING, if the said Principal shall faithfully perform the duties of his said office, then this  
obligation shall be void, and of no effect, otherwise to remain in full force and effect.

For county officials fill in "State of Ohio,"  
for all others name of political subdivision.



Scott Pittman  
Principal  
WESTERN SURETY COMPANY  
By Paul T. Brullay  
Paul T. Brullay, Vice President

OATH OF OFFICE

STATE OF OHIO

County of Summit } ss

Scott Pittman, being duly sworn, says that he will support the Constitution of the United States, and the Constitution of the State of Ohio, and that he will faithfully discharge the duties of his office as Treasurer.

Sworn to before me and signed in my 1<sup>st</sup> day of November, 2021 Principal Scott Pittman



DENISE FRY  
NOTARY PUBLIC, STATE OF OHIO  
My Commission Expires Apr. 5, 2026

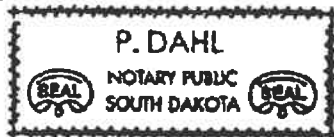
Denise Fry

ACKNOWLEDGMENT OF SURETY  
(Corporate Officer)

STATE OF SOUTH DAKOTA } ss  
County of Minnehaha

On this 30th day of September, 2021, before me, a Notary Public in and for said County, personally appeared Paul T. Bruflat, personally known to me, who being by me duly sworn, did say that he is the aforesaid officer of WESTERN SURETY COMPANY of Sioux Falls, South Dakota, a corporation duly organized and existing under the laws of said State of South Dakota, that the seal affixed to the foregoing instrument is the corporate seal of said corporation, that the said instrument was signed, sealed and executed in behalf of said corporation by authority of its Board of Directors, and further acknowledged that the said instrument and the execution thereof to be the voluntary act and deed of said corporation.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal the day and year last above written.



My Commission Expires June 18, 2025

P. Dahl  
Notary Public

# Western Surety Company

## POWER OF ATTORNEY

### KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls,  
State of South Dakota, its regularly elected Vice President,  
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

TREASURER OHIO DEPT. OF EDUCATION OFFICE OF COMMUNITY SCHOOLS & SUMMIT ACADEMY  
One COMMUNITY SCHOOL PARMA

bond with bond number 72403118

for TIMOTHY SCOTT PITTMAN

as Principal in the penalty amount not to exceed: \$25,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its  
Vice President with the corporate seal affixed this 30th day of September,  
2021.

ATTEST

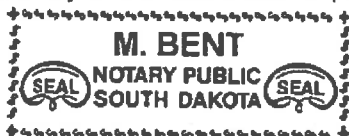
P. Leitheiser  
P. Leitheiser, Assistant Secretary

WESTERN SURETY COMPANY  
By Paul T. Bruflat  
Paul T. Bruflat, Vice President

STATE OF SOUTH DAKOTA }  
COUNTY OF MINNEHAHA } ss



On this 30th day of September, 2021, before me, a Notary Public, personally appeared  
Paul T. Bruflat and P. Leitheiser  
who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President  
and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the  
voluntary act and deed of said Corporation.



My Commission Expires March 2, 2026

M. Bent

Notary Public

To validate bond authenticity, go to [www.cnasurety.com](http://www.cnasurety.com) > Owner/Obligee Services > Validate Bond Coverage.





# Performance Framework Goals

School Name	Summit Academy Community School - Parma
School IRN	000302
Building Principal / Leader	Saree Doyle
Board President	David Lang
Start of Current Contract Date	07/01/2018
End of Current Contract Date	06/30/2023
Management Company, if any	Summit Academy Management
School Mission	<p>To empower our students to overcome social, emotional, and educational challenges by:</p> <ul style="list-style-type: none"> <li>• Providing an engaging learning environment that is safe, nurturing, and positive.</li> <li>• Building relationships with students, families, and the community.</li> <li>• Continuing to improve our knowledge and skills as professionals</li> </ul>

## 2021 – 2022 Performance Framework Goals

A1 – CHRONIC ABSENTEEISM			
<p>Goal: based on the published data from the 2020 – 2021 LRC, the goal must be written with the following guidelines;</p> <ul style="list-style-type: none"> <li>• If current chronic absenteeism rate is 36.7% or higher the goal will indicate a 1.1% improvement</li> <li>• If current chronic absenteeism rate is lower than 36.7%, the goal will indicate a 3% improvement</li> </ul>			
Year(s)	2019 - 2020	2020 - 2021	2021 - 2022
GOAL	39.2%	39.2 %	24.8%
ACTUAL	NA - COVID	25.6%	
RATING Not Met (0pt) Met (1pt)	NA - COVID	Met	
DESCRIPTION OF MEASURE AND MONITORING STRATEGY			
<ul style="list-style-type: none"> <li>- Quarterly recognition of perfect attendance</li> <li>- Attendance incentive program for students and families.</li> <li>- Connect 90% of parents on Class Dojo for ease of communication.</li> <li>- One call text/voice message if students are 30 minutes late to their first period class</li> <li>- Increased communication with parents for frequent absences.</li> <li>- Formation of AIT as soon as a student hits the first excessive absence threshold to develop an intervention plan.</li> </ul> <p>Progress can be monitored through DASL attendance reports and effectiveness of absence intervention plans.</p>			

A2 – PERFORMANCE INDEX			
<p>The annual Local Report Card will show an <b>increase</b> in performance index points (out of 120) from the 2020 – 2021 LRC or the most current published LRC data, if no data is available for the 2020 – 2021 school year.</p>			
Year(s)	2019 - 2020	2020 - 2021	2021 - 2022
ACTUAL	2019-2020: NA COVID 2018-2019: 53.9 of 120	44.5 of 120	
RATING Not Met (0pt)	19-20: NA COVID	Not Met	

## 2021 – 2022 Performance Framework Goals

Met (1pt)	18-19: Not Met		
DESCRIPTION OF MEASURE AND MONITORING STRATEGY			
Evaluation of the goal will be determined by the review of the 2021 – 2022 Local Report Card published in the fall of 2022.			

A3 – INDICATORS MET			
The annual Local Report Card will show an <b>increase</b> in indicators met from the 2020 – 2021 LRC or the most current published LRC data, if no data is available for the 2020 – 2021 school year.			
Year(s)	2019 - 2020	2020 - 2021	2021 - 2022
ACTUAL	2019-2020: 0 of 23 2018-2019: 0 of 23	0 of 0	
RATING Not Met (0pt) Met (1pt)	19-20: NA COVID 18-19: Not Met	N/A	
DESCRIPTION OF MEASURE AND MONITORING STRATEGY			
Evaluation of the goal will be determined by the review of the 2021 – 2022 Local Report Card published in the fall of 2022.			

A4 – GIFTED DATA			
The annual Local Report Card will show an <b>increase</b> in gifted performance index or gifted value-added met from the 2020 – 2021 LRC or the most current published LRC data, if no data is available for the 2020 – 2021 school year.			
Year(s)	2019 - 2020	2020 - 2021	2021 - 2022
ACTUAL	NA	NA	NA
RATING Not Met (0pt) Met (1pt)			
DESCRIPTION OF MEASURE AND MONITORING STRATEGY			
Evaluation of the goal will be determined by the review of the 2021 – 2022 Local Report Card published in the fall of 2022.			

A5 - PROGRESS
The 'Single Year Index' will show a <b>positive increase</b> from the previous year in one of the following categories; <i>overall students, students with disabilities, or students in the lowest 20%.</i>



## 2021 – 2022 Performance Framework Goals

Baseline data from the 2020 – 2021 LRC or the most current published LRC data, if no data is available for the 2020 – 2021 school year.			
Year(s)	2019 - 2020	2020 - 2021	2021 - 2022
SELECTED CATEGORY	LRC 19-20: Overall LRC 18-19: SWD	Overall	SWD
ACTUAL	SWD - C, -0.95	NR	
RATING Not Met (0pt) Met (1pt)	Not Met	NA	
DESCRIPTION OF MEASURE AND MONITORING STRATEGY			
Evaluation of the goal will be determined by the review of the 2021 – 2022 Local Report Card published in the fall of 2022.			

A6 – GAP CLOSING			
The annual Local Report Card will show an <b>increase</b> in overall gap closing from the 2020 – 2021 LRC or the most current published LRC data, if no data is available for the 2020 – 2021 school year.			
Year(s)	2019 - 2020	2020 - 2021	2021 - 2022
ACTUAL	2019-2020: NA COVID 2018-2019: F 0%	0.0% NR	
RATING Not Met (0pt) Met (1pt)	19-20: NA COVID 18-19: Not Met	NA	
DESCRIPTION OF MEASURE AND MONITORING STRATEGY			
Evaluation of the goal will be determined by the review of the 2021 – 2022 Local Report Card published in the fall of 2022.			

A7 – GRADUATION RATE			
The annual Local Report Card will show an <b>increase</b> in the overall graduation rate percentage from the 2020 – 2021 LRC or the most current published LRC data, if no data is available for the 2020 – 2021 school year.			
Year(s)	2019 - 2020	2020 - 2021	2021 - 2022
ACTUAL	2019-2020: NA COVID 2018-2019: C	NR	
RATING Not Met (0pt) Met (1pt)	19-20: NA COVID 18-19: MET	NA	
DESCRIPTION OF MEASURE AND MONITORING STRATEGY			

## 2021 – 2022 Performance Framework Goals

Evaluation of the goal will be determined by the review of the 2021 – 2022 Local Report Card published in the fall of 2022.

### A8 – 4 YEAR GRADUATION RATE

The annual Local Report Card will show an **increase** in the **4-year graduation rate** percentage from the 2020 – 2021 LRC or the most current published LRC data, if no data is available for the 2020 – 2021 school year.

Year(s)	2019 - 2020	2020 - 2021	2021 - 2022
ACTUAL	2019-2020: NA COVID 2018-2019: 94.4%	93.8% NR	
RATING Not Met (0pt) Met (1pt)	19-20: NA COVID 18-19: Met	Not Met	

#### DESCRIPTION OF MEASURE AND MONITORING STRATEGY

Evaluation of the goal will be determined by the review of the 2021 – 2022 Local Report Card published in the fall of 2022.

### A9 – 5 YEAR GRADUATION RATE

The annual Local Report Card will show an **increase** in the **5-year graduation rate** percentage from the 2020 – 2021 LRC or the most current published LRC data, if no data is available for the 2020 – 2021 school year.

Year(s)	2019 - 2020	2020 - 2021	2021 - 2022
ACTUAL	2019-2020: NA COVID 2018-2019: 80%	92.9% NR	
RATING Not Met (0pt) Met (1pt)	19-20: NA COVID 18-19: NA	Not Met	

#### DESCRIPTION OF MEASURE AND MONITORING STRATEGY

Evaluation of the goal will be determined by the review of the 2021 – 2022 Local Report Card published in the fall of 2022.

### A10 – IMPROVING AT-RISK K-3 LITERACY – ON-TRACK / OFF-TRACK TRENDS

The annual Local Report Card will show an **increase** in the overall percentage of on-track / off track from the 2020 – 2021 LRC or the most current published LRC data, if no data is available for the 2020 – 2021 school year.

## 2021 – 2022 Performance Framework Goals

Year(s)	2019 - 2020	2020 - 2021	2021- 2022
ACTUAL	NA COVID	On Track: 12.5% NR Off Track: 87.5%	
RATING Not Met (0pt) Met (1pt)		NA	
DESCRIPTION OF MEASURE AND MONITORING STRATEGY			
Evaluation of the goal will be determined by the review of the 2021 – 2022 Local Report Card published in the fall of 2022.			

A11 – IMPROVING AT-RISK K-3 LITERACY – THIRD GRADE READING GUARANTEE			
The annual Local Report Card will show an <b>increase</b> in the overall Third Grade Reading Guarantee from the 2020 – 2021 LRC or the most current published LRC data, if no data is available for the 2020 – 2021 school year.			
Year(s)	2019 - 2020	2020 - 2021	2021 - 2022
ACTUAL	NA COVID	100% met TGRG requirements for promotion to 4th grade  18.2% 3rd grade ELA proficiency rate	
RATING Not Met (0pt) Met (1pt)		NA	
DESCRIPTION OF MEASURE AND MONITORING STRATEGY			
Evaluation of the goal will be determined by the review of the 2021 – 2022 Local Report Card published in the fall of 2022.			

A12 - IMPROVING AT-RISK K-3 LITERACY – ON TRACK BY GRADE LEVEL			
The annual Local Report Card will show an <b>increase</b> in the overall percentage of On track by grade level from the 2020 – 2021 LRC or the most current published LRC data, if no data is available for the 2020 – 2021 school year.			
Year(s)	2019 - 2020	2020 - 2021	2021 - 2022
ACTUAL	NA COVID	K: NA 1: 0% on track 2: 0% on track 3: 0% on track	
RATING Not Met (0pt) Met (1pt)	NA	NA	

## 2021 – 2022 Performance Framework Goals

DESCRIPTION OF MEASURE AND MONITORING STRATEGY			
Evaluation of the goal will be determined by the review of the 2021 – 2022 Local Report Card published in the fall of 2022.			

A13 – PREPARED FOR SUCCESS			
The annual Local Report Card will show an <b>increase</b> in the overall percentage from the 2020 – 2021 LRC or the most current published LRC data, if no data is available for the 2020 – 2021 school year.			
Year(s)	2019 - 2020	2020 - 2021	2021 - 2022
ACTUAL	2019-2020: NA COVID	13.3% NR	
RATING Not Met (0pt) Met (1pt)	NA	Met	
DESCRIPTION OF MEASURE AND MONITORING STRATEGY			
Evaluation of the goal will be determined by the review of the 2021 – 2022 Local Report Card published in the fall of 2022.			

A14 – OPPORTUNITY TO LEARN			
The goal must be written so that the School will <b>improve</b> its access to technology hardware, connectivity access, or learning models from the prior year			
Year(s)	2019 - 2020	2020 - 2021	2021 - 2022
GOAL	NA		
ACTUAL	NA		
RATING Not Met (0pt) Met (1pt)			
DESCRIPTION OF MEASURE AND MONITORING STRATEGY			
Evaluation of the goal will be determined by the review of the 2021 – 2022 Local Report Card published in the fall of 2022.			

A15 – COMPARATIVE GOAL			
The school will identify the two areas of the LRC data for comparison of two similar schools. The school will perform higher or equal to similar schools in the selected LRC categories as indicated in the below table.			
Year	2019-2020	2020 - 2021	2021 - 2022

## 2021 – 2022 Performance Framework Goals

GOAL	<p>2019-2020 NA COVID</p> <p>2018-2019: #1 - Our school will perform at rates higher than or equal to Clark Preparatory Academy in PI points #2 - Our school will perform at rates higher than or equal to Lake Erie College Preparatory School in the Progress Component Grade</p>	<p>#1: Summit Academy Parma will perform higher or equal to Sunbeam in % of students testing basic.</p> <p>#2: Summit Academy Parma will perform higher than or equal to Willow School in the number of students testing proficient.</p>	<p>Summit Academy Community School - Parma will perform higher or equal to SUNBEAM in Performance Index</p> <p>Summit Academy will perform higher than or equal to Huber Heights Preparatory Academy dba Parma Academy in CHRONIC ABSENTEEISM.</p>
ACTUAL	<p>2019-2020: NA COVID</p> <p>2018-2019: #1 Clark Preparatory Academy 43 of 120 PI points  Summit Academy Parma 53.7 of 120 PI points  #2 - Lake Erie College Preparatory School Progress Component Grade: D  Summit Academy Parma Progress Component Grade: C</p>	<p>#1: Summit Academy Parma: Basic: 19.5% Willow School SCHOOL CLOSED- NA</p> <p>#2: Summit Academy Parma: Proficient:6.6% Sunbeam – Proficient:2.6%</p> <p><b>BASELINE LRC 20-21:</b> SA PARMA: Chronic Absenteeism 25.6% PI: 44.5/120</p> <p>SUNBEAM: PI- 20/120</p> <p>HUBER HEIGHTS PREP: Chronic Absenteeism: 45.5%</p>	
RATING Not Met (0pt) Progressing (1pt) Met (2pt)	<p>#1 Met</p> <p>#2 Met</p>	<p>#1 N/A</p> <p>#2: Met</p>	
CHART TO INDICATE TWO SIMILAR SCHOOLS AND A COMPARISON OF LRC DATA			
	% POVERTY	% MINORITY	<div>CHRONIC ABSENTEEISM</div> <div>PERFORMANCE INDEX</div>

## 2021 – 2022 Performance Framework Goals

SUMMIT ACADEMY COMMUNITY SCHOOL PARMA	100%	38.3%		
SUNBEAM (IRN 036475)	100%	95.6%		
Huber Heights Preparatory Academy dba Parma Academy (IRN 017535)	100%	42.8%		

### B. OTHER ACADEMIC MEASURE GOALS

B1 – SUB GROUP			
<p>Goals set for this standard must include the name of the assessment and the expected increase for a specific subgroup of students. (Assessment must be on the Ohio Department of Education <u>approved</u> vendor list) Baseline data is required from the 2020 – 2021 data.</p> <p><b>Goal: Using the Renaissance Star Reading Assessment, the subgroup: <i>students with disabilities</i> will show improvement in reading by increasing the average scaled score at least 11 points from fall to spring administration.</b></p>			
Year(s)	2019- 2020	2020 - 2021	2021 - 2022
GOAL			Average Scaled Score: Fall 2021: 452 Spring 2022 Goal: 463 Expected Increase: 11 or more
ACTUAL		Average Scaled Score Fall 2020: 1008 Spring 2021: 1018 Growth: +10	
RATING Not Met (0pt) Progressing (1pt) Met (2pt)			
DESCRIPTION OF MEASURE AND MONITORING STRATEGY			
<p>In order to increase scaled score points of our students with disabilities:</p> <ul style="list-style-type: none"> <li>- MTSS will be implemented, providing Tier 1 core reading and math instruction to all students. Tier 2 small group intervention and Tier 3, intensive and individualized instruction, will also be provided based on student need</li> <li>- TBTs and BLTs will be conducted to review and analyze student progress making decisions about instructional strategies needed to meet learning needs</li> <li>- Instructional coach will provide job-embedded PD to meet the needs of both students and teachers</li> </ul>			

## 2021 – 2022 Performance Framework Goals

- Implement the Reading Framework initiative, ensuring that all staff understand the science of reading and that reading programs are taught with fidelity

Strategies will be monitored by the building admin and analyzed during BLT and TBT meetings. Progress of students will be monitored through the implementation of the Renaissance Star reading assessments.

### B2 - OVERALL READING

Goals set for this standard must include the name of the assessment and the **expected increase** for all students in Reading. (Assessment must be on the Ohio Department of Education approved vendor list) Baseline data is required from the 2020 – 2021 data.

**Goal: Using the Renaissance Star Reading Assessment, all students will show improvement in Reading by increasing the Overall Average Scaled Score 13 or more points from fall (993) to spring (1,006 or higher) screening.**

Year(s)	2020 - 2021	2021 - 2022
GOAL	NA	Average Scaled Score: Fall 2021: 993 Spring 2022 Goal: 1,006 or higher Expected increase: +13 or more
ACTUAL	Average Scaled Score Fall 2020: 1004 Spring 2021: 1016 Growth: +12.0	
RATING Not Met (0pt) Progressing (1pt) Met (2pt)	NA	

### DESCRIPTION OF MEASURE AND MONITORING STRATEGY

In order to increase scaled score points in reading:

- MTSS will be implemented, providing Tier 1 core reading instruction to all students. Tier 2 small group intervention and Tier 3, intensive and individualized instruction, will also be provided based on student need
- TBTs and BLTs will be conducted to review and analyze student progress making decisions about instructional strategies needed to meet learning needs
- Instructional coach will provide job-embedded PD to meet the needs of both students and teachers
- Implement the Reading Framework initiative, ensuring that all staff understand the science of reading and that reading programs are taught with fidelity

Strategies will be monitored by the building admin and analyzed during BLT and TBT meetings. Progress of students will be monitored through the implementation of the Renaissance Star reading assessments.

## 2021 – 2022 Performance Framework Goals

<b>B3 – OVERALL MATH</b>		
Goals set for this standard must include the name of the assessment and the <b>expected increase</b> for all students in Math. (Assessment must be on the Ohio Department of Education <u>approved</u> vendor list) Baseline data is required from the 2020 – 2021 data.		
<b>Goal: Using the Renaissance Star Math Assessment, all students will show improvement in Math by increasing the Overall Average Scaled Score 7 or more points from fall (949) to spring (956 or higher) screening.</b>		
Year(s)	2020 - 2021	2021 - 2022
GOAL	NA	Average Scaled Score: Fall 2021: 949 Spring 2022 Goal: 956 or higher Expected increase: +7 or more
ACTUAL	Fall 2020: 974 Spring 2021: 980 Growth: +6.0	
RATING Not Met (0pt) Progressing (1pt) Met (2pt)	NA	
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>		
<p>In order to increase scaled score points in math:</p> <ul style="list-style-type: none"> <li>- MTSS will be implemented, providing Tier 1 core math instruction to all students. Tier 2 small group intervention and Tier 3, intensive and individualized instruction, will also be provided based on student need</li> <li>- TBTs and BLTs will be conducted to review and analyze student progress making decisions about instructional strategies needed to meet learning needs</li> <li>- Instructional coach will provide job-embedded PD to meet the needs of both students and teachers</li> <li>- Implement math curriculum programs with fidelity</li> </ul> <p>Strategies will be monitored by the building admin and analyzed during BLT and TBT meetings. Progress of students will be monitored through the implementation of the Renaissance Star reading assessments.</p>		

<b>B4 – IMPROVING AT-RISK K-3 LITERACY - OVERALL</b>
Goals set for this standard must include the name of the assessment and the <b>expected increase</b> for all students in Reading for students in grades K - 2. (Assessment must be on the Ohio Department of Education <u>approved</u> vendor list) Baseline data is required from the 2020 – 2021 data.
<b>Goal: Using the Renaissance Star Early Literacy and/or Reading Assessments, all students in grades K-2 will show improvement in Reading by increasing the Overall Average Scaled Score 145 or more points from fall (696) to spring (841 or higher) screening.</b>



## 2021 – 2022 Performance Framework Goals

Year(s)	2020 - 2021	2021 - 2022
GOAL	NA	Average Scaled Score: Fall 2021: 696 Spring 2022 Goal: 841 or higher Expected increase: +145 or more
ACTUAL	Average Scaled Score: Fall 2020: 639 Spring 2021: 783 Growth: +144	
RATING Not Met (0pt) Progressing (1pt) Met (2pt)	NA	
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>		
<p>In order to increase scaled score points of our K-2 students:</p> <ul style="list-style-type: none"> <li>- MTSS will be implemented, providing Tier 1 core reading instruction to all students. Tier 2 small group intervention and Tier 3, intensive and individualized instruction, will also be provided based on student need</li> <li>- TBTs and BLTs will be conducted to review and analyze student progress making decisions about instructional strategies needed to meet learning needs</li> <li>- Instructional coach will provide job-embedded PD to meet the needs of both students and teachers</li> <li>- Implement the Reading Framework initiative, ensuring that all staff understand the science of reading , reading programs are taught with fidelity, and students are receiving the foundational reading skills to become successful readers</li> </ul> <p>Strategies will be monitored by the building admin and analyzed during BLT and TBT meetings. Progress of students will be monitored through the implementation of the Renaissance Star reading assessments.</p>		

## C. NON-ACADEMIC GOALS

<b>C1 – MISSION STATEMENT</b>
<p>State the School's Mission:</p> <p>To empower our students to overcome social, emotional, and educational challenges by:</p> <ul style="list-style-type: none"> <li>● Providing an engaging learning environment that is safe, nurturing, and positive.</li> <li>● Building relationships with students, families, and the community.</li> <li>● Continuing to improve our knowledge and skills as professionals</li> </ul> <p>This goal should include mission specific performance measures and targets.</p>

## 2021 – 2022 Performance Framework Goals

Year	2021 - 2022
GOAL	Summit Academy Parma will provide monthly (9) newsletters that promote community connections and parent involvement opportunities.
ACTUAL	
RATING Not Met (0pt) Progressing (1pt) Met (2pt)	
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>	
<ul style="list-style-type: none"> <li>- monthly newsletters will be sent home to all students each month in a effort to increase communication with our families</li> <li>- these newsletters will provide opportunities for our families to participate in their child's education</li> <li>- newsletters will be saved for documentation of this goal</li> </ul>	

<b>C2 – PARENT SATISFACTION</b>	
The goal in this area should focus on what form of feedback the school will solicit from parents/caregivers (survey, phone calls, in person meetings, etc.) <b>and</b> identify what the school will do with the feedback received. (Adjustments to programming, hold stakeholder meetings, discuss with administration, etc.)	
Year	2021 - 2022
GOAL	At least 50% of families will participate in the annual CCIP parent satisfaction survey, administered in early spring.
ACTUAL	
RATING Not Met (0pt) Progressing (1pt) Met (2pt)	
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>	
<ul style="list-style-type: none"> <li>-CCIP survey will be sent electronically late winter/ early spring, with a paper option as needed.</li> <li>- One Call, Class Dojo, and Facebook will be used to inform families of the survey and reminders will be sent.</li> <li>-CCIP surveys will be available by Parent/Teacher conferences in Feb to increase participation.</li> </ul>	

## 2021 – 2022 Performance Framework Goals

- The survey completion will be monitored.
- Survey responses will be gathered and analyzed by the BLT to make informed decisions about school needs and practices in place.

### C3 – GOVERNING AUTHORITY

Goals for this standard must address the ability of the individual members and/or combined entity in increasing the efficiency and/or effectiveness of the board. This could include: attending professional developments; attendance rates at meetings; attendance rate at school functions; etc.

Year	2021 - 2022
GOAL	Summit Academy Parma board members will participate in a minimum of 2 communications with SA Parma stakeholders (staff, students, families, and/or community)
ACTUAL	
RATING Not Met (0pt) Progressing (1pt) Met (2pt)	
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>	
<p>Board members will be provided with examples of how to communicate with the SA Parma community, such as a board member bio in a school newsletter, participating in a school event, volunteering in the school, or attending graduation.</p> <p>Board members will be given dates of the important events.</p> <p>Board members will be reminded of this goal and progress at our board meeting.</p>	

### C4 – ORGANIZATIONAL / OPERATIONAL

The school will submit all required compliance items to the ESCLEW via Epicenter with an annual percentage of 95 or higher for ON – TIME submissions and percentage of 90 or higher for ACCURACY of the submission.

Year	2021 - 2022
GOAL	ON-TIME – 95% or higher ACCURACY – 90% or higher
ACTUAL	ON-TIME - ACCURACY -
RATING Not Met (0pt) Met (1pt)	
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>	

## 2021 – 2022 Performance Framework Goals

Evaluation of the goal will be determined by the review of the 2021 – 2022 submissions in Epicenter during the 2021 – 2022 school year.

### C5 – FINANCIAL PERFORMANCE

The school will receive a clean audit from the Auditor of the State.

Year	2021 – 2022
GOAL	The school will have a clean audit from the Auditor of the State
ACTUAL	
RATING Not Met (0pt) Met (1pt)	
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>	
Evaluation of the goal will be determined by review of the final audit when available from the Auditor of the State of Ohio.	

### C6 – FINANCIAL SUSTAINABILITY

Goals set for this standard must address 1. Student Enrollment (the actual number should be indicated); **AND** 2. Unrestricted Cash Reserve Balance (goal must have a minimum of 15 days)

Year	2021 - 2022
GOAL	<p>Student enrollment – Student enrollment will remain within 90% of projected student count for this year’s budget (144)</p> <p>Days Cash Reserve - Per the management agreement, all revenues are paid to Summit Academy Management as a purchased service cost. SAM then uses these funds to pay the expenses of the school, therefore, there is no cash reserve balance for each school, however, SAM does maintain a cash reserve balance that meets the minimum of 15 days.</p>
ACTUAL	<p>Student enrollment –</p> <p>Days Cash Reserve -</p>
RATING Not Met (0pt) Met (1pt)	
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>	

Evaluation of the goal will be the review of end of the year enrollment and the number of Days Cash Reserve.

### C7 – STUDENT DISCIPLINE

Ohio law requires community schools to eliminate out-of-school suspensions (OSS) and expulsions for students in grades K – 3 for offenses that do not pose significant danger to school and student safety (as defined by Ohio law).

The goal for students in grades 4-12 will be required to show a **decrease** in out-of-school suspensions (OSS) from the previous year.

Year(s)		2018-2019	2021 - 2022	
GOAL	K-3	NA	K-3	<b>0</b>
	4-8	NA	4-8	29
	9-12	NA	9-12	31
ACTUAL	K-3	12	K-3	
	4-8	30	4-8	
	9-12	32	9-12	
RATING Not Met (0pt) Progressing (1pt) Met (2pt)	K-3		K-3	
	4-8		4-8	
	9-12		9-12	
DESCRIPTION OF MEASURE AND MONITORING STRATEGY				
	Previous year's OSS	This year's goal for OSS	Strategies to accomplish this goal	
K-3	0	<b>0</b>	<ul style="list-style-type: none"> <li>- Implement restorative practices to build relationships with students, families, and staff that promote collaborative problem solving and conflict resolution</li> <li>- ensure that staff are trained on trauma informed care and restorative classroom</li> <li>- increase communication with family including communication logs, class dojo and analyze to determine if positive communications are made to families on a regular basis</li> <li>- implement a PBIS protocol aligned MTSS framework with tiered behavior supports in place</li> </ul>	
4-8	1	29		
9-12	0	31		