

**MODIFICATION NO. 5**  
**TO OHIO COMMUNITY SCHOOL CONTRACT**  
**BY and BETWEEN**  
**Educational Service Center of Lake Erie West (“Sponsor” or “ESCLEW”)**  
**AND**  
**Buckeye On-Line School for Success (“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. Previous Modification 5.** Modification 5, which became effective August 31, 2021, shall be renumbered to Modification 4.
- 2. 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.
- 3. 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.
- 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 “four (4)” and insert “five (5)” in its place.

- b. In the first sentence of the section remove “June 30, 2022” and insert “June 30, 2023” 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.

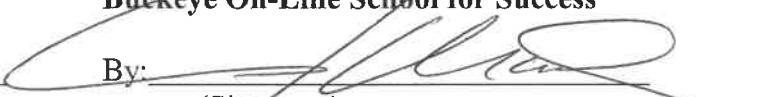
**Educational Service Center of  
Lake Erie West**

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: 1-19-2022

**Governing Authority of  
Buckeye On-Line School for Success**

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: Oct. 21, 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 1 (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				
<b>G. Financial records review and notifications</b>	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				
<b>H. Disposition of assets for either state or federal funds:</b>	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				
<b>I. Final Payments and Adjustments</b>	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				
<b>J. Quarterly reports</b>	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.

# BUCKEYE ON-LINE SCHOOL FOR SUCCESS

## Administration

This EMPLOYMENT AGREEMENT (“Agreement”) is made and entered into effective this 1<sup>st</sup> day of August, 2021, by and between Buckeye On-Line School for Success (“BOSS”), an Ohio nonprofit corporation and Ohio community school, and Lucas Cooper (“Employee”).

In consideration of the agreements contained herein and for other goods and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties, intending to be legally bound, agree as follows:

**I. EMPLOYMENT.** BOSS hereby employees Employee and Employee hereby accepts such employment on the terms and subject to the conditions set forth herein. Employee represents and warrants to BOSS that (s)he is free to accept employment with BOSS and that (s)he has no prior or other employment or work obligations or commitments of any kind to any third party which would hinder or interfere with his/her acceptance and full performance of his/her duties hereunder. Further, Employee agrees not to and shall not during the term hereof enter into any employment, consulting, or compensation arrangement or agreement with any third party that would interfere with his/her responsibilities under this Agreement without the written consent of BOSS.

**II. AREA OF RESPONSIBILITY AND DUTIES.** Employee will work generally as Treasurer and perform such other duties as may be required by BOSS, at its sole discretion. Any job description given to Employee, as may be modified by BOSS, or its designee, at his/her/its discretion, is attached hereto and incorporated herein as Exhibit A. In performing his/her duties and responsibilities under this Agreement, Employee agrees to abide by the following requirements:

(A) Employee agrees to devote his/her entire working time, attention, energy and skills to his/her employment with BOSS during the Effective Period. Employee agrees that (s)he will at all times and to the best of his/her ability, experience and talents, perform all duties that may be required of and from him/her pursuant to the terms of this Agreement in a trustworthy, ethical, legal and diligent manner and to the satisfaction of BOSS; it is agreed, however, that Employee shall not be required to perform any duty or act which is illegal.

(B) Employee shall work from August 1, 2021 through July 31, 2024; a period of three years provided, however, that the number of work days may be amended from time to time by BOSS, at its sole discretion.

(C) Employee shall work on-site at BOSS’s primary location or other sites assigned by BOSS or the Executive Director at its/his/her sole discretion, a minimum of eight (8) hours per day. Employee agrees that the number of hours per day may be amended from time to time by BOSS at its sole discretion.

(D) Employee agrees to comply with, all applicable laws of the federal and state governments, BOSS’ approved Community School Contract, and all bylaws, policies, procedures, rules, resolutions and regulations of BOSS as are in effect at any time during this agreement.

(E) Employee agrees to be thoroughly prepared for executing his/her job responsibilities, meetings and all other BOSS functions, as set forth herein or as otherwise required by BOSS and as otherwise assigned by the Executive Director.

**IV. EFFECTIVE DATES AND TERMINATION.** The “Effective Period” of this Agreement is from the 1st day of August, 2021, and shall continue in full force and effect through the 31<sup>st</sup> Day of July, 2024.

**Notwithstanding the Effective Period of this Agreement and the orientation period, this employment is AT-WILL. At-Will means that Employee may, at his/her sole discretion, terminate the relationship**

at any time, with or without advance notice, for any lawful reason or no reason at all. Similarly, BOSS, at its sole discretion, may terminate Employee's employment at any time, with or without advance notice, for any lawful reason or no reason at all, whether with or without cause. The At-Will relationship shall not be modified by anything in BOSS policies. The At-Will relationship may be modified only by a written document, signed by the Executive Director of BOSS or his/her designee. Employee may be terminated by the Board of Directors or by the Executive Director or his/her designee with counsel concurrence at their sole and absolute discretion, with or without cause. Employee specifically acknowledges that (s)he is an At-Will employee and that there have been no promises of continued employment from BOSS or any of its representatives.

**V. COMPENSATION.** Employee shall receive an annual salary of \$60,000 during the Effective Period, which shall be payable in 24 equal installments; subject, however, to Employee's termination of employment before the end of the Effective Period, in which event Employee shall be paid only through his/her last date of work. Pay for less than the Effective Period shall be prorated proportionately. Deductions authorized by law or policy shall be made by BOSS from the installments of compensation due to Employee. At the end of each year of this contract, the compensation level will be reviewed and adjusted at a minimum increase of 3% annually.

Subject to eligibility requirements, BOSS shall make available to Employee such fringe benefits as it provides to its employees in similar positions and with similar compensation, which benefits may be eliminated or changed by BOSS, at its sole discretion.

**VI. CONFIDENTIALITY AND NONSOLICITATION/NONDISPARAGEMENT.** In the course of employment with BOSS, Employee may have access to information pertaining to BOSS, BOSS students and operations and practices, including but not limited to services, techniques, computer programs, markets, marketing practices and procedures, marketing strategies, business plans and strategies, future financial plans, future marketing plans, records, teaching methods, student lists, grades, test results, credit and financial information, cost structures, office procedures and other trade secrets of BOSS ("confidential information"). During the term of this Agreement, and after termination of employment with BOSS for any reason, Employee shall not, directly or indirectly, disclose or convey confidential information to any person or entity or use any confidential information for Employee's own benefit, for the benefit of any other person or entity, or to the detriment of BOSS, without prior written consent of BOSS, except as may be required by a valid and enforceable order of a court or governmental authority. Further, Employee agrees to and shall take any and all reasonable steps to protect such confidential information from disclosure to any unauthorized third party.

Employee agrees that during and after any employment with BOSS, that Employee shall not employ, solicit for employment, enter into business with, or enter into any affiliation for business purposes with, or otherwise contract for the services of, any current or future employee of BOSS. This restriction lasts for two years from the end date of any employment with BOSS. During and after employment with BOSS, Employee shall not disparage, defame, commit libel, slander, or speak negatively about the Board, BOSS, or staff in a manner that may harm its reputation, enrollment or otherwise.

Employee hereby acknowledges and agrees that his/her actual or threatened breach or violation of this Section VI will in all likelihood cause substantial and irreparable damage to BOSS as a result of the disclosure and/or improper use of any confidential information, and shall entitle BOSS, without the requirement of posting a bond or other security, to equitable relief, including injunctive relief and specific performance. Such remedies shall not be the exclusive remedies for any breach of this Agreement, but shall be in addition to all other remedies available at law or in equity to BOSS. Further, Employee hereby agrees that if (s)he is held by any court of competent jurisdiction to be in violation, breach or

nonperformance of this Section VI, (s)he shall pay all costs of such related action or suit, including reasonable attorney's fees incurred by BOSS.

The rights, duties and obligations pursuant to this Section VI shall survive the termination of this Agreement, and shall continue to bind the parties hereto to their terms and provisions.

**VII. ADDITIONAL AGREEMENTS.** Employee and BOSS mutually agree to the following:

(A). This Agreement shall at all times be conditioned upon and subject to the requirements that at the time Employee enters into this Agreement and at all times thereafter, Employee shall hold a valid license (if applicable), issued in the manner prescribed by law.

(B). This Agreement and BOSS' obligations are conditioned upon the approval by BOSS, at its discretion of all FBI and BCI background checks of Employee. Employee hereby authorizes and consents to the release of all background checks to the Board of Directors, top Administration, Sponsor of the School, and the Ohio Department of Education. The fee for performing the background check is to be borne by Employee.

(C). Notwithstanding any specification or reference herein, this Agreement is subject to all applicable laws of the federal and state governments, the Contract, and all by-laws, codes, policies, rules and regulations of BOSS as are in effect at any time during the term of this Agreement, even if amended from time to time.

(D). Employee will provide evidence of a valid State driver's license and driver insurability under the applicable laws of the State.

(E). This Agreement and BOSS's obligations to Employee are conditioned upon BOSS actually being adequately funded, determined at BOSS' discretion, and remaining in operation for the term of this Agreement.

(F). All records, files, materials, documents and equipment relating to BOSS operations ("materials") which BOSS supplies to Employee or which Employee prepares, uses or comes into contact with, shall be and will remain the sole property of BOSS and shall be returned to BOSS upon termination of employment for any reason. The materials shall be in the same condition as when supplied by BOSS, normal wear and tear excepted. Employee shall have no right to enforce collection of any lien, debt or liability against BOSS through the sale, pledging, withholding as collateral, or any other action with respect to the materials.

**VII. REPRESENTATIONS.** Employee acknowledges and represents that (s) he has not relied upon any representation with respect to the subject matter of this Agreement, except as set forth herein and that (s)he has relied upon his/her own judgment in entering into this Agreement.

Employee acknowledges and represents that (s)he has not been induced to enter into this Agreement as a result of any representations by BOSS, its affiliates, its sponsor, agents or representatives, regarding the availability of additional employment opportunities with BOSS.

BOSS has relied upon Employee's representations made in the employment application and/or resume provided by Employee (such representations are incorporated by reference into this Agreement), and interview(s) with regard to Employee's education and work experience, in offering employment at BOSS. Employee's representations to BOSS are a material factor in entering into this Agreement.

**VIII. MISCELLANEOUS PROVISIONS.** This Agreement contains the complete agreement between the parties concerning Employee's employment with BOSS hereunder, and supersedes all other prior



agreements or understandings (whether oral or written) between the parties with respect to the subject matter hereof. This Agreement may only be amended or modified in a writing executed by both parties.

The waiver by either party of a breach of any provision of this Agreement by the other party shall not operate or be construed as a waiver of any subsequent breach by such party. No waiver of any covenant, condition or limitation herein contained shall be valid unless in writing, duly executed by the party to be charged therewith. No evidence of any waiver or notification shall be offered or received in evidence at any proceeding or litigation between the parties arising under this Agreement, unless such waiver or notification is in writing and duly executed as aforesaid.

All agreements and covenants contained herein are severable. The invalidity or unenforceability of any provision of this Agreement as applied to a particular occurrence or circumstance or otherwise shall not affect the continued validity and enforceability or applicability of any other provision of this Agreement.


This Agreement shall be deemed to have been entered into and to be performed in the State of Ohio and shall be governed, construed and enforced in accordance with the laws of the State of Ohio.

*IN WITNESS WHEREOF*, the parties have executed this Agreement to be effective as of the day and date set forth herein above.

  
Employee Signature

\_\_\_\_\_  
Employee Address

7-15-21  
Date

Buckeye Online School for Success  
By: 

Its: Executive Director/Asst. Director

7-15-21  
Date

## **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**

LUCAS R COOPER

THIS LICENSE AWARDED TO

**OH3370730**

**10/23/2020**

**07/01/2020 to 06/30/2025**

EDUCATOR STATE ID

ISSUE DATE

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.*



**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 # 219255563**

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.

The Cincinnati Insurance Company  
6200 S Gilmore Rd  
Fairfield, OH 45014-5141

Public Official Bond No. CBE1005907

**KNOW ALL MEN BY THESE PRESENTS:**

That Lucas Cooper  
of East Liverpool State of Ohio (hereinafter called the Principal) and  
The Cincinnati Insurance Company (hereinafter called the Surety), a corporation organized under the laws of the state of  
Ohio with its principal office in the City of Fairfield and the State of Ohio are held

and firmly bound unto State of Ohio  
(hereinafter called the Obligee) in the sum of \_\_\_\_\_ Dollars; ( \$ 50,000.00 ) for the payment whereof  
Fifty Thousand  
to the Obligee the Principal binds himself/herself, his/her heirs, executors, administrators, and assigns, and the Surety  
binds itself, its successors, and assigns, jointly and severally, firmly by these presents.

Signed, sealed and dated this 30th day of September, A.D. 2021.

Whereas the above named Principal has been duly appointed or elected to the office of Treasurer  
and

Whereas, the effective date of this bond is September 30th, 2021.

Now, therefore, the condition of the foregoing obligation is such that if the Principal shall faithfully perform such duties as  
may be imposed on him/her by law and shall honestly account for all money that may come into his/her hands in his/her  
official capacity during such period, then this obligation shall be void; otherwise, it shall remain in full force until cancelled  
as provided herein.

This Bond is executed by the Surety upon the following express conditions, which shall be conditions precedent to the right  
of recovery hereunder:

First: That the Surety may, if it shall so elect, cancel this Bond by giving thirty (30) days notice in writing to \_\_\_\_\_  
State of Ohio and this

Bond shall be deemed canceled at the expiration of said thirty (30) days; the Surety remaining liable, however, subject to  
all terms, conditions, and provisions of this Bond, for any act or acts covered by this Bond which may have been  
committed by the Principal up to the date of such cancellation; and the Surety shall, upon surrender of this Bond and its  
release from all liability hereunder, refund the premium paid, less a pro rata part therefore for the time this Bond shall have  
been in force.

Second: That the Surety shall not be liable hereunder for the loss of any public moneys or funds occurring  
through or resulting from failure of, or default in payment by, any banks or depositories in which any public moneys or  
funds have been deposited, or may be deposited by or placed to the credit, or under control of the Principal, whether or  
not such banks or depositories were or may be selected or designated by the Principal or by other persons; or by reason  
of the allowance to, or acceptance by the Principal of any interest on said public moneys or funds, any law decision,  
ordinance, or statute to the contrary notwithstanding.

Third: That the Surety shall not be liable for any loss or losses, resulting from the failure of the Principal to collect  
any taxes, licenses, levies, assessments, etc., with the collection of which he/she may be chargeable by reason of his/her  
election or appointment as aforesaid.

Witness:

Amy E. DeFilippo  
(as to the Principal)

Lucas Cooper  
Principal



The Cincinnati Insurance Company  
By Jeremy R Clark  
Attorney-in-Fact, Jeremy R Clark

STATE OF Ohio SS  
COUNTY OF Columbiana

Lucas Cooper being  
duly sworn, says that he/she will support the constitution of the United States and of the State of Ohio  
and that he/she will faithfully, honestly, and impartially perform and discharge the duties of the office position to which  
he/she has been appointed while he/she shall hold said office.

Sworn to by said Lucas Cooper  
Before me, and by him/her subscribed in my presence this 27  
day of October, A.D. 2021  
Esther Collins Notary Public  
EsTher Collins



Esther Collins, Notary Public  
STATE OF OHIO  
My Commission Expires 3/21/2022

THE CINCINNATI CASUALTY COMPANY

Fairfield, Ohio

CBE1005907

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY and THE CINCINNATI CASUALTY COMPANY, corporations organized under the laws of the State of Ohio, and having their principal offices in the City of Fairfield, Ohio (herein collectively called the "Companies"), do hereby constitute and appoint

Jeremy R Clark

of Boardman OH their true and legal Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and deliver on behalf of the Companies as Surety, any and all bonds, policies, undertakings or other like instruments, as follows:

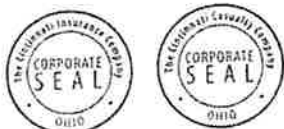
Fifty Thousand Dollars \$ 50,000.00

This appointment is made under and by authority of the following resolutions adopted by the Boards of Directors of The Cincinnati Insurance Company and The Cincinnati Casualty Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the President or any Senior Vice President be hereby authorized, and empowered to appoint Attorneys-in-Fact of the Company to execute any and all bonds, policies, undertakings, or other like instruments on behalf of the Corporation, and may authorize any officer or any such Attorney-in-Fact to affix the corporate seal; and may with or without cause modify or revoke any such appointment or authority. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company.

RESOLVED, that the signature of the President or any Senior Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary or Assistant Vice-President and the Seal of the Company may be affixed by facsimile to any certificate of any such power and any such power of certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS WHEREOF, the Companies have caused these presents to be sealed with their corporate seals, duly attested by their President or any Senior Vice President this 16th day of March, 2021.



STATE OF OHIO )SS:
COUNTY OF BUTLER )

THE CINCINNATI INSURANCE COMPANY
THE CINCINNATI CASUALTY COMPANY

Handwritten signature of Stephen A. Ventre

On this 16th day of March, 2021 before me came the above-named President or Senior Vice President of The Cincinnati Insurance Company and The Cincinnati Casualty Company, to me personally known to be the officer described herein, and acknowledged that the seals affixed to the preceding instrument are the corporate seals of said Companies and the corporate seals and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporations.



Handwritten signature of Keith Collett

Keith Collett, Attorney at Law
Notary Public - State of Ohio
My commission has no expiration date.
Section 147.03 O.R.C.

I, the undersigned Secretary or Assistant Vice-President of The Cincinnati Insurance Company and The Cincinnati Casualty Company, hereby certify that the above is the Original Power of Attorney issued by said Companies, and do hereby further certify that the said Power of Attorney is still in full force and effect.

Given under my hand and seal of said Companies at Fairfield, Ohio, this 30th day of September, 2021



Handwritten signature of Ed H.



# Performance Framework Goals

## 2021 - 2022

School Name	Buckeye On-Line School for Success
School IRN	000417
Building Principal / Leader	Don Thompson Executive Director
Board President	Josh Martin
Start of Current Contract Date	July 1, 2018
End of Current Contract Date	June 30, 2023
Management Company, if any	
School Mission	The Buckeye Online School for Success is dedicated to educating all students in its diverse population by offering academic choices to meet their individual needs. Our school is committed to preparing lifelong learners and productive citizens through collaboration with staff, families, and communities utilizing cutting-edge technology.



<b>A1 – CHRONIC ABSENTEEISM</b>			
<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	12.7%	12.7%	11.6%
ACTUAL	7.9%	12%	
RATING Not Met (0pt) Met (1pt)	Met		
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>			
<p>All teachers set forth the expectation to new and returning students that live attendance matters and is expected.</p> <p>Focused Learning classes are assigned to all students in grades 6-12 which is graded primarily on attendance. It also gives homeroom teachers a second opportunity each day to meet with their homeroom students to help keep students on track.</p> <p>Teachers contact students and families electronically when a student is absent (via ParentSquare)</p> <p>Daily one calls are sent (via ParentSquare) when a student is absent from school to alert parents and guardians.</p> <p>Weekly Principal announcements and Students of the Week are used to promote communication and engagement. The weekly message allows the students to see the principal and allows the principal to reinforce our school’s message and initiatives. Keeping in the forefront. By celebrating our students of the week, students are more inclined to want to be recognized and work to meet those ideals in “student of the week” which cuts down on absenteeism.</p> <p>Our vision statement this year is “Lifelong learning begins anew each day”</p>			

2021 – 2022 Performance Framework Goals

<b>A2 – PERFORMANCE INDEX</b>			
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.			
Year(s)	2019 - 2020	2020 - 2021	2021 - 2022
ACTUAL	N/A Covid	46.8% 56.1 out of 120	
RATING Not Met (0pt) Met (1pt)	N/A	Not Met	
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>			
Evaluation of the goal will be determined by the review of the 2021 – 2022 Local Report Card published in the fall of 2022.			

<b>A3 – INDICATORS MET</b>			
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	N/A Covid	0 out of 0	
RATING Not Met (0pt) Met (1pt)	N/A	N/A	
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>			
Evaluation of the goal will be determined by the review of the 2021 – 2022 Local Report Card published in the fall of 2022.			

<b>A4 – GIFTED DATA</b>			
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

2021 – 2022 Performance Framework Goals

RATING Not Met (0pt) Met (1pt)	N/A	N/A	
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>			
Evaluation of the goal will be determined by the review of the 2021 – 2022 Local Report Card published in the fall of 2022.			

<b>A5 - PROGRESS</b>			
<p>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>.</p> <p>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.</p>			
Year(s)	2019 - 2020	2020 - 2021	2021 - 2022
SELECTED CATEGORY	N/A Covid	N/A Covid	Students with disabilities
ACTUAL	N/A Covid	N/A Covid	
RATING Not Met (0pt) Met (1pt)	N/A Covid	N/A Covid	
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>			
Evaluation of the goal will be determined by the review of the 2021 – 2022 Local Report Card published in the fall of 2022.			

<b>A6 – GAP CLOSING</b>			
<p>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.</p>			

2021 – 2022 Performance Framework Goals

Year(s)	2019 - 2020	2020 - 2021	2021 - 2022
ACTUAL	N/A Covid	NR	
RATING Not Met (0pt) Met (1pt)	N/A	NR	
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>			
Evaluation of the goal will be determined by the review of the 2021 – 2022 Local Report Card published in the fall of 2022.			

<b>A7 – GRADUATION RATE</b>			
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	4 Year 59.5% 5 Year 61.7%	4 Year 68.4% 5 Year 66.9%	
RATING Not Met (0pt) Met (1pt)	Met	Met	
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>			
Evaluation of the goal will be determined by the review of the 2021 – 2022 Local Report Card published in the fall of 2022.			

<b>A8 – 4 YEAR GRADUATION RATE</b>
The annual Local Report Card will show an <b>increase</b> in the <b>4-year graduation rate</b> percentage 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	4 Year 59.5%	4 Year 68.4%	
RATING Not Met (0pt) Met (1pt)	Met	Met	
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>			
Evaluation of the goal will be determined by the review of the 2021 – 2022 Local Report Card published in the fall of 2022.			

<b>A9 – 5 YEAR GRADUATION RATE</b>			
The annual Local Report Card will show an <b>increase</b> in the <b>5-year graduation rate</b> 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	5 Year 61.7%	5 Year 66.9%	
RATING Not Met (0pt) Met (1pt)	Met	Met	
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>			
Evaluation of the goal will be determined by the review of the 2021 – 2022 Local Report Card published in the fall of 2022.			

<b>A10 – IMPROVING AT-RISK K-3 LITERACY – ON-TRACK / OFF-TRACK TRENDS</b>
The annual Local Report Card will show an <b>increase</b> 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	N/A Covid	40.9% on track 59.1% not on track	
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.			

<b>A11 – IMPROVING AT-RISK K-3 LITERACY – THIRD GRADE READING GUARANTEE</b>			
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	N/A Covid	95.2% met promotion requirements  33.3% proficient on state test  28.6% moved to on track	
RATING Not Met (0pt) Met (1pt)	N/A Covid		
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.			

<b>A12 - IMPROVING AT-RISK K-3 LITERACY – ON TRACK BY GRADE LEVEL</b>
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2021 – 2022 Performance Framework Goals

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	N/A Covid	K 0% 1st 77.3% 2nd 66.7% 3rd 40.9%	
RATING Not Met (0pt) Met (1pt)	N/A Covid		
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>			
Evaluation of the goal will be determined by the review of the 2021 – 2022 Local Report Card published in the fall of 2022.			

<b>A13 – PREPARED FOR SUCCESS</b>			
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	11.4%	11.1%	
RATING Not Met (0pt) Met (1pt)	N/A Covid	Met /Exceeded	
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>			
Evaluation of the goal will be determined by the review of the 2021 – 2022 Local Report Card published in the fall of 2022.			

<b>A14 – OPPORTUNITY TO LEARN</b>			
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)	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.

**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
GOAL	N/A Covid	N/A Covid	BOSS will perform higher or equal to East Liverpool HS in Performance Index. BOSS will perform higher than or equal to Quaker Digital Academy in Graduation Rate - 4 year
ACTUAL	N/A Covid	N/A Covid	
RATING Not Met (0pt) Progressing (1pt) Met (2pt)	N/A Covid	N/A Covid	

**CHART TO INDICATE TWO SIMILAR SCHOOLS AND A COMPARISON OF LRC DATA**

	% POVERTY	% MINORITY	LRC CATEGORY	LRC CATEGORY
BOSS	44.9%	18%	PI 46.8% 56.1 out of 120	4-year grad rate 68.4% 5-year grad rate 66.9%
East Liverpool HS	99.7%	10.5%	PI 41.9% 50.3 of 120	
QDA	64.3%	8%		4-year grad rate 52.6% 5-year grad rate 53.3%

**B. OTHER ACADEMIC MEASURE GOALS**

**B1 – SUB GROUP**

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 approved vendor list)  
Baseline data is required from the 2020 – 2021 data.



2021 – 2022 Performance Framework Goals

<b>Goal:</b>			
Year(s)	2019- 2020	2020 - 2021	2021 - 2022
GOAL	Improve K-12 SWD at or above grade level Math: 5% Reading: 5%	Improve K-12 SWD at or above grade level Math: 5% Reading: 5%	Improve K-12 SWD at or above grade level on the I-Ready Reading by 5%
ACTUAL	N/A COVID	37.5% of students were at or above grade level Fall of 2020  50% of students were at or above grade level Spring of 2021	
RATING Not Met (0pt) Progressing (1pt) Met (2pt)	N/A COVID	Met	
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>			
<p>BOSS will use the i-Ready diagnostic to measure growth in Reading for all students in grades k-12. According to the curriculum associates website “i-Ready was built for the Common Core. It provides the data-driven insights that classroom teachers and school and district administrators need to determine exactly where to focus their instructional time to ensure all students are on track to meet these more rigorous expectations and to succeed on the accompanying assessments.”</p> <p>Our plan for improvement will be the increased emphasis on participation, utilization of the program’s built-in instructional and remediation pieces, as well as differentiation, interventions, and supports from the classroom teachers. We will also continue to focus collectively on all students k-12 performing at or above grade level. This assessment program provides a very good correlation to state tests and will be a great tool to utilize to monitor growth.</p> <p>Due to the fluidity of our student population, it is difficult to measure or track growth from year to year. As our population is constantly changing, we often do not have students for more than a few weeks or months prior to a testing window. As our population is transient, it is not realistic to necessarily see incremental growth each year as we often see a high turnover rate in population across the board.</p> <p>Students with disabilities will work on their reading skills with their teachers, specialists, and outside service providers throughout the school year. Teachers, specialists, and outside service providers will use the window 1 scores to develop a plan to help students improve their overall skills.</p>			

Out of 103 Students with disabilities who tested during Window 1, 13.59% were on or above grade level.

**Strategies:**

Implementing Direct, explicit Instruction for Reading and Math

Increase progress monitoring

Data talks with teachers

Using data to form instruction

Heggerty Phonemic Awareness instruction is incorporated into the daily ELA curriculum

iReady Mastery Checks, grades 3-8

Teacher Toolbox resources provided to all staff - site license Administrative monitoring of Adult Implementation (walkthroughs, lesson plans, TBT minutes)

Standards-aligned instruction

Emphasis on priority standards and spiral standards Ready Curriculum in Reading for grades K-8

Focus intervention periods daily

K-2 small group instruction with Reading Specialist

Small group instruction with IS, additional small group instruction with IS or reading specialist

i Ready teacher ASSIGNED lessons

ODE extended standards/small group with IS

Mastery Checks differentiated based on diagnostic data instructional groups

Focused Learning

accommodations/modified assignments for students with disabilities

one on one instruction

differentiating lessons with independent vs guided practices

**Baseline Data from Spring 2021 all students K-12 -Reading I -Ready**

Reading 559 out of 679 students assessed (82%)

172 (31%) are mid or above grade level

110 (20%) are early on grade level

112 (20%) are one grade level below

36 (6%) are two grades levels below

129 (23%) are three or more grades below level

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<b>B2 - OVERALL READING</b>		
Goals set for this standard must include the name of the assessment and the <b>expected increase</b> for all students in Reading. (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:</b>		
Year(s)	2020 - 2021	2021 - 2022
GOAL	NA	Students taking the I-Ready Reading will increase at or above grade level by 5%
ACTUAL	37.5% of students were at or above grade level Fall of 2020  50% of students were at or above grade level Spring of 2021	
RATING Not Met (0pt) Progressing (1pt) Met (2pt)	N/A	
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>		
<p>BOSS will use the i-Ready diagnostic to measure growth in Reading for all students in grades k-12. According to the curriculum associates website “i-Ready was built for the Common Core. It provides the data-driven insights that classroom teachers and school and district administrators need to determine exactly where to focus their instructional time to ensure all students are on track to meet these more rigorous expectations and to succeed on the accompanying assessments.”</p> <p>Our plan for improvement will be the increased emphasis on participation, utilization of the program’s built in instructional and remediation pieces, as well as differentiation, interventions and supports from the classroom teachers. We will also continue to focus collectively on all students k-12 performing at or above grade level. This assessment program provides a very good correlation to state tests and will be a great tool to utilize to monitor growth.</p> <p>Due to the fluidity of our student population, it is difficult to measure or track growth from year to year. As our population is constantly changing, we often do not have students for more than a few weeks or months prior to a testing window. As our population is transient, it is not realistic to necessarily see incremental growth each year as we often see a high turnover rate in population across the board.</p>		

## 2021 – 2022 Performance Framework Goals

Reading ▾BUCKEYE ONLINE SCHOO... ▾

Academic YearDiagnosticPrior


Current Year ▾Window 1 ▾No

08/16/21 - 12/19/21

*Criterion Referenced*

Students Assessed/Total: 548/620

Overall Placement



- At Risk for Tier 3  
42%
- Tier 2  
25%
- Tier 1  
34%

Students will work on their reading skills with their teachers and specialists throughout the school year. Teachers and specialists will use the window 1 scores to develop a plan to help students improve their overall skills.

**Strategies:**

Implementation of differentiated reading interventions using Direct Instruction from iReady Heggerty Phonemic Awareness instruction is incorporated into the daily ELA curriculum, Tier I for K-1 classrooms, and is used as a Tier II intervention for 2nd grade iReady Mastery Checks, grades 3-8

Teacher Toolbox resources provided to all staff - site license Administrative monitoring of Adult Implementation (walkthroughs, lesson plans, TBT minutes)

Standards-aligned instruction

Emphasis on priority standards and spiral standards Ready Curriculum in Reading for grades K-8

Focus intervention periods daily

K-2 small group instruction with Reading Specialist

small group instruction with IS, additional small group instruction with IS or reading specialist

i Ready teacher ASSIGNED lessons

ODE extended standards/small group with IS

Mastery Checks differentiated based on diagnostic data instructional groups

13

Focused Learning  
 accommodations/modified assignments for students with disabilities  
 one on one instruction  
 differentiating lessons with independent vs guided practices

**Baseline Data from Spring 2021 all students K-12 -Reading I -Ready**

Reading 559 out of 679 students assessed (82%)

172 (31%) are mid or above grade level

110 (20%) are early on grade level

112 (20%) are one grade level below

36 (6%) are two grades levels below

129 (23%) are three or more grades below level

<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:</b>		
Year(s)	2020 - 2021	2021 - 2022
GOAL	NA	Students taking the I-Ready Math will increase at or above grade level by 5%
ACTUAL	20% of students were at or above grade level Fall of 2020  35% of students were at or above grade level Spring of 2021	
RATING Not Met (0pt) Progressing (1pt)	N/A	

2021 – 2022 Performance Framework Goals

Met (2pt)	
DESCRIPTION OF MEASURE AND MONITORING STRATEGY	

BOSS will use the i-Ready diagnostic to measure growth in Reading and Math for all students in grades k-12. According to the curriculum associates website “i-Ready was built for the Common Core. It provides the data-driven insights that classroom teachers and school and district administrators need to determine exactly where to focus their instructional time to ensure all students are on track to meet these more rigorous expectations and to succeed on the accompanying assessments.” Our plan for improvement will be the increased emphasis on participation, utilization of the program’s built-in instructional and remediation pieces, as well as differentiation, interventions and supports from the classroom teachers. We will also continue to focus collectively on all students k-12 performing at or above grade level. This assessment program provides a very good correlation to state tests and will be a great tool to utilize to monitor growth.

Due to the fluidity of our student population, it is difficult to measure or track growth from year to year. As our population is constantly changing, we often do not have students for more than a few weeks or months prior to a testing window. As our population is transient, it is not realistic to necessarily see incremental growth each year as we often see a high turnover rate in population across the board.

Subject: Math | School: BUCKEYE ONLINE SCHOOL...

Academic Year: Current Year | Diagnostic: Window 1  
08/16/21 - 12/19/21

Criterion Referenced

Students Assessed/Total: 566/620

Overall Placement



Students will work on their math skills with their teachers and specialists throughout the school year. Teachers and specialists will use the window 1 scores to develop a plan to help students improve their overall skills.

**Strategies:**

Students not in small groups are assigned targeted practice via Freckle that takes their iReady diagnostic scores and gives students practice at their level.

Teacher Toolbox resources provided to all staff - site license Administrative monitoring of Adult Implementation (walkthroughs, lesson plans, TBT minutes)

Standards-aligned instruction

Emphasis on priority standards and spiral standards Ready Curriculum in Math for grades 3-8

Simple Solutions Math curriculum in grades 4-6

Focus intervention periods daily

small group instruction with IS, additional small group instruction with IS

iReady teacher ASSIGNED lessons

ODE extended standards/small group with IS

Mastery Checks differentiated based on diagnostic data instructional group

Focused Learning

accommodations/modified assignments for students with disabilities

one on one instruction

differentiating lessons with independent vs guided practices

**Baseline Data from Spring 2021 all students K-12 -Math 1 -Ready**

Math 609 out of 679 students assessed (90%)

75 (12%) are mid or above grade level

141 (23%) are early on grade level

139 (23%) are one grade below level

68 (11%) are two grade levels below

186 (31%) are three or more grade levels below



<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:</b>		
Year(s)	2020 - 2021	2021 - 2022
GOAL	NA	I-Ready 8% increase
ACTUAL	59% of kindergarten students were at or above grade level Fall of 2020  88% of kindergarten students were at or above grade level Spring of 2021 27% of 1st-grade students were at or above grade level Fall of 2020  73% of 1st-grade students were at or above grade level Spring of 2021  33% of 2nd-grade students were at or above grade level Fall of 2020  57 % of 2nd-grade students were at or above grade level Spring of 2021	
RATING Not Met (0pt) Progressing (1pt) Met (2pt)	NA	
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>		
BOSS will use the i-Ready diagnostic to measure growth in Reading for all students in grades k-12. According to the curriculum associates website “i-Ready was built for the Common Core. It provides the data-driven insights that classroom teachers and school and district administrators need to determine exactly where to focus their instructional time to ensure all students are on track to meet these more rigorous expectations and to succeed on the accompanying assessments.” Our plan for improvement will be the increased emphasis on participation, utilization of the program’s built-in instructional and remediation pieces, as well as differentiation, interventions and supports from the classroom teachers. We will also continue to focus collectively on all students k-12 performing at or above grade level. This assessment program provides a very good correlation to state tests and will be a great tool to utilize to monitor growth.		

Due to the fluidity of our student population, it is difficult to measure or track growth from year to year. As our population is constantly changing, we often do not have students for more than a few weeks or months prior to a testing window. As our population is transient, it is not realistic to necessarily see incremental growth each year as we often see a high turnover rate in population across the board.

**K-2 Reading i-Ready Diagnostic results**

**1st Diagnostic - September 2021**

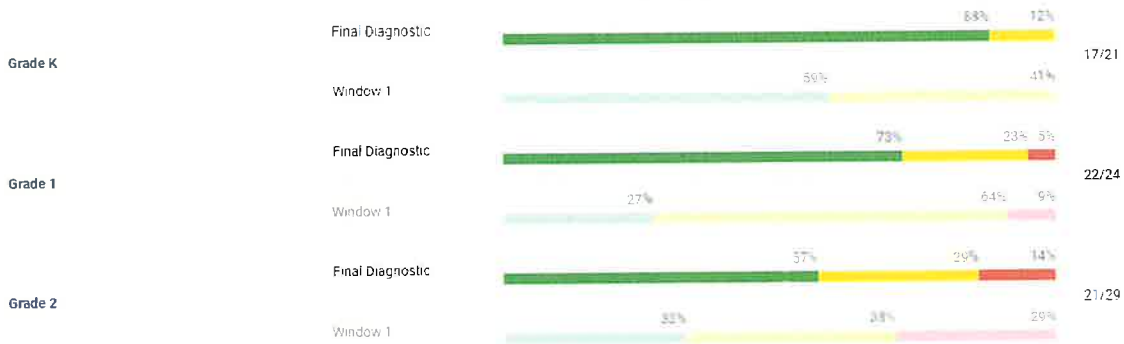


**Overall**

44% of K-2 students are on-level or above

Goal is to increase % of K-2 students by 08% by EOY diagnostic = 52% on-level

**2020-2021 Baseline Data**



At-risk students deemed to be “not on track” after the first diagnostic window will be placed on a RIMP to meet their individual needs. Results of weekly iReady reading lessons will be added to the RIMP quarterly to allow for monitoring and adjustments as needed.

**Strategies:**

- Implementing Direct Instruction Reading
- Increase progress monitoring
- Data talks with teachers

Using data to form instruction  
 Heggerty Phonemic Awareness instruction is incorporated into the daily ELA curriculum, Tier I for K-1 classrooms, and is used as a Tier II intervention for 2nd grade  
 iReady Mastery Checks, grades 3-8

Thoroughly understand and identify the students’ weaknesses.  
 Use i-Ready profiles and instructional aides to identify and support interventions.  
 Small group and one-on-one instruction as needed.  
 Tutoring available for 3rd graders deemed not on Track after the fall third grade ELA test results are received  
 Vary teacher-led instruction as needed.  
 Use RAZ and ReadWorks reading lessons as applicable.  
 Monitor effects of interventions monthly and adjust interventions as needed  
 K-2 small group instruction with Reading Specialist  
 3rd-small group instruction with IS, additional small group instruction with IS or reading specialist

**C. NON-ACADEMIC GOALS**

<b>C1 – MISSION STATEMENT</b>	
<p>State the School’s Mission: The Buckeye Online School for Success is dedicated to educating all students in its diverse population by offering academic choices to meet their individual needs. Our school is committed to preparing lifelong learners and productive citizens through collaboration with staff, families, and communities utilizing cutting-edge technology.</p> <p>This goal should include mission-specific performance measures and targets.</p>	
Year	2021 - 2022
GOAL	<p>Hold at least 4 parent meetings throughout the year via Zoom to help promote the importance of education and learning now and in the future.</p> <p>Use ParentSquare to communicate with families quickly and effectively as needed</p>
ACTUAL	
RATING Not Met (0pt) Progressing (1pt) Met (2pt)	
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>	
<p>To illustrate and facilitate our school’s mission with families to create a community of learning, working together, through increased collaboration to actively support each student’s educational experience with BOSS.</p>	

**Strategies:**

To share and reinforce this year’s Vision Statement for 2021-2022 “Lifelong learning begins anew each day”

Use ParentSquare to communicate with parents regularly (phone, text, and email)

Use ParentSquare, our website, and Facebook to announce when Parent meetings will be held and what topics will be covered.

Use ParentSquare, website, and Facebook to post the Zoom link for Parent meetings

Host meetings via Zoom to allow for ease of access

The administration will monitor the use of ParentSquare via weekly report summaries provided by ParentSquare. The administration will also monitor the attendance of Parent meetings and use all data to determine if the programs are being used successfully and how to better incorporate parent involvement as needed.

**C2 – PARENT SATISFACTION**

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.) **and** identify what the school will do with the feedback received. (Adjustments to programming, hold stakeholder meetings, discuss with administration, etc.)

Year	2021 - 2022
GOAL	<p>Complete a minimum of 4 parent satisfaction surveys throughout the year following parent night meetings with at least an average of 30% participation rate based on the number of parents in attendance.</p> <p>Information will be used by the administrative team to improve communication, evaluate the quality of our information shared at parent meetings, and plan future programs for the new school year.</p>
ACTUAL	
RATING Not Met (0pt) Progressing (1pt)	

2021 – 2022 Performance Framework Goals

Met (2pt)	
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>	
<p>To continue efforts to build a collaborative learning community to include families in providing meaningful, timely, relevant feedback to BOSS leaders to improve ongoing communication and quality of information shared throughout the school year</p> <p>Strategies:</p> <ul style="list-style-type: none"> <li>Google form with parent survey</li> <li>ParentSquare to broadcast survey</li> <li>Spreadsheet to collect responses of the survey as well as parent communication through secretaries</li> <li>DLT will analyze responses and determine next steps</li> <li>Surveys will follow Parent Night programs for greater return</li> <li>Subsequent surveys will be developed based on results</li> </ul>	

<b>C3 – GOVERNING AUTHORITY</b>	
<p>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.</p>	
Year	2021 - 2022

2021 – 2022 Performance Framework Goals

GOAL	<p>The board will create 5 recorded messages to the student body throughout the year on various topics and issues to promote student participation and lifelong learning.</p> <p>Each board member will read and record a children’s book for students as a part of Read Across America Week and promote a love of reading.</p>
ACTUAL	
RATING Not Met (0pt) Progressing (1pt) Met (2pt)	
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>	
<p>To foster staff, student, and family awareness of BOSS board members’ background, commitment, and active support in efficiency and efficacy in their respective roles to actively guide, govern, and support the success of BOSS.</p> <p>Strategies:            Communication efforts from BOSS administration and ESCLEW office representatives.            Calendar of events provided to board members            Email reminders of upcoming events            Share feedback from students and parents with board members as received            Updates shared by BOSS leaders with board members at monthly meetings            Progress toward these goals shared at monthly meetings</p>	

<b>C4 – ORGANIZATIONAL / OPERATIONAL</b>	
<p>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.</p>	
Year	2021 - 2022
GOAL	ON-TIME – 95% or higher ACCURACY – 90% or higher
ACTUAL	ON-TIME - ACCURACY -

2021 – 2022 Performance Framework Goals

RATING Not Met (0pt) Met (1pt)	
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>	
Evaluation of the goal will be determined by the review of the 2021 – 2022 submissions in Epicenter during the 2021 – 2022 school year.	

<b>C5 – FINANCIAL PERFORMANCE</b>	
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.	

<b>C6 – FINANCIAL SUSTAINABILITY</b>	
Goals set for this standard must address 1. Student Enrollment (the actual number should be indicated); <b>AND</b> 2. Unrestricted Cash Reserve Balance (goal must have a minimum of 15 days)	
Year	2021 - 2022
GOAL	Student enrollment – 500

2021 – 2022 Performance Framework Goals

	Days Cash Reserve - 45
ACTUAL	Student enrollment – Days Cash Reserve -
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.	

<b>C7 – STUDENT DISCIPLINE      N/A</b>				
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 <b>decrease</b> in out-of-school suspensions (OSS) from the previous year.				
Year(s)	2020 - 2021		2021 - 2022	
GOAL	K-3		K-3	0
	4-8		4-8	
	9-12		9-12	
ACTUAL	K-3		K-3	
	4-8		4-8	
	9-12		9-12	
RATING Not Met (0pt) Progressing (1pt) Met (2pt)	K-3		K-3	
	4-8		4-8	
	9-12		9-12	
<b>DESCRIPTION OF MEASURE AND MONITORING STRATEGY</b>				
	Previous year's OSS	This year's goal for OSS	Strategies to accomplish this goal	
K-3		0		



2021 – 2022 Performance Framework Goals

4-8			
9-12			