



## **STANDARD OPERATING PROCEDURE 3.2**

### **PROCEDURE TITLE: Opening Assurances Process**

**Department: Compliance**

**Proposed by: VP Sponsorship Operations**

**Effective Date: 06/21/2013**

#### **PURPOSE**

The OPENING ASSURANCES PROCESS provides for consistency in review of school documentation necessary to establish and maintain school's compliance with all applicable laws, rules, contractual obligations, academic performance measures and opening assurance guidance as prescribed by the Ohio Department of Education.

#### **SCOPE**

The OPENING ASSURANCES PROCESS is relevant to all CSS partner schools that are sponsored by St. Aloysius and applies to all staff involved in the opening assurance visits.

#### **PROCEDURE**

The OPENING ASSURANCES PROCESS follows this process and timeline:

1. All opening assurances forms will be submitted to DEW via Epicenter as required by DEW. Schools that are opening for the first time, opening a new facility except for e-schools, or are new to St. Aloysius will complete opening assurances including on-site visits according to the timeline below.
2. All other schools will be required to submit documents required in the annual opening assurances, that will include virtual reviews, but the DEW Opening Assurance document is not required to be completed or submitted.



May	The Compliance Department to prepare timeline, DEW provided opening assurances document, staff roster template for schools, instructions for staff to complete assurances process, and individual assignments for assurances.
May	The Compliance Department to obtain approval from President or designee to distribute documents listed above.
May/June	Staff Training for those completing opening assurances reviews.
June-September	CSS staff must contact their assigned schools, and management company if appropriate, to schedule a day for opening assurances visits/reviews.
As appropriate prior to visit date	CSS staff must also fill out the DEW provided opening assurances document prior to the visit. Required data for each school is obtained by going into the OEDS-R system via <a href="https://oeds.ode.state.oh.us/SearchOrg">https://oeds.ode.state.oh.us/SearchOrg</a> and entering the school's name. The IRN, address, OEDS-R admin, treasurer and superintendent and contact information is pulled from this system. Verify accuracy of information listed in OEDS-R with the school leader when you are on-site at the opening assurances visit and make any changes necessary to reflect what is entered in OEDS-R.
Minimum 15 business days prior to deadline to submit	All opening assurances visits are to be conducted and documented by the assigned CSS staff indicating any required follow up items.
Minimum 13 business days prior to opening date	Opening Assurances are followed up on and finalized by individual CSS staff with their respective schools. CSS Staff finalizes the form and sends it to the Director of Special Projects to log that it was received.



<p>Minimum 12 days prior to opening day</p>	<p>The Compliance Department saves the forms on the shared drive under opening assurances\SY\Review. The Compliance Department reviews the forms and verifies it against OEDS-R and makes any necessary changes after conferring with the CSS staff or returns it to the CSS Staff to make corrections. Once the form has been reviewed and verified for accuracy the Compliance Department renames the assurance document with the naming convention that ODE specifies and saves it on the shared drive (opening assurances\SY\final. The Compliance Department logs the date the document was finalized.</p>
<p>Minimum of 11 days prior to school opening</p>	<p>The Compliance Department does final review and uploads Opening Assurances documents to DEW via Epicenter, as detailed by DEW and logs the date it was uploaded into Epicenter for new schools and annexes. School remodeling assurances are saved but not required to be uploaded to DEW.</p>
<p>Prior to school opening</p>	<p>The Compliance Department or designee will send out confirmation emails with the appropriate school's signed opening assurances attached to school leaders, management companies and boards verifying that the opening assurances have been completed and submitted on behalf of the school.</p>
	<p>If the school does not comply with necessary requirements and/or if deadlines above are not met, the President will determine the appropriate course of action. The required course of action will be communicated to the school and DEW through the President, the Legal Department or CSS staff assigned to the school depending on the issue and urgency. If all criteria are not met, the opening day may be delayed for the school. This will result in the Compliance Department verifying the number of days and hours of instruction and ensure that a revised calendar is submitted prior to the new opening date.</p>



## **DOCUMENTATION / VERIFICATION**

All opening assurances documents will be saved as final with the DEW required naming convention, as proofed and confirmed as accurate under our Shared Drive as follows:

*Location of documentation:*

S:\OPENING ASSURANCES

S:\ OPENING ASSURANCES\ SY\ FINAL

*File Naming convention: Files will be saved according to DEW's naming convention requirements, which may change year to year.*

## **DOCUMENT HISTORY**

Orig. Date May 2011

Rev. May 2012

Rev. June 2013

Rev. May 2014

Rev. Oct 2014

Rev. March 2017

Rev. October 2018

Rev. August 2019

Rev. July 2022

Rev. June 2023

Rev. June 2024

## **REVIEW AND APPROVAL**

Reviewer of the OPENING ASSURANCES PROCESS is as follows:

Reviewed By: Management Team

Date: 06/21/2024

Approved By: President David L. Cash, Jr.

Date: 06/21/2024

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. The OPENING ASSURANCES PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.