

STANDARD OPERATING PROCEDURE 4.02: OPENING ASSURANCES PROCESS

A. 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.

B. APPLICABILITY

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.

C. DEPARTMENT RESPONSIBILITIES

Responsible Department: **Compliance Department**

Other Departments: *C Suite Level Executives*

D. 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 or opening a new facility, 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.
3. The Timeline is as follows:

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 C Suite Level Executives to distribute documents listed above.

May/June - Staff Training for those completing opening assurances reviews.

June – The Compliance Department communicates in person with the school leaders for all new schools and all schools that are changing locations that will require an in-person site visit, to discuss the documents needed for opening assurances along with the timeline of those documents.

June – September - The Compliance Department must contact their assigned schools, and management company if appropriate, to schedule a day for opening assurances visits/reviews.

Minimum 15 business days prior to deadline to submit - All opening assurances visits are to be conducted and documented by the Compliance Department indicating any required follow-up items.

Minimum 13 business days prior to opening date - Opening Assurances are followed up on and finalized by the Compliance Department with their respective schools. The Compliance Department finalizes the form and logs that it was received.

Minimum 12 days prior to opening day - 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. 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.

Minimum of 11 days prior to school opening - 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.

Prior to school opening - 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. The Compliance Department will indicate the date the school is permitted to open.

4. If the school does not comply with necessary requirements and/or if deadlines above are not met, the C Suite Level Executives will determine the appropriate course of action. The required course of action will be communicated to the school
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and DEW through the C Suite Level Executives, the Legal Department or the Compliance Department 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.

E. 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.

F. GLOSSARY

Opening, assurance, new school, facility, Epicenter, staff roster, changing location, permits, visit, open, calendar.

G. CROSS REFERENCED SOP'S

None

H. REVIEW AND APPROVAL

Approved By: Chief Executive Officer David L. Cash, Jr.

Date: 06/30/2025
