



Community Schools Guidance Document Roles and Responsibilities 2023-2024

Ohio Department of Education	Sponsors/Authorizers	School Leaders	School Governing Boards
Approves or denies new sponsors; renewal, non-renewal, or revocation of existing sponsors.	Monitors school(s) compliance with all laws applicable to the school as laid out in contract.	Provides learning opportunities to at least twenty-five students; for a minimum of 920 hours per school year (descriptions of learning opportunities in contract).	Negotiates and agrees to the contract metrics and expectations with the sponsor/authorizer.
Establishes terms for each sponsor; entering into agreements with sponsors for school sponsorship.	Monitors and evaluates the academic and fiscal performance and the organization and operation of the school(s) at least annually.	Submits a report to parents and sponsor summarizing activities, progress in meeting goals and standards, and financial status.	Hires, monitors, and evaluates school leader's performance, and if necessary, develops and/or monitors improvement plans.
Assesses and reports sponsor performance in three key areas: 1) Quality Practices (as outlined by the National Association of Charter School Authorizers - NACSA), 2) Compliance with rule and law as outlined in HB 2, 3) Academic performance of sponsored school(s).	Reports annually the results of the evaluation conducted, as required by law, and by the Department of Education to the parents and students enrolled in the school(s).	Establishes and submits a plan for providing special education and related services to disabled students.	Provides oversight of all aspects of school operations to assure compliance with state and federal laws and requirements as outlined in the sponsorship contract performance section, including academic and financial expectations.
Reviews and approves/non-approves sponsor corrective action plans, with authority to place sponsors on probation.	Provides technical assistance to the school(s) in complying with laws applicable to community schools and terms of the contract.	Complies with being nonsectarian in its programs, admission policies, employment practices, and all operations.	Serves as good stewards of public funds by providing transparent fiscal management (including budgeting and accountability).
Provides technical assistance to all sponsors and community schools.	Provides school monitoring oversight of sponsored school(s) by conducting at least two onsite reviews while school is in session (with one review during the first half of the review year and the other review during the second half of the school year).	Complies with all Ohio Revised Codes as it pertains to community schools.	Ensures school compliance with state laws and sponsor-governing board contract requirements and adopts administrative policies and procedures regarding school operations and oversight.
Reviews all charter contracts between sponsors and school governing authorities for legal sufficiency.	Takes steps to intervene in the school(s) operation to correct any problem, and if necessary, declare the school(s) to be on probationary status, suspend operation, or terminate the contract.	Complies with the American Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Individuals With Disabilities Education Act (IDIEA), and the Ohio Administrative Code Chapter 3301-51.	Participates in training as required by law and provides annual disclosures of conflicts of interest.
Publishes an annual report on charter school academic programs, operational and legal compliance, and finances.	Develops a plan of action to be undertaken in the event the school(s) experiences financial difficulties or closes prior to the end of the school year.	Allows the sponsor to monitor operation of the school(s), provided the monitoring does not interfere with/interrupt the operations of the school(s).	
	Meets with the Governing Board members and treasurer of the school(s) to review the financial and enrollment records of the school(s) at least once a month and has a representative, from the sponsor, who is knowledgeable in school finance.	Complies with the educational program as it pertains to the educational and financial plans as outlined in the contract.	



Community Schools Guidance Document Roles and Responsibilities of Sponsorship Team 2023-2024

Superintendent	Community School Consultant	Treasurer	Financial Consultant	Sponsor Liaison/Director of Community Schools
Makes final decision as to recommendations for Governing Board of the ESC.	Lends expertise in management, governance, human resources, and special education.	Lends expertise in school finance, management, and governance.	Reviews financial records of sponsor school(s) monthly and provides the Sponsor Liaison with a written report including recommendations regarding compliance and improved efficiencies.	Assists the Superintendent.
Supervises the Sponsor Liaison.	Lends expertise in school planning (education plans) and school accountability.	Budgets and allocates resources in support of sponsor responsibilities and priorities.	Monitors and provides oversight of sponsor school(s) financial performance.	Conducts onsite visits and prepares a written report for the school(s) identifying strengths as well as areas needing improvement, if necessary.
Lends expertise in management, governance, human resources, special education, facility, and community school law.	Lends expertise in school facility.	Provides financial updates to sponsor Governing Board regarding sponsor budget and expenditures and school(s) financial performance.	Communicates with sponsor Treasurer and Superintendent (if needed) regarding financial timelines, ODE updates, and professional development opportunities.	Prepares annual reports to the school(s) and to the state, parents, and students. Collects data from at least three stakeholder groups over the course of a review year.
Attends ESC Governing Board meetings and reports on sponsored school(s) at each meeting.	Lends expertise in community school law, policy, and administrative guidelines.	Meets with Sponsor Liaison and provides documents needed for compliance reporting.	Provides updates to sponsored school(s) Governing Board(s) concerning community school laws and regulations.	Collects and uploads Quality Practices and Compliance documents into Epicenter.
Handles questions about student discipline and ELL as needed.				Attends Governing Board meetings of sponsored school(s), sharing information regarding finances, enrollment, and compliance items.
Lends expertise in curriculum, education plans, educational improvement processes, and evaluation of programs.				Communicates with and provides guidance to the school(s) Governing Board(s) at least quarterly.
Conducts onsite visits, reviews compliance documents, shares resources as needed, attends board meetings of sponsored school(s) as needed.				Tracks strategic plans, sponsor self-assessment and school(s) assessment of the sponsor.



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Superintendent	Community School Consultant	Treasurer	Financial Consultant	Sponsor Liaison/Director of Community Schools
Reviews and finalizes all sponsor reporting to Governing Board of ESC and to the Department of Education.				Conducts a needs assessment to determine technical assistance needed by the school(s) and to determine which professional development opportunities it shares or offers to school(s).
Leads all school monitoring, oversight and high stakes reviews, performance improvements or corrective action plans.				Provides an annual training to assist its school(s) in understanding changes in rule, law, and policy impacting community schools.
Oversees all education-related issues, performance and assessment, teacher-based teams, LPDC, professional development, evaluations, leadership, college credit plus, interventions and credit recovery, core curriculum, Ohio Graduation, and end-of-course exams, etc.				

Other Mid-Ohio ESC Staff available for technical assistance as needed: Clerical Support, ELL, Fiscal Office, Gifted, Literacy, Special Education, and Technology.