



## Ohio's System of Community Schools Guidance Document Roles and Responsibilities Defined

<b>Ohio Department of Education</b>	<b>Sponsors/ Authorizers</b>	<b>School Governing Boards</b>	<b>Operators/Management Companies</b>
Approval or denial of new sponsors; renewal, non-renewal or revocation of existing sponsors	Review and either reject or approve new or transfer school proposals (based on well-developed, transparent sponsor application and scoring rubric)	Negotiating and agreeing to the contract metrics and expectations with the sponsor/authorizer	Managing and in some cases providing day-to-day school operations, including facilities, technology, food service and safety/ security
Establishing terms of each sponsor; entering in to agreements with authorizers for school sponsorship	Renew or non-renew school contracts based on rigorous assessment of school performance, compliance, management and fiscal responsibility	Hire, monitor, and evaluate school leader's performance and if necessary, developing and / or monitoring improvement plans, if necessary	Curriculum selection, implementation and alignment with state standards
Assessing and reporting sponsor performance in three key areas: 1) Quality authoring practices (as established by the National Association of Charter School Authorizers (NACSA) 2) Compliance with rule and law 3) Academic performance of sponsored schools	Provide school monitoring oversight for sponsored schools -Conducting annual site visits to schools prior to opening each school year and providing written assurances of compliance to ODE	Provide oversight of all aspects of school operations to assure compliance with state and federal laws and requirements outlined in the sponsorship contract performance including academics and financial expectations	Student learning and achievement measurements, including the administration of all state-mandated tests
Review and approval/non-approval of sponsor corrective action plans, with authority to place sponsors on probation	Provide technical assistance to sponsored schools and governing boards, as needed	Serve as good stewards of public funds by providing transparent fiscal management (including budgeting) and accountability	Special Education Services-n compliance with both state and federal laws and rules
Providing technical assistance to all sponsors and community schools	Take steps to intervene in school operations to correct performance problems or other deficiencies and report to ODE on any issues of significant concern	Publish annual report on school activities, progress in meeting goals and performance standards, and financial data to sponsor, parents and guardians	Student Services-from health, counseling and social services, to coordination of student transportation (if necessary)
Reviewing all charter contracts between sponsors and school governing authorities for legal sufficiency	Requiring, reviewing and approving corrective actions plans (CAPs) to address issues and placing schools on probation or issuing suspension or termination if school fails to meet expectations	Ensure school compliance with state laws and sponsor-board contract requirements and adopt administrative policies and procedures that inform school operation and oversight	Acquiring or providing PR, marketing and recruitment
Publishing an annual report on charter school academic programs, operational and legal compliance, and finances	Conducting annual site visits to schools prior to opening each school year and providing written assurances of compliance to ODE	Post member's names on community school website and participate in training as required by law & provide annual disclosure	Human Resources- recruiting/hiring, retention, discipline, professional development and ensuring appropriate licensure, certifications, etc.