



Community Schools Guidance Document Roles and Responsibilities Defined 2024-25

Department of Education & Workforce	Sponsors/Authorizers	School Leaders	School Governing Boards	Operators/Management Companies
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 stated in contract.	Provides learning opportunities to at least 25 students; for a minimum of 920 hours per year.	Negotiates and agrees 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 security/safety.
Establishing terms for each sponsor: entering in to agreements with authorizers 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 leaders' performance, and if necessary develops and/or monitors improvement plans.	Curriculum selection, implementation and alignment with state standards.
Assesses and reports sponsor performance in three key areas: <ol style="list-style-type: none"> 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 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 and Workforce 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.	Student learning and achievement measurements, including the administration of all state mandated tests.

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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)	Special Education Services- in compliance with both state and federal laws and rules.
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 Code 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	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.	Take 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 OAC Chapter 3301-51.	Participates in training as required by law and provides annual disclosures and conflicts of interest.	Acquiring or providing PR, marketing and recruiting/hiring, retention, discipline, professional development and ensuring appropriate licensure, certifications, etc.
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Publishing 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 schools (s), provided the monitoring does not interfere with/interrupt the operations of the school (s).		