



Community Schools Guidance Document

Roles and Responsibilities Defined 2025-26

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.	Manages and in some cases provides day-to-day school operations; including facilities, technology, food service, and security/safety.
Establishes terms for each sponsor entering into 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.	Selects curriculum that aligns with state standards and supports effective implementation.
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. 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.	Assesses student learning and achievement measurements, including the administration of all state mandated tests.

Department of Education & Workforce	Sponsors/Authorizers	School Leaders	School Governing Boards	Operators/Management Companies
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 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.	Provides comprehensive student services including health, counseling, and social services, as well as coordinating student transportation if necessary.
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 OAC Chapter 3301-51.	Participates in training as required by law and provides annual disclosures and conflicts of interest.	Acquires or provides public relations, marketing and recruiting/hiring, retention, discipline, professional development and ensuring appropriate licensure, certifications, and other requirements are met.
Publishes an Annual Report on community 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).		

Superintendent	Treasurer/Financial Associate	Director of CS	Community School Consultants	Compliance Officers	CS Admin Assistant
Makes final decision as to recommendations for Governing Board of the ESC.	Lends expertise in school finance, management, and governance.	Provides support for oversight of community schools.	Assists Community School Director.	Provides support for oversight of community schools.	Assists in reviews schools' compliance documents in data tool (Epicenter) and approves or rejects.
Supervises Director of Community Schools	Budgets and allocates resources in support of sponsor responsibilities and priorities.	Assists in conducting required site visit and synthesizes data from site visits.	Communicates and provides guidance to the Community School Director.	Assists in conducting required site visits, including 10-day, 1 st and 2 nd semester site visits.	Provides support and assistance to Director of Community Schools with quality, compliance and data analysis.
Lends expertise in management, governance, human resources, special education, facility, and community school law.	Provides financial updates to sponsor Governing Board regarding sponsor budget and expenditures and school(s) financial performance.	Attends community school board meetings sharing information regarding finances, enrollment, and compliance items.	Reviews, analyzes, and uploads Quality Practice and Compliance documents.	Collects, analyses, and summarizes data from site visits.	Provides technical support to Director of Community Schools for all oversight responsibilities.
Attends ESC Governing Board meetings and reports on sponsored school(s) at each meeting as appropriate.	Reviews financial records of sponsor school(s) monthly and provides the Sponsor Liaison with a written report including recommendations regarding compliance and improved efficiencies.	Provides oversight of all aspects of community school sponsoring responsibilities for the North Central Ohio ESC's fourteen schools.	Provides expertise in curriculum and instruction, assessment, school accountability, school governance, school facilities, and community school law.	Attends board meetings as requested by Community School Director.	
Reviews and finalizes all sponsor reporting to Governing Board of ESC and to the Department of Education and Workforce.	Monitors and provides oversight of sponsor school(s) financial performance.	Provides technical assistance to community schools.			
		Leads vetting process for all new school applications and renewal applications including training reviewers.			

		Facilitates meetings for community school staff and provide oversight of community school team for all site visit monitoring.			
		Provides Department of Education and Workforce (DEW) with all requested information for school issues and for the annual sponsor evaluation.			
		Completes annual reviews for all sponsored community schools.			
		Provides evaluations and ratings for all sponsored community schools to DEW annually.			
		Provides updates to community schools on new legislation, changes in requirements for requested documentation, upcoming dates and events.			
		Communicates with state auditors and provides all information requested.			