

Community Schools Training Roles and Responsibilities

2026-2027

Objective for the Session:

North Central Ohio ESC, as the sponsor of 14 community schools, will provide formal guidance and training to assist school leaders and governing board members with an understanding of the Roles and Responsibilities of all parties involved in sponsorship, as outlined in the contract.

Ohio Department of Education and Workforce

Roles and Responsibilities

- Approves or denies new sponsors: renewal, non-renewal, or revocation of existing Sponsors.
- Establishes terms for each sponsor entering into agreements with authorizers for school sponsorship.
- 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).

Ohio Department of Education and Workforce

Roles and Responsibilities (continued)

- Reviews and approves/non-approves sponsor corrective action plans, with authority to place sponsors on probation.
- Provides technical assistance to all sponsors and community schools.
- Reviews all charter contracts between sponsors and school governing authorities for legal sufficiency.

Ohio Department of Education and Workforce

Roles and Responsibilities (continued)

- Publishes Annual Report on community school academic programs, operational and legal compliance, and finances.

Sponsor/Authorizers

Roles and Responsibilities

- Monitors school(s) compliance with all laws applicable to the school as stated in contract.
- Monitors and evaluates the academic and fiscal performance and the organization and operation of the school(s) at least annually.
- 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).

Sponsor/Authorizers

Roles and Responsibilities (continued)

- Provides technical assistance to the school(s) in complying with laws applicable to community schools and terms of the contract.
- Provides school monitoring oversight of sponsored school(s) by conducting at least two onsite visits while the school is in session (with one review during the first half of the school year and the other review during the second half of the school year).

Sponsor/Authorizers

Roles and Responsibilities (continued)

- 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.
- 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.

School Leaders

Roles and Responsibilities

- Provides learning opportunities to at least twenty-five students; for a minimum of 920 hours per school year.
- Submits a report to parents and sponsor summarizing activities, progress in meeting goals and standards, and financial status.

School Leaders

Roles and Responsibilities (continued)

- Establishes and submits a plan for providing special education and related services to disabled students.
- Complies with being nonsectarian in its programs, admission policies, employment practices, and all operations.
- Complies with all Ohio Revised Codes as it pertains to community schools.

School Leaders

Roles and Responsibilities (continued)

- Complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Individuals With Disabilities Education Improvement Act (IDIEA), and the Ohio Administrative Code Chapter(OAC) 3301-51.
- Allows the sponsor to monitor operation of the school(s), provided the monitoring does not interfere with/interrupt the operations of the school(s).

School Governing Boards

Roles and Responsibilities

- Negotiates and agrees to the contract metrics and expectations with the sponsor/authorizer.
- Hires, monitors, evaluates school leaders' performance, and if necessary, develops and/or monitors improvement plans.

School Governing Boards

Roles and Responsibilities (continued)

- 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.
- Serves as good stewards of public funds by providing transparent fiscal management (including budgeting and accountability).

School Governing Boards

Roles and Responsibilities (continued)

- Ensures school compliance with state laws and sponsor-governing board contract requirements and adopts administrative policies and procedures regarding school operations and oversight.
- Participates in training as required by law and provides annual disclosures of any conflicts of interest.

Operators/Management Companies

Roles and Responsibilities

- Manages and in some cases provides day-to-day school operations; including facilities, technology, food service, and security/safety.
- Selects curriculum that aligns with state standards and supports effective implementation.

Operators/Management Companies

Roles and Responsibilities (continued)

- Assesses student learning and achievement measurements, including the administration of all state-mandated tests.
- Provides special education services in compliance with both state and federal laws and rules.

Operators/Management Companies

Roles and Responsibilities (continued)

- Provides comprehensive student services including health, counseling, and social services as well as coordinating student transportation if necessary.
- Acquires or provides public relations, marketing, recruiting/hiring, retention, discipline, professional development and ensuring appropriate licensure, certifications, and other requirements are met.

Sponsorship Team

Roles and Responsibilities

- **Superintendent**

- Makes final decision as to recommendations for the Governing Board of the ESC.
- Supervises the Director of Community Schools.
- Lends expertise in management, governance, human resources, special education, facility, and community school law.
- Attends ESC Governing Board meetings and reports on sponsored school(s) at each meeting as appropriate.

Sponsorship Team

Roles and Responsibilities

- **Superintendent (continued)**

- Reviews and finalizes all sponsor reporting to Governing Board of ESC and to the Department of Education and Workforce.

Sponsorship Team

Roles and Responsibilities

- **Treasurer/Financial Associate**

- Lends expertise in school finance, management, and governance.
- Budgets and allocates resources in support of sponsor responsibilities and priorities.
- Provides financial updates to sponsor Governing Board regarding sponsor budget and expenditures and school(s) financial performance.

Sponsorship Team

Roles and Responsibilities

- **Treasurer/Financial Associate (continued)**

- Reviews financial records of sponsor school(s) monthly and provides the Director of Community Schools with a written report including recommendations regarding compliance and improved efficiencies.
- Monitors and provides oversight of sponsor school(s) financial performance.

Sponsorship Team

Roles and Responsibilities

- **Director of Community Schools**

- Provides support for oversight of community schools.
- Assists in conducting required site visits and synthesizes data from site visits.
- Attends community school board meetings sharing information regarding finances, enrollment, and compliance items.

Sponsorship Team

Roles and Responsibilities

- **Director of Community Schools (continued)**

- Provides oversight of all aspects of community school sponsoring responsibilities for North Central Ohio ESC's fourteen schools.
- Provides technical assistance to community schools.
- Leads vetting process for all new school applications and renewal applications including training reviewers.

Sponsorship Team

Roles and Responsibilities

- **Director of Community Schools (continued)**

- Facilitates meetings for community school staff and provides oversight of community school team for all site visit monitoring.

- Provides Department of Education and Workforces (DEW) with all requested information for school issues and for the annual sponsor evaluation.

- Completes annual reviews for all sponsored community schools.

Sponsorship Team

Roles and Responsibilities

- **Director of Community Schools (continued)**
 - 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.

Sponsorship Team

Roles and Responsibilities

- **Community School Consultants**

- Assists Community School Director.
- Communicates and provides guidance to the Community School Director.
- Reviews, analyzes, and uploads Quality Practices and Compliance documents.
- Provides expertise in curriculum and instruction, school accountability, school governance, school facilities, and community school law.

Sponsorship Team

Roles and Responsibilities

- **Compliance Officers**

- Provides support for oversight of community schools.
- Assists in conducting required visits, including 10-day, 1st and 2nd semester site visits.
- Collects, analyzes, and summarizes data from site visits.
- Attends board meetings as requested by Director.

Sponsorship Team

Roles and Responsibilities

- **CS Admin Assistant**

- Assists in reviews schools' compliance documents in data tool (Epicenter) and approves or rejects.
- Provides support and assistance to Director of Community Schools with quality, compliance, and data analysis.
- Provides technical support to Director of Community Schools for all oversight responsibilities.

Sponsorship Team

Roles and Responsibilities

Other North Central Ohio ESC Staff for specific technical assistance when needed:

- Clerical Support
- Curriculum
- Fiscal Office
- Gifted
- Special Education
- Technology

Roles and Responsibilities

A copy of the Community School Contract is available upon request.