

Roles and Responsibilities of the Governing Authority, School, and Ohio Council of Community Schools

The purpose of this document is to review a non-comprehensive list of the roles and responsibilities of the Governing Authority, School, and Sponsor as outlined in statute and the charter contract. This overview of these responsibilities is subject to change as a result of new legislation.

The Governing Authority and/or School:

- Shall be operated and maintain its status as a nonprofit corporation.
- Governing Authority must consist of at least 5 members and have a recruitment policy.
- Governing Authority shall post written notice in advance of all meetings
- Must adhere to all terms and requirements of the Charter Contract and the Management Agreement (if applicable).
- Shall complete the required annual trainings on public records, open meeting laws, etc.
- Within 4 months of the end of the school year, the Governing Authority must submit a report of its activities and progress in meeting the goals and standards set forth in the contract, as well as its financial status, to the Sponsor and parents of all enrolled students.
- The Governing Authority or its designee shall report in writing every month to the Sponsor statistics on financials, enrollment, staff and teacher turnover, expulsions, and suspensions. Fiscal information shall include total assets, current assets, total liabilities, number of people on payroll, gross revenue, current FTE, and budgeted FTE.
- Shall adopt and enforce policies aligned with state and federal law, including school attendance, discipline, suspension/expulsion, enrollment, and any other relevant policies.
- May employ teaching and nonteaching personnel. However, no contract for employment shall extend beyond the charter contract.
- Must ensure that full-time employees have health insurance and other benefits, including STRS or SERS where applicable.
- Shall employ a licensed and bonded fiscal officer and an attorney who work independently from the management company.
- Shall purchase and maintain appropriate insurance coverage providing for the general liability of the School as defined in the charter contract.
- Shall comply with state and federal laws, including IDEA, regarding education of students with disabilities.
- Shall provide learning opportunities for at least 25 students for a minimum of 920 hours per year.
- Shall be tuition-free and nonsectarian in programming, admissions policies, and employment practices.

- Shall properly list the School's leaders (Superintendent, Administrator, etc.) in any state reporting system as required and will notify the Sponsor of any changes within 5 business days.
- Shall administer all statewide achievement assessments as required by law in a timely manner.
- Shall maintain all public records on school grounds (e.g. financials, board minutes, etc.)
- Shall comply with all reasonable requests by the Sponsor for information within 10 days.

The Ohio Council of Community Schools:

- Shall provide monitoring and oversight of the school's academic, fiscal, operational, and governance activities and ensure the school is compliant with state and federal laws.
- Will provide technical assistance to the School for compliance with applicable laws and the contract.
- Shall have read-only access to student data, adhere to confidentiality laws, and protect student information.
- Will be granted access to criminal records checks for school employees and GA members.
- May assume operation of the School should it be unable to remain open and operational under its own authority until the end of the school year.
- Will monitor and evaluate the academic and fiscal performance and the organization and operation of the School.
- Will annually report the results of its evaluation to the Ohio Department of Education and parents of students enrolled in the School.
- Will intervene and take action in the School's operation to correct problems with overall performance, including but not limited to exercising its right to place the School on probation, suspending operations of the School, and/or terminating the contract.
- Will perform a high-stakes review before considering any renewal of the charter contract, or, in the Sponsor's sole discretion, as appropriate based on the academic and/or financial performance, and at least once every five years.
- Will oversee the Governing Authority and School's actions in the closure of the community school established under Chapter 3314 of the Ohio Revised Code.