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Roles and Responsibilities – Governing Authority and Ohio Council of Community Schools

The purpose of this document is to review the roles and responsibilities of the Governing Authority and the Sponsor as outlined in statute and the school's charter contract. This overview of these responsibilities is subject to change as a result of new legislation.

Governing Authority and/or School:

- Shall be operated and maintain its status as a nonprofit corporation.
- The GA must have a conflict of interest policy.
- Members of the GA and the designated fiscal officer shall complete training on an annual basis on the public records, open meeting laws and other contractual trainings.
- Must be made up of at least 5 members and have a recruitment policy.
- Must adhere to ALL contract requirements.
- Shall post written notice in advance of all meetings
- Within 4 months after the end of the school year, the GA must submit a report of its activities and progress in meeting the goals and standards set forth in the Contract and its financial status to the Sponsor and parents.
- The GA or its designee shall report in writing every month to the Sponsor statistics on: financials, enrollment, staff and teacher turnover, expulsions, suspensions. Fiscal information shall include total assets, current assets, total liabilities, number of people on payroll, gross revenue, and total number of students.
- Shall adopt school attendance, discipline, suspension/expulsion, enrollment policies and all other relevant school 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 and other benefits including STRS and SERS where applicable.
- Shall employ a licensed and bonded fiscal officer and attorney who works independently from the management company.
- Shall purchase and maintain appropriate insurance coverage providing for the general liability of the School at all times as defined in the charter contract.

- The School shall comply with federal IDEIA and state laws regarding the education of students with disabilities.
- Shall provide learning opportunities for at least 25 students for a minimum of 920 hours per school year.
- Shall be nonsectarian in its programs, tuition free, have admissions policies, employment practices.
- The School's leaders (Superintendent, Administrator, etc.) shall be properly listed in any state reporting system as required. Within 3 business days of a change in leadership the school must notify the Sponsor.
- Shall timely administer all statewide achievement assessments as required by law.
- Must adhere to the terms of the Charter Contract and their Management Agreement (if applicable).
- Shall maintain all public records on school grounds. (Financial, board minutes etc.)
- The School shall comply with all reasonable requests by the Sponsor for information within 10 days.

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 assist the School in complying with applicable laws and the Contract.
- The Sponsor, as an authorized representative of a state educational authority, will have read only access to student data and shall adhere to confidentiality laws and protect student information.
- Will be granted access to criminal records checks for school employees and GA members.
- The Sponsor may, but is not obligated to, assume operation of the School should it be unable to complete operations until the end of the school year.
- May replace members of the GA provided prior written notice is delivered to all GA members and the GA abandons or materially breaches its duties in a way that can cause immediate and irreparable harm to the School or its students.
- 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 as the Sponsor deems necessary 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, suspend operations of the School, and/or terminate this Contract.