

School, Governing Authority, and OCCS Sponsor Roles and Responsibilities

The purpose of this document is to review the roles and responsibilities of the Governing Authority, School, and 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.

The School and/or Governing Authority:

- Must adhere to all terms and requirements of the Charter Contract and the Management Agreement (if applicable).
- Shall be operated and maintain its status as a nonprofit corporation.
- Members of the Governing Authority and the designated fiscal officer shall complete training on an annual basis on public records and open meeting laws, AKA Sunshine Laws, and other contractual trainings.
- 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
- 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 at all times 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 school 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. Within 3 business days of a change in leadership, the School must notify the Sponsor.
- Shall administer in a timely manner all statewide achievement assessments as required by law.
- 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.
- 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 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.