

**RICHLAND ACADEMY OF THE ARTS
ROLES AND RESPONSIBILITIES POLICY**

Adopted: Thursday, November 19, 2015
Revisited

POLICY: COMMUNITY SCHOOL ROLES AND RESPONSIBILITIES

SUBJECT: COMMUNITY SCHOOL SPONSORSHIP DUTIES

PURPOSE: TO ENSURE SPONSOR AND COMMUNITY SCHOOL STAFF AND GOVERNING AUTHORITIES UNDERSTAND AND DEMONSTRATE THAT THEIR ROLES, RESPOSIBILITIES AND FUNCTIONS ARE DIFFERENT, DISTINCT AND SEPARTE

STATUORY

REQUIREMENT: OHIO REVISED CODE SECTION 3314.03 Specifications of contract between sponsor and governing authority - specifications of comprehensive plan.
AND
OHIO ADMINISTRATIVE CODE, Chapter 3301-102
Community Schools

DEFINITIONS (Reference ORC 3314-103.44.)

INTRODUCTION

As State law has been modified a number times since community schools were first authorized in Ohio in 1997, clear definitions of the unique roles, responsibilities and functions of each of the entities which comprise the community school segmentation of Ohio's public education system is warranted.

I. Community school

A. Role: Community school means a public school created under Chapter 3314 of the Ohio Revised Code (ORC). It is a public school created in Ohio law, independent of any school district and part of the state's education program.

B. Responsibilities and Functions:

Community schools (often called "charter schools" in other states) offer an education that is regarded as equivalent to that of Ohio's traditional public schools and private schools approved by the Ohio Department of Education. Charter/community schools are public

**RICHLAND ACADEMY OF THE ARTS
ROLES AND RESPONSIBILITIES POLICY**

nonprofit, nonsectarian schools that operate independently of any school district but under a contract with an authorized sponsor/authorizing entity that is established by statute or approved by the Ohio Department of Education. Charter/community schools are public schools of choice and are state and federally funded. There are two types of community schools: new start-up community schools and conversion community schools. See ORC 3314 for specific roles, responsibilities and function of community schools.

II. Governing authority

A. Role: Community school boards are called governing authorities. They have a minimum of five members who are charged with the responsibility of establishing policies and procedures for the operation and management of a new start-up or conversion community school and responsible for carrying out all of the provisions of a community school contract. Community school boards are public entities and subject to state sunshine laws.

B. Responsibilities and Functions:

Community school boards are not-for-profit entities that must have a minimum of five members. Prior to joining a governing authority board, candidates must pass a criminal background check and be free of conflicts of interest with the school. Community school board meetings are public and subject to state sunshine laws. Individuals are limited to serving on no more than five community schools boards at the same time

Key governing board responsibilities include:

- Oversight of all aspects of school operations and performance ensuring full compliance with state laws and all the requirements of the “charter” contract.
- Fiscal management and accountability of public funds.
- Submission of annual reports summarizing school activities, progress in meeting goals and performance standards, and financial status to sponsors and students’ parents/guardians -- within four months of the end of each school year.
- Adoption of administrative policies and procedures, as required by state law (and others appropriate to each individual school).
- Hiring, evaluating and, if necessary, terminating school leaders responsible for school operations and performance or contracting with a professional operator for the school.
- Oversight of academics, curriculum, testing and all compliance with state requirements in regards to student achievement governing authority/operator contract.
- A Board may enter into an agreement or contract with an individual or a management organization that will be responsible for day-to-day school operations, also referred to as school operator.

**RICHLAND ACADEMY OF THE ARTS
ROLES AND RESPONSIBILITIES POLICY**

III. Ohio Department of Education (ORC 3314.015 Oversight of sponsors).

A. Role: The department of education shall be responsible for the oversight of any and all sponsors of the community schools established under this chapter and shall provide technical assistance to schools and sponsors in their compliance with applicable laws and the terms of the contracts entered into under section 3314.03 of the Revised Code and in the development and start-up activities of those schools. In carrying out its duties under this section, the department shall do all of the following:

- (1) In providing technical assistance to proposing parties, governing authorities, and sponsors, conduct training sessions and distribute informational materials;
- (2) Approve entities to be sponsors of community schools;
- (3) Monitor and evaluate, as required under section 3314.016 of the Revised Code, the effectiveness of any and all sponsors in their oversight of the schools with which they have contracted.

B. Responsibilities and Functions: The department's responsibilities fall into two distinct areas.

First, the Office of School Sponsorship focuses on authorizing and providing oversight to the schools it sponsors; it is permitted under legislation enacted in 2011 to authorize up to five new start-up community schools and up to 15 existing community schools each school year. Second, the Office of Community Schools focuses on oversight of charter school sponsors (also referred to as "sponsors") and is assigned the following key responsibilities in that role:

- Approving and renewing sponsors
- Revoking sponsorship authority, as necessary
- Monitoring sponsor effectiveness
- Evaluating sponsor performance (based on an assessment of compliance, quality practices & school academic performance)
- Placing sponsors on probation, as necessary, and reviewing/approving related corrective action plans
- Reviewing all charter contracts between sponsors and school governing authorities for legal sufficiency
- Providing technical assistance to sponsors and schools
- Preparing annual community school report and distributing to key policy makers as required by law ODE/sponsor contracts: Most sponsors must enter into contracts with ODE – which specify the sponsor's obligations under the Ohio Revised Code and the Ohio Administrative Code, as well as the physical territory in which they may sponsor schools.

**RICHLAND ACADEMY OF THE ARTS
ROLES AND RESPONSIBILITIES POLICY**

IV. Operator (or Management Company)

A. Operator (or Management Company) means either of the following:

- (a) An individual or organization that manages the daily operations of a community school pursuant to a contract between the operator and the school's governing authority;
- (b) A nonprofit organization that provides programmatic oversight and support to a community school under a contract with the school's governing authority and that retains the right to terminate its affiliation with the school if the school fails to meet the organization's quality standards.

B. Responsibilities and Functions:

The Roles, Responsibilities and Functions of the Management Company are defined in each unique agreement or contract and may include any or all of these key responsibilities:

- Compliance with all applicable state laws and administrative rules
- Day-to-day school operations in compliance with charter contract
- Curriculum – from selection and implementation, to alignment with state standards
- Student growth and achievement measurements -- including administration of all state-mandated and other testing
- Special education services -- in full compliance with state/federal rules and laws
- Student services – from health, counseling and social services, to coordination of student transportation
- Personnel/HR management – from recruitment/hiring, retention, discipline, professional development and training, to ensuring appropriate certifications and other qualifications
- Communication with stakeholders – from students, parents/guardians and staff, to the board and local community
- Budgeting and fiscal management
- Facilities and food service management
- Technology
- Security

V. Sponsor

A. Role: An eligible entity that has been approved by the department to sponsor new start-up community schools and that has entered into a sponsorship agreement with the department regarding the manner in which it will conduct its sponsorship.

Ohio has numerous sponsor options available – districts, educational service centers (ESCs), state universities/designees, not-for-profit organizations and ODE.

**RICHLAND ACADEMY OF THE ARTS
ROLES AND RESPONSIBILITIES POLICY**

B. Responsibilities and Functions: Under Ohio law, sponsors are assigned the following key responsibilities:

- Thoroughly vetting new school proposals and entering into initial contracts only with the boards of schools deemed likely to succeed
- Renewing (or non-renewing) school contracts based on a rigorous assessment of school performance and compliance
- Providing school oversight and monitoring
- Providing technical assistance to schools
- Conducting annual site visits to schools prior to opening each school year, and providing written assurances of compliance to ODE
- Meeting with schools' boards, reviewing school financial and enrollment records on a monthly basis (and preparing written reports, made available to ODE upon request)
- Notifying ODE of schools' failure to comply with applicable state/federal laws and contractual obligations, and of schools' financial difficulties
- Placing schools on probation, as necessary and demanding corrective action plans to address issues of concern; removing schools from probation upon successful implementation of corrective actions
- Suspending operations of non-compliant schools. State law specifies many items that must be addressed in the contract between sponsors and school governing boards including the educational program (mission, student demographics and characteristics, and curriculum focus), academic goals (and method of measuring achievement), performance standards, admission standards, dismissal procedures, policy requirements, financial audit requirements, facilities, teacher qualifications, insurance requirements, financial plan and budget, and more.
- All contracts must be filed with ODE and are available online at ODE's website.

RAA Specific Functions:

Richland Academy of the Arts (RAA) is proud to be a sponsor of community schools. Richland Academy is approved to sponsor schools in the following Ohio counties: Richland, Franklin, Cuyahoga, Summit, Lucas, Mahoning, & Hamilton.

(RAA) is determined to provide the community schools it sponsors with oversight, mentorship, monitoring, and technical assistance with the same passion, fervor and creativity that we provide our arts programming. RAA's Education and Development Program is committed to excellent instruction, character development, social consciousness, and artistic culture in all that we do. RAA's staff is committed to excellent service and oversight and creating a friendly educational experience. RAA strives to provide a positive and professional environment in all of its sponsored schools. Arts and education is RAA's passion and we strive to promote creative educational experiences for all students enrolled in the community schools we sponsor.

