

OVERSIGHT AND EVALUATION **TIMELINES AND GUIDANCE**

The District is providing this guidance to Sponsored Schools to clearly communicate its system for oversight and evaluation. This guidance is also designed to minimize administrative burden on Sponsored Schools and to allow Sponsored Schools to plan their schedules accordingly.

Annual Oversight & Evaluation

Monthly Financial & Enrollment Reviews. A representative of the District shall meet with the Sponsored School's Governing Authority or the Fiscal Officer and shall review the financial and enrollment records every month. Not later than ten (10) days after each review, the District shall provide the Governing Authority and Fiscal Officer with a written report of the review.

- Timeframe: Monthly
- Legal Rationale: O.R.C. §3314.023, Sponsor Policy

Governing Authority Meeting Attendance. As a best practice, the District will endeavor to have a District Sponsor representative attend each Sponsored School Governing Authority meeting.

- Timeframe: Date of each Governing Authority Meeting

Onsite Visits and Reviews. The District conducts at least two site visits and reviews while the Sponsored School is in session each year. The site visits and reviews will assess the Sponsored School's academic performance, compliance with all applicable laws, and compliance with the Sponsor Contract in areas that cannot be obtained otherwise.

- Timeframe: Twice annually, at a mutually agreeable time.¹
- Legal Rationale: Sponsorship Policy

Compliance Monitoring. Informally throughout the year, the District will communicate and meet with the Sponsored School regarding the Sponsored School's compliance with certain laws.

- Timeframe: Continuous
- Legal Rationale: O.R.C. §3314.03

¹ The District will work with Sponsored Schools to identify these times.

Academic Performance Monitoring. Informally throughout the year, the District will review the Sponsored School's academic performance.

- Timeframe: Continuous
- Legal Rationale: O.R.C. §3314.03, Sponsorship Policy

Operational Performance Monitoring. Informally throughout the year, the District will review the Sponsored School's operational performance.

- Timeframe: Continuous
- Legal Rationale: O.R.C. §3314.03

Opening Assurances. Ohio law requires the District to provide opening assurances regarding items specified by statute (facility certifications, teacher licensures, student enrollment, etc.).² To provide opening assurances, the District performs a site review.

- Legal Rationale: O.R.C. §3314.19; O.A.C. 3301-102-05
- Timeframe: 10 business days prior to the opening of the School
- Site Review: Up to 20 business days prior to the opening of the School

Annual Report of Expenditures. Annually, the District specifies the amount and type of expenditures made to provide monitoring, oversight, and technical assistance to the community schools it sponsors. The report is to be sent to the Ohio Department of Education (ODE) and to Sponsored Schools.

- Timeframe: August 15 of each year
- Legal Rationale: O.R.C. §3314.025

Review of School Budget. O.R.C. §3314.032(C) requires community schools to adopt an annual budget by October 31 of each year. Prior to adopting the budget, the District, as sponsor, reviews the budget for compliance.

- Timeframe: October 1 of each year
- Legal Rationale: Sponsor Contract, O.R.C. §3314.032

² The Form used to complete Opening Assurances is provided by the Ohio Department of Education. <http://education.ohio.gov/getattachment/Topics/Quality-School-Choice/Community-Schools/Community-School-Forms/2016-2017-Sponsor-Opening-Assurances.pdf.aspx>

Report of Services & Expenditures. The District is required to submit a report that describes the special education and related services provided by the Sponsored School to enrolled students during the previous fiscal year and the Sponsored School's expenditures for those services.

- Timeframe: November 1 of each year
- Legal Rationale: O.R.C. §3314.12

Annual Report Summarizing Fiscal, Operational, and Academic Performance under the Contract. This report summarizes the fiscal, operational, and academic performance under terms specified in the contract. The annual report includes the current year and prior years under the current contract term.

- Timeframe: By April 30 of each year.
- Legal Rationale: Sponsor Contract; Sponsorship Policy

Technical Assistance Feedback. Technical assistance is defined as targeted and customized support by professionals with expertise relevant to the operations of a community school. Technical assistance is designed to assist a sponsored school in successfully fulfilling its statutory and contractual obligations. Although technical assistance is offered and provided throughout the year, the District seeks formal feedback on assistance provided. The District will seek feedback by the date specified below.

- Timeframe: By April 30 of each year
- Legal Rationale: Sponsor Contract; Sponsorship Policy

Annual Legal Update Publication. The District provides an annual legal update each year. The legal update covers legislation, case law, policy changes, and pending legislation. The District also provides an opportunity for community schools to obtain training on changes in the law.

- Timeframe: By April 30 of each year
- Legal Rationale: Sponsorship Policy

Governance Compliance. The District will review governing authority membership, require signed conflict of interest disclosures, and verify that annual training has been completed.

- Timeframe: By May 30 of each year
- Legal Rationale: Sponsor Contract; Sponsorship Policy

Annual Contract Review. The District reviews school data and changes to Ohio's reporting to determine the need for modifications to contract performance. The District reviews changes in the law to determine the need for contract modifications.

- Timeframe: By May 30 of each year
- Legal Rationale: Sponsor Contract; Sponsorship Policy

Contract Renewal Year Oversight & Evaluation

School Submits Renewal Application. The Renewal application represents the first step in the renewal process. The renewal application has been provided to the Sponsored School and may be provided again at the Sponsored School's request.

- Timeframe: Fall of Year Prior to Contract Expiration
- Legal Rationale: Sponsor Contract

High-Stakes Review. The High-Stakes Review represents a rigorous evaluation of a Sponsored School's performance in the following areas: academics, finance, operations, and governance. The High-Stakes Review is included as an exhibit in the Sponsor Contract.

- Timeframe: Fall of Year Prior to Contract Expiration
- Legal Rationale: Sponsor Contract; Sponsorship Policy

Renewal Decision. A formal decision regarding renewal is made pursuant to terms specified in the Sponsor Contract.

- Timeframe: Fall of Year Prior to Contract Expiration
- Legal Rationale: Sponsor Contract; Sponsorship Policy