

SPONSORSHIP MISSION AND STRATEGIC PLAN

The Board of Governors understands the importance and value of having a clear sponsorship mission and strategic plan to develop, guide and advance its sponsorship program. This policy relates to the development of Mid-Ohio ESC's sponsorship mission and strategic plan.

The Board shall develop and adopt a sponsorship mission statement that clearly states Mid-Ohio ESC's purpose for serving as a sponsor.

Based on the mission statement, the Sponsor shall develop a strategic plan that will provide clear sponsoring priorities, and shall include goals, strategies, and action steps with specific measures and metrics and timeframes for achievement that align to those sponsorship priorities. The Sponsor's strategic plan will also include a defined improvement process to address areas of weakness.

Mid-Ohio ESC's sponsor mission statement and strategic plan shall be made available on Mid-Ohio ESC's website.

Quality Practices Rubric: A.01 – Sponsor Mission and Strategic Plan

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ROLE AS SPONSOR

The Board of Governors recognizes the importance of communicating and developing Mid-Ohio ESC's roles and responsibilities as a sponsor. This policy seeks to promote that understanding and to further develop the sponsor's own quality practices.

Written Guidance

Mid-Ohio ESC shall communicate its sponsorship roles and responsibilities through written guidance ("Written Guidance") to be provided prior to the first day of school. Written Guidance shall further delineate the roles and responsibilities of the sponsor, the school, and other parties associated with sponsorship, and shall be aligned with the responsibilities of the sponsor and the school's community school contract.

Written Guidance shall be presented annually to the sponsored school's administrators and governing authority prior to the first day of school. Mid-Ohio ESC shall also offer training on the roles and responsibilities of Mid-Ohio ESC as sponsor. Said training shall be offered by November 30 of the review year. Sponsored schools shall not be required to attend training offered by Mid-Ohio ESC.

Staff Expertise

The Board directs the Superintendent to develop an organizational chart and job descriptions that indicate a clear structure of sponsoring responsibilities designated to specific staff and/or contractors that will fulfill those responsibilities ("Sponsor Staff"). Sponsor Staff shall have expertise in the areas of curriculum, instruction, assessment, special education, school accountability, school governance, and, as needed, English Language Learners ("ELL") instruction, school facilities, and community school law.

Staff Development

The Board expects the Sponsor Staff to participate in professional development that is aligned with sponsoring responsibilities (e.g., compliance monitoring, state and federal funding, education programs, special education, school governance, state assessments, health and safety). Professional development shall be based, in part, on areas identified as needing further development, as identified through the Mid-Ohio ESC's collection and analysis of data and/or other documentation. Professional development shall also align with the Mid-Ohio ESC's strategic plan.

All Sponsor Staff must participate in at least one (1) professional development session each year prior to January 1.

Sponsor Improvement Plan

Annually, Mid-Ohio ESC shall evaluate its sponsoring obligations pursuant to a defined improvement process. The defined improvement process shall be based on the prior year's performance as a sponsor, as reflected in the Ohio Department of Education's ("ODE") Overall Sponsor Rating. To the extent Mid-Ohio ESC is required by ODE to adopt a sponsor improvement plan, this shall constitute the defined improvement process. If Mid-Ohio ESC is not required by ODE to adopt a sponsor improvement plan, it should review areas where it was found deficient on the Sponsor Performance Review rubric and when compared to national sponsorship standards (e.g. those established by the National Association of Charter School Authorizers) and develop an improvement plan, which shall include written goals for improvement, to improve deficient areas. The improvement process and specific action steps based on the findings from the improvement process will be implemented prior to January 1 each year.

Mid-Ohio ESC shall also compare its work to national standards for sponsoring.

Allocation of Resources

Mid-Ohio ESC shall adopt a budget that reflects expenditures and revenues related to sponsoring. Mid-Ohio ESC budget shall reflect sufficient funds for fulfilling its sponsoring responsibilities. The budget shall be accompanied by a narrative that explicitly addresses how revenues and expenditures relate to and align with sponsoring responsibilities.

Resources allocation shall be determined based on a needs assessment and data analysis, which shall be conducted prior to March 1 and must align with Mid-Ohio ESC's strategic plan and the needs of its sponsored schools.

Quality Practices Rubric: A.02 – Goals and Self Evaluation; A.03 – Roles and Responsibilities; A.05 – Staff Expertise; A.06 – Staff Development; A.07 – Allocation of Resources

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SPONSOR CONFLICT OF INTEREST

Mid-Ohio ESC shall identify conflicts of interest in accordance with its general Conflict of Interest Policy which is incorporated herein and considered a part of this policy.

Community School Conflicts

This Conflict of Interest Policy shall be used by Mid-Ohio ESC's Board of Governors and sponsoring staff and contractors to determine whether any potential or existing internal or and/or external ethical conflicts exist amongst the Sponsor's Board, staff, and contractors. This Conflict of Interest Policy also shall be used to determine whether a conflict of interest exists between the sponsor and its community schools.

The sponsoring staff members, contractors with sponsoring responsibilities, and Board members shall complete an annual conflict of interest statement regarding whether a conflict of interest exists.

Mid-Ohio ESC shall require all staff members, contractors, and vendors with sponsoring responsibilities to complete a conflict of interest statement at the onset of each sponsoring responsibility. The conflict of interest statement shall be completed on an annual basis by September 30 of the review year, or within 14 calendar days of a person starting a new position if hired after September 30, and shall be used to determine whether potential conflicts of interest exist.

Process for Potential Conflicts of Interest

The following process shall be followed to evaluate and resolve any potential conflict of interest:

Each conflict of interest statement shall be reviewed by the Superintendent. If a potential or apparent conflict of interest is identified through the conflict of interest statement or through other means, Mid-Ohio ESC shall consult with legal counsel, if necessary. Legal counsel shall provide guidance on how to resolve the conflict of interest. A brief explanation as to the resolution shall be documented in the Mid-Ohio ESC file, excluding any attorney-client confidential information.

Quality Practices Rubric: A.04 – Conflicts of Interest

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APPLICATION AND DECISION MAKING

The Board of Governors recognizes that it may sponsor additional community schools. This policy establishes a process for determining whether it will accept additional community schools and establishes a documented, systematic application.

Application Process

Mid-Ohio ESC shall maintain a documented, systematic application process. As a part of this process, Mid-Ohio ESC shall develop a defined timeline that includes a planning stage of at least nine (9) months for new schools and replicator schools. A planning stage is defined as the period between the date Mid-Ohio ESC provides written notification to the School of application approval and the School's first day of instruction.

As part of this process, Mid-Ohio ESC shall also adopt prescriptive requirements for the submission of the application, prescriptive criteria to evaluate the application, and sponsoring priorities. All final applicants shall be entitled to an interview with Mid-Ohio ESC.

The process, including the applications, prescriptive criteria for submission, prescriptive criteria for evaluation, guidance, and priorities, shall be available on the Mid-Ohio ESC's website.

Application evaluation criteria shall be based on the type of school applying.

1. New School Application Criteria

Mid-Ohio ESC recognizes that some entities or persons may propose new schools ("New School"). New Schools pose unique challenges, as Mid-Ohio ESC cannot evaluate the New School's past performance. The Board, therefore, directs Mid-Ohio ESC's sponsorship staff to create an application that will enable it to determine whether the New School has the capacity to execute its plan.

The application shall require the New School to provide and/or describe, at a minimum.

- a. a mission statement,
- b. a vision statement,
- c. an education plan,
- d. a staffing plan,
- e. a business plan,
- f. market research,
- g. the school's proposed governance and administration, including management structures,
- h. the school's proposed management company (if any), and
- i. capacity to execute its plan in all respects, including but not limited to leadership, and both financially and academically.

No New School may be approved without interviewing the applicant.

2. Replicating School Application

Mid-Ohio ESC recognizes that some schools may seek sponsorship by replicating an existing model ("Replicating Schools"). Replicating Schools shall apply through a written application developed by Mid-Ohio ESC. The application shall be reviewed through an application review process.

The application for Replicating Schools shall require the Replicating Schools to provide, at a minimum: (1) a business or growth plan, (2) market research, and (3) an explanation of the particular model. The Replicating School shall also provide Mid-Ohio ESC with the following evidence to review from the other schools upon which the Replicating School is being modeled:

- a. academic data,
- b. sponsors' compliance reports,
- c. governing authority meeting minutes, and
- d. financial records (including recent audits),
- e. business or growth plan, and
- f. market research.

Replicating School shall undergo an interview with both the applicant and the applicant's current sponsor(s).

3. Existing Transferring School Application

Mid-Ohio ESC also recognizes that existing schools may seek to change from their existing sponsor to be sponsored by Mid-Ohio ESC ("Transferring Schools"). Transferring Schools shall apply through a written application developed by Mid-Ohio ESC.

The Transferring School shall also provide Mid-Ohio ESC with the following:

- a. academic data,
- b. sponsor's compliance reports,
- c. governing authority meeting minutes,
- d. financial records (including recent audits),
- e. any deficiency cited by the current sponsor, and
- f. the Transferring School's written remedies and results.

Transferring Schools shall undergo an interview with both the applicant and the applicant's current sponsor.

Quality Practices Rubric: B.01 – Application Process, Timeline and Directions; B.02 – Rigorous Criteria for New Schools; B.03 – Rigorous Criteria for Replicators and Schools Seeking a Change in Sponsor

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REVIEW OF APPLICATIONS

Mid-Ohio ESC Reviewer Expertise

Each application for sponsorship shall be reviewed by Mid-Ohio ESC's application review team ("Review Team"). The Review Team shall be comprised of at least three (3) members/reviewers. The Review Team will be identified prior to each school year.

The Review Team may consist of Mid-Ohio ESC staff and, if necessary or desired, external sources. Members shall be selected based on their experience with community schools and/or have experience sponsoring community schools and expertise in the following areas of school planning and operations:

1. Education planning,
2. Governance,
3. Finance,
4. Accountability, and
5. A person with expertise in the mission and implementation of the proposed School, if a niche school as described below.

Mid-Ohio ESC shall endeavor to have at least two (2) reviewers with three (3) or more years of experience in sponsoring community schools. The Review Team shall not have a conflict of interest with any applicants. To ensure no conflict of interest exists, each member of the Review Team shall complete a conflict of interest form prior to reviewing each application.

If an application is from a "niche" school (*e.g.* career technical program, dropout prevention and recovery school, special education school, a school that proposes an area of specialization or an e-school), Mid-Ohio ESC shall add an additional reviewer with expertise in the respective niche.

Reviewer Protocols

Mid-Ohio ESC shall develop specific protocols for evaluating and scoring applications and shall develop an application rubric that aligns with the application requirements. The rubric shall include prescriptive criteria to demonstrate whether: there is clear capacity to operate the school, research data that shows strong market demand for the school, a quality educational program, a solid business plan, and a review of the school's history that does not raise any continuing issues.

Each reviewer is required to individually score each application and document their rating in accordance with the rubric and to specify evidence of their decision. To ensure that applications are evaluated consistently, Mid-Ohio ESC shall hold an annual training on reviewer protocols, which shall include reviewer calibration when the Mid-Ohio ESC Board of Directors accepts applications for new community schools, replicators and schools seeking a change in sponsor. If Mid-Ohio ESC's Board of Governors decides not to accept applications in a given school year, the sponsor will be evaluated only on the application review protocols and not on the training portion of the standard.

Decision Making

The Review Team shall provide evidence-based recommendations to the Board of Governors regarding application decisions. The Review Team shall not recommend an applicant unless (1) the applicant earns a “cut score,” which shall be at least 75% of the points possible and shall be the minimum points that an applicant can earn to receive a preliminary agreement; (2) the applicant’s school is consistent with the Board of Governors sponsoring mission, vision, and strategic plan; and (3) the applicant has completed the interview process. Along with its recommendation, the Review Team as a whole shall cite to evidence relative to whether the applicant meets each of the specified criteria.

Mid-Ohio ESC, at its sole discretion, may choose not to accept applicants or may reject otherwise qualified applications upon determining that Mid-Ohio ESC does not have capacity, or resources to sponsor additional community schools.

Quality Practices Rubric: B.04 Reviewer Expertise; B.05 Reviewer Protocols; B.06 Rigorous Decision-Making (B.04 also applies to E.06 Renewal Application Reviewer Protocol)

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CONTRACT REVIEW POLICY

The Board of Governors recognizes that the Ohio Department of Education has identified adopting a policy regarding review and modification of Community School Contracts as a quality practice. The Board adopts this policy to be consistent with those quality practices.

Changes in Law

On a continuing basis, Mid-Ohio ESC shall review changes in federal and state law, school data, and Ohio's accountability system to determine the need for modifying the Community School Contracts.

Changes in Ohio's Accountability System

On a continuing basis, Mid-Ohio ESC shall review school data and Ohio's accountability system and determine whether the Community School Contract performance framework requires modification.

Procedure for Contract Review and Modification

On a continuing basis, but no less than once per year, contract reviews shall be conducted in conjunction with Mid-Ohio ESC's legal counsel, who shall advise on changes in law or rules that impact community schools, and updates to Ohio's accountability system. In the event that legal counsel and the Superintendent or his designee determine that relevant changes necessitate a contract modification, the Superintendent shall direct legal counsel to craft a contract modification to incorporate all necessary contract changes.

Mid-Ohio ESC shall notify each sponsored community school of the justification for any contract modification. Each sponsored community school contract shall require that sponsored schools consent to reasonable contract modifications.

Mid-Ohio ESC recognizes that additional contract modifications may be needed to address isolated issues affecting a single school from time-to-time outside of the scope of the continuing contract review process. In the event that such a contract change is necessary, Mid-Ohio ESC shall consult with legal counsel and direct legal counsel to craft such a modification.

Quality Practices Rubric: C.03 – Contract Amendments and Updates

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OVERSIGHT AND EVALUATION

Oversight

Mid-Ohio ESC shall provide oversight to each school that it sponsors. These processes shall be made transparent to the schools Mid-Ohio ESC sponsors by regularly communicating the processes and methods used to monitor academic, operational, and financial performance. The timing for reporting and performance of oversight depends on the type of review and is delineated below.

Enrollment and Financial Reviews

Mid-Ohio ESC shall conduct, enrollment and financial reviews for each month. The Board of Governors directs the Superintendent to develop specific procedures to conduct enrollment and financial reviews consistent with this policy.

Financial reviews will include budget ledgers, transactional detail reports, and at least one review of the five-year forecast. Should a review indicate an area of financial concern, including but not limited to enrollment, revenue, and expense fluctuations, Mid-Ohio ESC shall provide the sponsored school's governing authority with feedback after all reviews, including proactive recommendations regarding financial and enrollment decision making when a review indicates areas of financial concerns (e.g., enrollment, revenue and expense fluctuations, etc.).

Enrollment reviews will include a monthly assessment of the number of students enrolled during that time. Review of samples of a school's monthly residency verifications will be a part of the monthly enrollment report.

Mid-Ohio ESC will use enrollment and financial reviews as an opportunity to provide proactive technical assistance, reporting and monitoring of the school's finances and compliance with written feedback.

Onsite Reviews

Mid-Ohio ESC will conduct at least two onsite reviews while school is in session—one during the first half of the year, and the other during the second half of the year—to examine the school's compliance with applicable laws, rules, contractual obligations, and academic performance measures. An onsite review will include data from at least three (3) of the following stakeholder groups over the course of the year: the governing authority members, administrators, teachers, instructors, staff, management company staff if any, students, parents, or other stakeholders. Each onsite review shall also require at least one interview to be conducted with an administrator and a teacher, respectively. Observations and interviews shall be conducted at each site visit. Guidance as to interviews and observations will be provided to the staff conducting the site visits.

The Superintendent shall establish procedures and protocols for conducting onsite reviews.

Provisions in the Community School Contract and the Performance Standards shall be used and assessed at each review.

After each onsite review, Mid-Ohio ESC shall provide the sponsored school with a report that includes at least: the information collected during the onsite visit; a summary of findings, which shall include a summary of the sponsored school's compliance with applicable laws, rules, and contractual obligations and its progress towards academic performance measures; and areas of strength; and, areas needing improvement and the specific steps or timeframes for the sponsored school to take appropriate actions, and Mid-Ohio ESC will request and review status updates for further monitoring. For each area of improvement identified, Mid-Ohio ESC shall provide the school with steps and timeframes to make the improvements and request and review status updates regarding the school's improvement efforts.

Performance Monitoring

Mid-Ohio ESC shall review a school's academic performance annually by collecting data for multiple years related to all applicable contractual, academic, financial, and organizational/operational measures. Mid-Ohio ESC shall also analyze the data collected against contractual targets and evaluate the overall performance of the sponsored school based on the outcomes of data analysis. The data analysis and evaluation will include multiple years. This analysis and evaluation shall determine subsequent actions required of the sponsored school.

Performance Reports

Mid-Ohio ESC shall provide an annual, cumulative performance report to each school it sponsors that summarizes fiscal, operational/organizational, and academic performance, along with the sponsored school's areas of strength and areas where there is a need for improvement. This report shall relate the sponsored school's performance against the performance framework in the contract. The report shall include multiple years of performance data. Based on the information gathered for the report, Mid-Ohio ESC will summarize performance over the contract term and state the sponsored school's prospects for renewal.

This report, and the prospects for renewal, shall be communicated and discussed with the sponsored school's Governing Authority.

Audits

When Mid-Ohio ESC is provided timely notice, Mid-Ohio ESC shall attend all closing audit conferences for sponsored schools. Mid-Ohio ESC shall also address all issues identified in the annual audit, shall require corrective action for issues identified in an audit, and shall follow up with to ensure that identified issues are resolved.

Quality Practices Rubric: D.01 – Oversight Transparency; D.02 – Enrollment and Financial Reviews; D.03 – Onsite Visits; D.04 – Site Visit Reports; D.05 – Performance Monitoring; D.07 – Annual Performance Reports

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INTERVENTION POLICY

Pursuant to Ohio law, the Board of Governors may intervene in a Sponsored School's operation for certain reasons. Intervention includes, but is not limited to, putting the School on a corrective action plan, placing the School in probationary status, suspending or assuming the School's operations, non-renewing the School's Sponsor Contract, or terminating the Sponsor Contract.

Mid-Ohio ESC seeks to avoid unnecessary intervention. Mid-Ohio ESC recognizes that certain "non-material" conditions or violations do not warrant formal intervention. Such "non-material" conditions or violations should be resolved through open dialogue with the School or through a corrective action plan.

When conditions warrant formal intervention, Mid-Ohio ESC endeavors to enforce the least invasive intervention through its "Step" procedures described below. The Steps are designed to ensure the School's autonomy and to allow the School to self-correct deficiencies, when appropriate.

Conditions that may Trigger Intervention and Corrective Action

Conditions that may trigger Mid-Ohio ESC intervention and corrective action include, but are not limited to, the following:

- Violation of the material terms of the Sponsor Contract
- Violation of federal, state, or local laws
- Weak or declining academic performance
- Failure to meet academic performance expectations
- Failure to meet indicators of financial viability or sustainability
- Deviation from the education, management, administration, or financial plan(s)
- Threats to the health, safety, or welfare of students
- Failure to meet standards for fiscal management
- Failure to attend to or correct audit findings or material weaknesses
- Failure to meet state reporting deadlines
- Inaccurate reporting to the state that is material or cannot be corrected
- Mismanagement of public funds
- Financial malfeasance
- Failure to retain sufficient enrollment to remain financially viable
- Failure to retain adequate and safe facilities
- Substantiated complaints against the School
- Substantiated ethics or conflicts violations
- Failure of the Governing Authority to comply with applicable laws, rules, regulations, or provisions of the Sponsor Contract related to governance
- Failure of Governing Authority to meet pursuant to the Sponsor Contract and Sunshine Laws
- Failure to report conditions that may have a material impact on the School

To minimize occurrences of intervention, Mid-Ohio ESC has established a documented, systematic and proactive sponsorship program. Mid-Ohio ESC believes that most formal interventions can be avoided through this program.

Mid-Ohio ESC may identify conditions that may trigger intervention through providing technical assistance; conducting site visits, reviews, and reports; conducting monthly academic, financial and enrollment reviews; annual reviews; providing performance report; a needs assessment; attending Governing Authority meetings; and engaging in regular communication with the School.

Investigation of Condition

Prior to initiating a formal intervention, Mid-Ohio ESC shall investigate the conditions that may trigger formal intervention. The Superintendent shall adopt a process for investigating conditions. Steps shall include evaluating the identified condition, if applicable, verifying the condition, and communicating about the condition with the School, if reasonable. The investigation process will be documented.

Steps and Intervention Action

The following guidelines shall be applied on a step-by-step basis, except for situations where the severity of the offense, violation, or failure warrants initiating intervention at a more advanced Step. When practicable, Mid-Ohio ESC shall allow the School to establish a method for resolving the issue to maintain school autonomy.

Status	Conditions that may trigger Status	Consequences
Step 1: Notice of Concern	<ul style="list-style-type: none">• Weak or declining performances.• Issues identified in site visits.• Conditions identified above.• The School does not meet standards on performance measures.	<ul style="list-style-type: none">• Notification to the School's Superintendent.• School proposes method for Resolution.• Mid-Ohio ESC creates a timeline for improvement.
Step 2: Notice of Breach	<ul style="list-style-type: none">• Unresolved Step 1 issues.• Conditions identified above.	<ul style="list-style-type: none">• Written notification to the Governing Authority and the School's Superintendent.• School proposes method for corrective action and resolution.• Mid-Ohio ESC creates a timeline for improvement.

		<ul style="list-style-type: none"> • Additional site visits to affirm correction of problem, if necessary.
Step 3: Probationary Status	<ul style="list-style-type: none"> • Unresolved Step 1 or 2 issues. • Conditions identified above. • Grounds specified in O.R.C. 3314.07. 	<ul style="list-style-type: none"> • Mid-Ohio ESC places School on probationary status pursuant to O.R.C. 3314.073, monitors progress and corrections.
Step 4: Suspending Operation or Assuming Operation	<ul style="list-style-type: none"> • Unresolved Step 1, 2, or 3 issues. • Conditions identified above. • Grounds specified in O.R.C. 3314.07. <p>Review of plan to address pursuant to intent to suspend due process procedures, deficiencies, timeframes, benchmarks and decision as to whether to suspend.</p>	<ul style="list-style-type: none"> • Mid-Ohio ESC suspends operation of the School pursuant to due process procedures in O.R.C. 3314.072.
Step 5: Termination	<ul style="list-style-type: none"> • Unresolved step 1, 2, 3 or 4 issues. • Conditions identified above • Grounds specified in O.R.C. 3314.07. 	<ul style="list-style-type: none"> • Mid-Ohio ESC terminates the Sponsor Contract pursuant to O.R.C. 3314.07 or lets the deadline date of September 30 pass so contract automatically terminates.

Timeframes for Monitoring and Measuring Progress and Deadlines for Resolving the Deficiency

When implementing formal intervention, Mid-Ohio ESC shall establish reasonable timeframes for achieving progress and deadlines for resolving the deficiency, as it deems appropriate. Mid-Ohio ESC recognizes that timeframes and deadlines will vary depending on the condition and that no policy can foresee nor predict a reasonable timeframe for making progress or resolving certain types of deficiencies. Mid-Ohio ESC shall request and review status updates from the School regarding its progress in resolving the deficiency and document progress or lack thereof.

Consequences for Not Resolving the Deficiency

Consistent with the intervention table described above, the School's failure to resolve a deficiency may result in subsequent step on the table.

Probation

In lieu of termination of the Sponsor Contract or suspension of the operation of the School, after consultation with the Governing Authority, if Mid-Ohio ESC finds that any of the conditions prescribed in division (B)(1) of section 3314.07 of the Revised Code apply to the School, Mid-Ohio ESC may declare in written notice to the Governing Authority that the School is in a probationary status which shall not extend beyond the end of the current school year. The notice shall specify the conditions that warrant probationary status. Mid-Ohio ESC may declare the School to be in such status only if it has received from the Governing Authority reasonable assurances to Mid-Ohio ESC's satisfaction that the Governing Authority can and will take actions necessary to remedy the conditions that have warranted such probationary status. Mid-Ohio ESC shall monitor the actions taken by the Governing Authority to remedy the conditions that have warranted probationary status. Mid-Ohio ESC may take over the operation of the School as provided in the Sponsor Contract, may take steps to terminate the Sponsor Contract, or may take steps to suspend the operation of the School, if Mid-Ohio ESC at any time finds that the Governing Authority is no longer able or willing to remedy those conditions to Mid-Ohio ESC's satisfaction.

Suspension

Mid-Ohio ESC may suspend the operation of the School only if it first issues to the Governing Authority notice of the Mid-Ohio ESC's intent to suspend the operation of the Sponsor Contract. Such notice shall explain the reasons for the Mid-Ohio ESC's intent to suspend operation of the Sponsor Contract and shall provide the School's Governing Authority with five (5) business days to submit to Mid-Ohio ESC a proposal to remedy the conditions cited.

Mid-Ohio ESC shall promptly review any proposed remedy timely submitted by the Governing Authority and shall either approve or disapprove the proposed remedy. If Mid-Ohio ESC disapproves the proposed remedy, the Governing Authority fails to submit a proposed remedy in the manner prescribed by Mid-Ohio ESC, or if the Governing Authority fails to implement the remedy as approved by Mid-Ohio ESC, Mid-Ohio ESC may proceed with suspension as set forth below.

If Mid-Ohio ESC decides to suspend the operation of the School, Mid-Ohio ESC shall promptly send written notice to the Governing Authority stating that the operation of the School is immediately suspended. The written notice shall contain specific reasons for the suspension and shall state that the Governing Authority has five (5) business days to submit a proposed remedy to the conditions cited as reasons for the suspension or face potential Sponsor Contract termination. Upon receipt of the notice of suspension, the Governing Authority shall immediately notify the employees of the School and the parents of the students enrolled in the School of the suspension and its reasons and shall cease all school operations on the next business day.

If Mid-Ohio ESC suspends the operation of the School, the Sponsor Contract entered into under section 3314.03 of the Revised Code shall become void, by the thirtieth day of September of the school year immediately following the school year in which the operation of the School was suspended, unless the Governing Authority provides a proposal to remedy the conditions cited by Mid-Ohio ESC as reasons for the suspension, to the Mid-Ohio ESC's satisfaction, by the thirtieth

day of September of the school year immediately following the school year in which the operation of the School was suspended.

Termination

Please refer to the Mid-Ohio ESC Termination Policy.

LEGAL REF: O.R.C. §§3314.07, 3314.072, 3314.073, and 3314.351
Quality Practices Rubric: D.06 – Intervention

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RENEWAL OF SPONSORED SCHOOLS

Pursuant to Ohio law, the Board of Governors may renew or non-renew a sponsor contract with a sponsored school. This policy explains the renewal application process and the procedures to be followed if non-renewal occurs. In the event of any conflict, ambiguity or discrepancy between the provisions of this policy and the sponsor contract, the provisions of the sponsor contract shall prevail.

Application for Renewal

The Board requires all community schools sponsored by Mid-Ohio ESC to apply for renewal of their sponsor contract through a renewal application.

The Board directs the Superintendent to develop an application for renewal ("Renewal Application"). The Renewal Application shall require the sponsored school to provide the following:

- a. multiple years of student achievement,
- b. multiple measures of student achievement,
- c. financial audits for each year,
- d. site visit reports,
- e. other compliance reports,
- f. status reports on other required interventions, and
- g. other criteria determined applicable.

The Board directs the Superintendent to adopt a documented, systematic renewal process. The process must include a defined timeline for renewals; criteria used to evaluate Renewal Applications; a scoring rubric that accounts for the high stakes review and is aligned to the performance framework in the contract, and includes both academic and non-academic measures, with a cut-score of at least 75%, clear directions for Renewal Applications, and guidance for application.

The Renewal Application and all documentation related to the renewal process must be posted on Mid-Ohio ESC's website. Training of reviewers will have occurred, at a minimum, during the year of review.

Completed Applications

Completed Renewal Applications shall be reviewed by Mid-Ohio ESC's sponsor staff to determine whether the school is fiscally and operationally viable, has satisfactorily achieved its contractual standards, and is faithful to the terms of the sponsor contract. Mid-Ohio ESC's sponsor staff shall provide evidence-based recommendations to the Board regarding contract renewal.

Procedure for Renewal or Non-Renewal

The Board adopts the following procedure for renewal and non-renewal of sponsored schools.

1. All schools up for renewal shall be required to submit a timely renewal application.
2. Mid-Ohio ESC's sponsor staff shall make an evidence-based recommendation to the Board regarding renewal. Recommendations shall address all of the following:
 - a. The school met academic achievement targets as specified in the sponsor contract;
 - b. The school had no unresolved compliance issues with any applicable laws or contract terms, or submitted evidence of intended and timely resolution to the satisfaction of the sponsor staff; and
 - c. There were no unresolved concerns of fiscal or operational viability, or submitted evidence of intended and timely resolution to the satisfaction of the sponsor staff.The Board shall pass a resolution of its intent to renew or non-renew the sponsor contract.
3. Mid-Ohio ESC shall notify a community school of proposed non-renewal, in writing, within fourteen (14) days of the Board's decision of intent to not renew, and no later than January 15 of the year the Board intends to non-renew the contract. The notice must include:
 - a. The reason(s) for the intended non-renewal with an explanation that is more detailed than the statutory language;
 - b. The effective date of the non-renewal;
 - c. A statement, notifying the school of the right to appear, upon request, before the Board at an informal hearing to challenge the reason(s) for the intended termination; and
 - d. The request to appear must be made within fourteen (14) days of receiving the request, in writing.
4. The informal hearing shall be held within fourteen (14) days of Mid-Ohio ESC's receipt of a request for the hearing.
5. No later than fourteen (14) days after the informal hearing, the Board shall issue a written decision either affirming or rescinding the decision to non-renew the contract.
6. The non-renewal of the contract shall be effective upon the later of the following: (a) the date the sponsor notifies the school of its decision to terminate the contract; or (b) the effective date of the termination specified in the notification of termination.
7. Mid-Ohio ESC shall notify the school's families of non-renewal no later than April 15 of the year of non-renewal, if the non-renewal is upheld by the Sponsor.

Quality Practices Rubric: E.01 – Renewal Application; E.02 – Renewal and Non-Renewal Decisions; E.03 – Non-Renewal Notification

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TERMINATION

Pursuant to Ohio law, the Board of Governors may terminate a contract with a sponsored school. This policy establishes the reasons for which the Board may terminate a sponsored school's contract and explains the procedures to be followed if termination occurs. In the event of any conflict, ambiguity or discrepancy between the provisions of this policy and the sponsor contract, the provisions of the sponsor contract shall prevail.

Criteria for Termination

Pursuant to Ohio law, the Board may terminate a sponsored school's contract during the contract term when there is clear evidence of one (1) or more of the following:

- a. Failure to meet student performance requirements stated in the contract;
- b. Failure to meet generally accepted standards of fiscal management;
- c. Violation of any provision of the contract or applicable state or federal law;
- d. Other good cause;
- e. The Board has suspended the sponsor contract;
- f. The school has material and uncorrected risks, including but not limited to no facility, inadequate and unsafe facilities, litigation, findings or similar risks the cost of which are not sustainable, material uncorrected defaults with vendors, or continued lack of competent or compliant leadership. .

Based on quality practices, the Board defines the criteria for termination: as clear evidence of unacceptable academic performance, egregious violations of law, financial mismanagement, and/or unfaithfulness to the contract terms.

Evidence supporting termination may include, but is not limited to, academic performance measures from the sponsor contract, the community school's report card issued by the State of Ohio, financial audits, site visit reports, compliance reports, opinions of legal counsel, status reports on corrective action plans or other required interventions, documentation required by the sponsor contract, or other documentation demonstrating clear violation of the criteria for termination or material risks as set forth above.

Termination Procedure

1. Mid-Ohio ESC shall notify a community school of its proposal to terminate the contract, in writing, no later than January 15 of the year the Board intends to terminate the contract. The notice must include:
 - a. The reason(s) for the intended termination,
 - b. The effective date of the termination,
 - c. Notification of the right of the school to appear, upon request, before the Board at an informal hearing to challenge the reason(s) for the intended termination, and

- d. Notification that the request to appear must be made within fourteen (14) days of receiving the request, in writing.
2. The informal hearing shall be held within fourteen (14) days of Mid-Ohio ESC's receipt of a request for the hearing.
3. No later than fourteen (14) days after the informal hearing, the Board shall issue a written decision either affirming or rescinding the decision to terminate the contract.
4. The termination of the contract shall be effective upon the later of the following: (a) the date the sponsor notifies the school of its decision to terminate the contract, or (b) the effective date of the termination specified in the notification of termination.

Responsibilities in the Event of Termination

Pursuant to Ohio law, any sponsored school whose contract is terminated for failure to meet student performance requirements or failure to meet generally accepted standards of fiscal management shall close permanently at the end of the current school year or on the date specified in the notification of termination. Ohio law prohibits such schools from entering into a contract with any other sponsor.

Mid-Ohio ESC and the community school shall begin the closure process outlined in the policy entitled "Closure Process."

LEGAL REF: O.R.C. §3314.07
Quality Practices Rubric: E.04 – Contract Termination

Adopted: April 19, 2017

Revised: April 17, 2018

Revised: February 27, 2019

Revised: _____

CLOSURE

The Board of Governors recognizes the importance of having a plan in place in the event a community school experiences financial difficulties or closes prior to the end of a school year. This policy is intended to ensure the sponsored school's closure is consistent with the law, timely, and in line with quality practices.

Mid-Ohio ESC shall adopt closing procedures that include, but are not limited to, the procedures described in the Ohio Department of Education's "Community School Suspension and Closing Procedures, effective date: July 1, 2010, updated: May 2018, and any successors to said document ("Closing Guidance"). The Closing Guidance and the Sponsor Supplemental Closing Procedures shall also state the responsibilities of Mid-Ohio ESC as Sponsor, the Governing Authority, staff, the management company, and the treasurer/fiscal officer.

Closing Guidance, while comprehensive, does not address all laws or recommended procedures regarding closure. The Board recognizes its obligation to follow these laws, regardless of whether they are referenced in the Closing Guidance and its responsibility to monitor, oversee and provide technical assistance to a sponsored school that is closing and to complete quarterly reports for the Ohio Department of Education and ensure the submission of Closing Assurances.

Procedures shall include:

Notification of Parents

The Board directs the Superintendent to notify parents of students enrolled in sponsored schools a school's impending closure. The written notice must provide assistance to the parents in finding a new school and be sent within two weeks of the final decision to close.

School Records

The Board recognizes its oversight obligations and responsibilities regarding school records being secured and available for completing the school's closing. The Board will follow the Closing Guidance and Sponsor Supplemental Closing Procedures for securing student records.

Disposition of School Funds and Assets

The Board recognizes its responsibilities to oversee and monitor the disposition of school funds and assets. The Board will follow the Closing Guidance and Sponsor Supplemental procedures for disposing school funds and assets.

LEGAL REF: O.R.C. §3314.023

Quality Practices Rubric: E.05 – Closure Process

Adopted: April 19, 2017

Revised: April 17, 2018

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Revised: _____

TECHNICAL ASSISTANCE

The Board of Governors recognizes that it is required to provide technical assistance as a sponsor. This policy provides an overview of technical assistance that Mid-Ohio ESC will provide.

Needs Assessment

Annually, Mid-Ohio ESC conducts a needs assessment of each sponsored school. For purposes of this policy, a needs assessment is defined as a planning process, assessment or survey used to determine future needs of a school, clarify areas of weaknesses or understanding identified by a school, address deficiencies, set technical assistance or professional development priorities, make organizational improvements and allocate Mid-Ohio ESC resources. The Board directs the Superintendent to follow a process for conducting needs assessments.

Ongoing Technical Assistance

Mid-Ohio ESC shall provide technical assistance to each school it sponsors. Technical assistance is defined by administrative rule as targeted and customized supports by professionals with subject matter expertise relevant to the operations of a community school toward successfully fulfilling its obligations under applicable rules, laws, and the terms of its community school contract.

To determine relevant technical assistance, Mid-Ohio ESC shall engage in the following processes:

1. Mid-Ohio ESC shall annually solicit information about the technical assistance needs from each sponsored school through a needs assessment.
2. Mid-Ohio ESC shall communicate with sponsored schools on a regular basis to identify issues, problems and concerns.
3. Mid-Ohio ESC shall determine sponsor school needs through Mid-Ohio ESC's own policies, procedures, observation and interaction with sponsored schools.

Through these processes, Mid-Ohio ESC shall provide both reactive and proactive, timely and comprehensive assistance with any issues, problems, or concerns.

On an annual basis, Mid-Ohio ESC shall seek formal feedback through a survey, or as part of a needs assessment, about the quality and impact of the technical assistance that it provides to its sponsored schools. Throughout the year, Mid-Ohio ESC shall also seek informal feedback about the quality and impact of its technical assistance.

Legal and Policy Updates

Mid-Ohio ESC shall provide sponsored schools with written guidance publications regarding changes to rules and laws that may impact the schools. Such guidance publications shall be provided on a regular basis and pursuant to a procedure developed by the Superintendent. Mid-Ohio ESC will further offer guidance, through annual training, to assist schools in understanding changes to rules and laws. Sponsored schools shall not be required to attend, but are encouraged to attend training offered or recommended by Mid-Ohio ESC.

Professional Development

Professional development opportunities shall be regularly communicated and/or offered to the sponsored schools through a written process developed by the Superintendent or designee. Mid-Ohio ESC uses a needs assessment to determine which opportunities it communicates and/or offers. At least one professional development opportunity will be specific to community schools.

At the discretion of the Sponsor, some professional development may be mandatory, if beyond the scope of training required by the community school contract and determined to be necessary due to assessments done by the Sponsor.

Fostering Relationships with Schools

Mid-Ohio ESC shall have regular communication and strive to build a positive working relationship with the sponsored schools. This communication will include communicating and providing guidance, beyond financial and enrollment reviews, at least quarterly. Examples of guidance include, but are not limited to, guidance on the role of the sponsor, attendance at school governing authority meetings, reviewing meeting minutes, an oversight calendar, legal and policy updates, technical assistance, site visit reports, annual performance reports, a needs assessment report, a high stakes review, monthly guidance updates, intervention guidance, and closure guidance. A representative from Mid-Ohio ESC will also attend at least three (3) or more governing authority meetings per school year.

LEGAL REF: O.A.C. 3301-102-02

Quality Practices Rubric: F.01 – Ongoing Technical Assistance, F.02 – Legal and Policy Updates, F.03 – Professional Development for Schools, F.04 – Relationships with Schools' Governing Authorities

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