

# Board of Governors

## Treasurer

Lorraine Earnest

- Lends expertise in school finance, management, and governance.
- Budgets and allocates resources in support of sponsor responsibilities and priorities.
- Provides financial updates to sponsor Governing Board regarding sponsor budget and expenditures and sponsor school(s) financial performance.
- Meets with Sponsor Liaison and provides documents needed for compliance reporting.

## Community School Consultant

Ed Swartz

- Lends expertise in management, governance, human resources, and special education.
- Lends expertise in school accountability.
- Lends expertise in school facility.
- Lends expertise in community school law, policy, and administrative guidelines.

## Superintendent

Kevin Kimmel

- Makes final decision as to recommendations for Governing Board of the ESC.
- Supervises the Sponsor Liaison.
- Lends expertise in management, governance, human resources, special education, facility, and community school law.
- Attends ESC Governing Board meetings and reports on sponsored school(s) at each meeting.
- Handles questions about student discipline and ELL as needed.
- Lends expertise in curriculum, educational improvement processes, and evaluation of programs.
- Conducts onsite visits, reviews compliance documents, shares resources as needed, attends board meetings of sponsored school(s) as needed.
- Reviews and finalizes all sponsor reporting to Governing Board of ESC and to the Department of Education.
- Leads all school monitoring, oversight and high stakes reviews, performance improvements or corrective action plans.
- Oversees all education-related issues, performance and assessment, teacher-based teams, LPDC, professional development, evaluations, leadership, college credit plus, interventions and credit recovery, core curriculum, Ohio Graduation and end-of-course exams, etc.

## Sponsor Liaison

Jim Smith

- Assists the Superintendent.
- Conducts onsite visits and prepares a written report for the school(s) identifying strengths as well as areas needing improvement, if necessary.
- Prepares annual reports to the school(s) and to the state, parents, and students. Collects data from at least three stakeholder groups over the course of a review year.
- Collects and uploads Quality Practices and Compliance documents into Epicenter.
- Attends Governing Board meetings of sponsored school(s), sharing information regarding finances, enrollment, and compliance items.
- Communicates with and provides guidance to the school(s) Governing Board(s) at least quarterly.
- Tracks strategic plans, sponsor self-assessment and school(s) assessment of the sponsor.
- Conducts a needs assessment to determine technical assistance needed by the school(s) and to determine which professional development opportunities it shares or offers to school(s).
- Provides an annual training to assist its school(s) in understanding changes in rule, law, and policy impacting community schools.

## Legal Support

- Ensures the sponsor and schools follow all applicable laws and the terms of the sponsor/board contracts.

## Financial Consultant (Treasurer)

Jon Mason

- Reviews financial records of sponsor school(s) monthly and provides the Sponsor Liaison with a written report including recommendations regarding compliance and improved efficiencies.
- Monitors and provides oversight of sponsor school(s) financial performance.
- Communicates with sponsor Treasurer and Superintendent (if needed) regarding financial timelines, ODE updates, and professional development opportunities.
- Provides updates to sponsored school(s) Governing Board(s) concerning community school laws and regulations.

**Mid-Ohio Educational Service Center  
Community School Sponsorship  
Organizational Table  
Board Approved: 3/15/2023**



# Board of Governors

Brad Geissman, William Hope, Bill McFarland, Glenna Plotts, Erin Stine, Kyle Swigart, Doug Theaker

**Treasurer**  
**Mrs. Lorraine Earnest**

Payroll Manager

Fiscal Assistants

**Superintendent**  
**Mr. Kevin Kimmel**

Public Relations | Marketing | District Contracts | Board Agendas | Purchasing Agent | Policy | Personnel  
Licensure | Attendance Counselors | Community School Sponsorship | Sponsor Liaison | Legislative Liaison

Executive Director of  
Business and Innovation

**Mr. Steve Earnest**

- Financial Analysis
- Contracts & Agreements
- Contracts
- Insurances
- Workers Compensation
- Unemployment/Labor
- Title IX Coordinator
- Substitutes

Executive Director of Achievement and Leadership

**Dr. Mark Burke**

- Leadership Trainings
- OPES/OTES
- Professional Development
- CCIP Administrator
- EMIS Director
- Network Meetings
- Administrative Assistants
- Technology Manager
- Facility Manager
- Alternative Programs & Administration
- Instructional Technology

Director of Human  
Resources

**TBD**

- Hiring Process and Procedures
- Completion of Hiring Documentation
- Insurances
- Worker Compensation
- Unemployment
- Personnel Files
- Staff Trainings
- Performance Evaluations

Director of Teaching  
and Learning

**Mrs. Carrie Wood**

- Teach and Learning
- Gifted/Curriculum
- Striving Readers Grant
- CLSD Subgrant
- Student Enrichment Programs
- CIA Network Meetings

Director of Grants  
and Special Projects

**Ms. Amy Wood**

- 21<sup>st</sup> CCLC
- Business Advisory Council
- After-School and Summer Learning
- Grants
- SPARC

Director of Student  
Services

**Mrs. Jennifer Crum**

- Related Services
- SPED Consultants
- Networking Meetings
- Preschool
- PBIS
- Behavioral Supports
- Title I/Other Grants
- Medicaid Billing
- Title IX Coordinator
- Parent Mentors
- Braille Production

Student Learning  
and Skills Recovery  
**Mrs. Shelly Patrick**

Sponsor Liaison  
**Mr. Jim Smith**

- Assists the Superintendent
- Sponsor School Site Visits
- Annual Reports
- Sponsor School Data
- Quality Practices
- Governing Board Meetings
- Strategic Planning
- Needs Assessments
- Annual Training



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