

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
Revised: 2/15/2023**



Board of Governors

Brad Geissman, William Hope, Bill McFarkand, 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

- 21st 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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