

FY17 - Sponsor Annual Compliance Timelines

Month of July 2016

Deliverables and Tasks

Sponsors:

- **July 1, 2017:** All current sponsors must be in a sponsorship agreement with the Department by this date. Any new sponsor applicants must have an approved sponsorship agreement with the Department before they can sponsor any community schools. Legislative reference: [ORC Section 3314.015](#).
- **Sponsor Assurances** -10 days prior to any of the following occurrences: First day of instruction in current academic year; change of location; addition of a new facility. Legislative reference: [ORC Section 3314.19](#)
- **Monthly:** The sponsor meets with the governing authority or fiscal officer of the school and reviews the financial and enrollment records of the school at least once every month. Not later than ten days after each review, the sponsor shall provide the governing authority and fiscal officer with a written report regarding the review. Legislative reference: [ORC Section 3314.023](#).

Month of August 2016

Deliverables and Tasks

Sponsors:

- **Monthly:** The sponsor meets with the governing authority or fiscal officer of the school and reviews the financial and enrollment records of the school at least once every month. Not later than ten days after each review, the sponsor shall provide the governing authority and fiscal officer with a written report regarding the review. Legislative reference: [ORC Section 3314.023](#).
- **August 15:** Deadline for a sponsor to submit a report of its expenditures related to providing oversight, monitoring, and technical assistance to its schools. Legislative reference: [ORC Section 3314.025](#).

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Month of September 2016

Deliverables and Tasks

Sponsors:

- **Monthly:** The sponsor meets with the governing authority or fiscal officer of the school and reviews the financial and enrollment records of the school at least once every month. Not later than ten days after each review, the sponsor shall provide the governing authority and fiscal officer with a written report regarding the review. Legislative reference: [ORC Section 3314.023](#).
- **September 30:** Deadline for a sponsor to confirm to the Department that a newly-opening community school has met the criteria required to have its first foundation payment released. For a dropout prevention and recovery school, the sponsor must provide this confirmation prior to the school's opening date. Legislative reference: [ORC Section 3314.191](#).

Month of October 2016

Deliverables and Tasks

Sponsors:

- **Monthly:** The sponsor meets with the governing authority or fiscal officer of the school and reviews the financial and enrollment records of the school at least once every month. Not later than ten days after each review, the sponsor shall provide the governing authority and fiscal officer with a written report regarding the review. Legislative reference: [Ohio Revised Code \(ORC\) Section 3314.023](#).
- **October 1:** Deadline by which the sponsor of each eSchool certifies to the Department all of the following: (1) A statement of whether the eSchool's plan to provide services and related services to students with disabilities is satisfactory to the sponsor; (2) If the plan received is not satisfactory to the sponsor, the sponsor's assurance that it will promptly assist the school in developing a plan that is satisfactory to the sponsor; (3) The sponsor's assurance that it will monitor the implementation of the

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plan; and (4) The sponsor's assurance that it will take any necessary corrective action to ensure that the school's plan is properly and fully implemented. Legislative reference: [ORC Section 3314.28](#).

- **October 15:** Deadline for the Department to release Sponsor Evaluation Ratings. Sponsors rated “Exemplary” or “Effective” on the overall rating continue sponsoring activities. Sponsors rated “Ineffective” may not open new or take on sponsorship of additional community schools and must submit a development plan. Sponsors rated “Poor” are subject to revocation; appeal timelines are provided in their notice. Legislative reference: [ORC Section 3314.016](#).
- **Community School, 5 year Forecast (Due October 31st):** Click the following [link](#) for the form and upload document to ODE Epicenter through the SAFE account. <https://safe.ode.state.oh.us/portal>

Month of November 2016

Deliverables and Tasks

Sponsors:

- **November 1:** Deadline for sponsors to submit an annual report of their schools’ special education services and expenditures for enrolled students. Legislative reference: [ORC Section 3314.12](#).
- **Monthly:** The sponsor meets with the governing authority or fiscal officer of the school and reviews the financial and enrollment records of the school at least once every month. Not later than ten days after each review, the sponsor shall provide the governing authority and fiscal officer with a written report regarding the review. Legislative reference: [ORC Section 3314.023](#).
- **November 30:** Deadline for sponsors to submit an annual report of their evaluation results from monitoring their schools’ performance (i.e. academic, fiscal, organizational, and operational) and legal compliance. Legislative reference: [ORC Section 3314.023\(C\)](#).

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Month of December 2016

Deliverables and Tasks

Sponsors:

- **Monthly:** The sponsor meets with the governing authority or fiscal officer of the school and reviews the financial and enrollment records of the school at least once every month. Not later than ten days after each review, the sponsor shall provide the governing authority and fiscal officer with a written report regarding the review. Legislative reference: [ORC Section 3314.023](#).
- **December 31:** Deadline by which a sponsor must submit each school's budget. Legislative reference: [ORC Section 3314.023](#).

Month of January 2017

Deliverables and Tasks

Sponsors:

- **January 15:** Deadline by which a sponsor must notify a school in writing of its intention to terminate or non-renew a community school's contract. This must happen by January 15th of the year in which the sponsor plans to carry out this action. Legislative reference: [ORC Section 3314.07](#).
- **Monthly:** The sponsor meets with the governing authority or fiscal officer of the school and reviews the financial and enrollment records of the school at least once every month. Not later than ten days after each review, the sponsor shall provide the governing authority and fiscal officer with a written report regarding the review. Legislative reference: [ORC Section 3314.023](#).

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Month of February 2017

Deliverables and Tasks

Sponsors:

- **Monthly:** The sponsor meets with the governing authority or fiscal officer of the school and reviews the financial and enrollment records of the school at least once every month. Not later than ten days after each review, the sponsor shall provide the governing authority and fiscal officer with a written report regarding the review. Legislative reference: [ORC Section 3314.023](#).
- **2016-2017 Compliance Component – February 3 thru June 30, 2017** -The compliance component of the Sponsor Evaluation system includes all applicable laws and rules. There are 19 Sponsor Laws and 251 School Laws. The compliance worksheets and presentation are [here](#). The document submission to Epicenter for this component is from February 3 thru June 30, 2017.
- **2016/2017 Sponsor Quality Practices component - February 3 thru April 30, 2017** - The quality practices are based on standards developed by NACSA; there are 32 quality standards and there is one submission type per standard. The sponsors determine which documents to upload; and the document submission to Epicenter for this component is from February 3 thru April 30, 2017. The Quality Component resources are found [here](#).

Month of March 2017

Deliverables and Tasks

Sponsors:

- **Prior to March 15 (for sponsors wishing to open a community school in the Cleveland Municipal SD):** Prior to this date in the year in which the sponsor intends to open a new community school within the boundaries of the Cleveland Municipal School District, the sponsor must complete two approvals:
 - the Transformation Alliance’s approval process, which must be completed first;

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the Department's approval process for approval to open the proposed community school. Legislative reference: [ORC Sections 3311.86](#) and [3314.02\(C\)\(1\)](#).

- **March 15:** The community school contract for a newly proposed community school must be adopted on or before March 15 of the calendar year in which the new community school proposes to open. Legislative reference: [ORC Section 3314.02\(D\)](#).
 - *Note: Entering into a Preliminary Agreement (planning period) is a prerequisite for adopting a community school contract. Consistent with quality sponsor practices, the planning period should be 6-9 months prior to the contract adoption. Legislative reference: [ORC Section 3314.02\(C\)\(2\)](#).*
- **Monthly:** The sponsor meets with the governing authority or fiscal officer of the school and reviews the financial and enrollment records of the school at least once every month. Not later than ten days after each review, the sponsor shall provide the governing authority and fiscal officer with a written report regarding the review. Legislative reference: [ORC Section 3314.023](#).

Month of April 2017

Sponsor:

- **Community School, 5 year Forecast (Due May 31st):** Click the following [link](#) for the form and upload document to ODE Epicenter through the SAFE account. <https://safe.ode.state.oh.us/portal>
- **Monthly:** The sponsor meets with the governing authority or fiscal officer of the school and reviews the financial and enrollment records of the school at least once every month. Not later than ten days after each review, the sponsor shall provide the governing authority and fiscal officer with a written report regarding the review. Legislative reference: [ORC Section 3314.023](#).

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Month of May 2017

Deliverables and Tasks

Sponsors:

- **Community School, 5 year Forecast (Due May 31st):** Click the following [link](#) for the form and upload document to ODE Epicenter through SAFE account. <https://safe.ode.state.oh.us/portal>
- **Monthly:** The sponsor meets with the governing authority or fiscal officer of the school and reviews the financial and enrollment records of the school at least once every month. Not later than ten days after each review, the sponsor shall provide the governing authority and fiscal officer with a written report regarding the review. Legislative reference: [ORC Section 3314.023](#).
- **May 15:** The community school contract for a newly proposed community school must be executed on or before March 15 of the calendar year in which the new community school proposes to open. Legislative reference: [ORC Section 3314.02\(D\)](#).

Month of June 2017

Deliverables and Tasks

Sponsors:

- **Monthly:** The sponsor meets with the governing authority or fiscal officer of the school and reviews the financial and enrollment records of the school at least once every month. Not later than ten days after each review, the sponsor shall provide the governing authority and fiscal officer with a written report regarding the review. Legislative reference: [ORC Section 3314.023](#).

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Month of July 2017

Deliverables and Tasks

Sponsors:

- **July 1, 2017:** All current sponsors must be in a sponsorship agreement with the Department by this date. Any new sponsor applicants must have an approved sponsorship agreement with the Department before they can sponsor any community schools. Legislative reference: [ORC Section 3314.015](#).

Sponsor Compliance – Ongoing, if applicable

New Schools and Contracts

- **Opening an e-school:** The sponsor receives approval from the Department prior to opening an internet- or computer based school. The sponsor also applies for approval to open an e-school by the date specified by the Department. Legislative reference: [ORC Section 3314.013](#).
- **Compliance with statutory deadlines:** The sponsor must comply with all statutory deadlines related to preliminary agreements and contracts unless it has received an overall sponsor evaluation rating of Exemplary for two consecutive years. Legislative reference: [Ohio Administrative Code \(OAC\) Chapter 3301-102-05](#) and [ORC Section 3314.016](#).

Oversight

- **Monitoring and reporting requirements, including notices:** The sponsor complies with all monitoring and reporting requirements pursuant to Ohio Administrative Code 3301-102-05. This includes notifying the Department with 24 hours of the entering into a preliminary agreement and adopting and executing a community school contracts and submitting a copy of all preliminary agreements, contracts, contract resolutions, and contract amendments to the Department *within 10 business days* of execution. Legislative reference: [OAC Chapter 3301-102-05](#).

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- **Sponsor Assurances:** Submit to the Department ten business days prior to any of the following occurrences: first day of school instruction in current academic year; change of location; and addition of a new facility. Legislative reference: [ORC Section 3314.19](#).
- **Auditor of State meetings:** The sponsor participates in meetings between a school and the Auditor of State and maintains regular communication regarding school audits. Legislative reference: [ORC Section 3314.019](#).

Interventions

- **Distribution of assets for a suspended school:** The sponsor must notify the Department *within 24 hours* of its decision to suspend a school's operation. The sponsor must also: upload a copy of its official notice or the school board's resolution into Epicenter; follow the Department's guidance on the Suspension and Closing Assurances document; oversee the completion of the suspension portion of the Suspension and Closing Assurances document (which may require stepping in for a school if needed); and submit the Suspension and Closing Assurances document to the Department upon completion. Legislative references: [ORC Sections 3314.015\(D\)](#) and [ORC Section 3314.072](#).
- **Notification of suspension:** The sponsor must notify the Department within 24 hours of its decision to suspend a school's operation and submit a copy of its official notification of suspension to the school *within 10 days*. Legislative reference: [ORC Section 3314.072](#).
- **Notification of probationary status:** The sponsor must notify the Department within 24 hours of its decision to put a school on probation and submit a copy of its official notification of probation to the school *within 10 days*. Legislative reference: [ORC Section 3314.073](#).

School Closure

- **Distribution of assets for a closed school:** The sponsor must notify the Department *within 24 hours* of its decision to close a school. The sponsor must also: upload a copy of its official notice or the school board's resolution into Epicenter; follow the Department's guidance on the Suspension and Closing Assurances document; oversee the completion of the closing portion of the Suspension and Closing Assurances (which may require stepping in for a school if needed); and submit the Suspension and Closing Assurances document to the Department upon completion. Legislative references: [ORC Section 3314.015\(D\)](#) and [ORC Section 3314.074](#).

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- **Records receipt and maintenance after school closure:** The sponsor must receive and maintain a closing school's financial and enrollment records *within 30 days* of the school's closure. Legislative reference: [ORC Section 3314.023](#).
- **Fulfilling the requirements of a school closure:** The sponsor fulfills the requirements of the Closing Assurances, including the proper transfer of student records, in a timely manner. The sponsor also submits the Suspension and Closing Assurances document when all activities have been completed. Legislative reference: [ORC Section 3314.074](#).

Department Requirements

- **Document submission through Epicenter:** The sponsor submits all required documentation for the compliance and quality practices components of the sponsor evaluation process by the date specified by the Department. Legislative reference: [ORC Section 3314.015](#).
- **Participation in training sessions provided by the Department:** The sponsor participates in the various training sessions offered by the Department throughout year. Legislative reference: [ORC Section 3314.015](#).
- **Submission of a remediation plan:** A sponsor placed on probation by the Department must submit a remediation plan *no later than 14 days* after the Department notification of probation. Once the plan is approved, the sponsor must implement it either no later than 60 days after the date on which the sponsor received initial notification of noncompliance from the Department or 30 days after the plan is approved, whichever is later. Legislative reference: [ORC Section 3314.015](#).
- **Renewal or termination of a sponsorship agreement with the Department:** The sponsor must notify the Department *at least 180 days before* the expiration of its current sponsorship agreement of its intent regarding the renewal or termination of the agreement. Legislative reference: [ORC Section 3314.015](#).