

2018-2019 Sponsor Annual School Performance Report Guidance

This guidance is provided to community school sponsors to help them fulfill reporting requirements specified by Ohio Revised Code. Each community school sponsor must monitor and evaluate the academic and fiscal performance; organization and operation; and legal compliance of each community school it sponsors. The sponsor must **submit a written report of the evaluation results** to the parents of students enrolled in the community school and to the Ohio Department of Education by Nov. 30 each year.

Statutory and Code Reference: [Ohio Revised Code 3314.03\(D\)\(3\)](#), [ORC 3314.03\(A\)\(11\)\(g\)](#) and [Ohio Administrative Code 3301-102-05](#).

On or before Nov. 30, each sponsor must submit an annual report for the 2018-2019 school year to include performance of each school it sponsored as of Dec. 1 of the prior year. The report must provide a clear snapshot of each school in the following areas: (1) academic performance; (2) fiscal performance; (3) organization and operation; and (4) legal compliance.

Within the report, the sponsor should indicate if a school **meets, exceeds** or **did not meet** the expected performance level for the following areas: academic; fiscal; and organization and operation. Legal compliance must be rated **meets** or **did not meet**. The annual report also should provide a rating in each area and a brief justification to explain how a school's rating was determined.

In rating a school's performance in each of the four areas, consider the following:

Academic Performance – This portion of the report must include performance on Ohio School Report Card measures and any other academic performance goals included in the community school contract. Sponsors are recommended to include multiple measures of academic performance and demonstrate how annual measures relate to agreed upon performance goals.

Fiscal Performance – Fiscal performance information includes information in governing authority approved financial reports (such as five-year forecasts or annual budgets), Auditor of State annual fiscal audits (including presence of findings and successfully addressing such findings), monthly financial reviews and compliance with internal financial controls. Examples of financials controls to determine a strong financial position are cash reserves, liquidity, debt ratio and number of days cash on hand.

Organization and Operation – Items included in this section of the annual report should address governing authority compliance with the community school contract, including the Code of Regulations and other requirements such as fulfillment of meeting and training requirements, monthly financial reviews, maintaining sufficient board meeting minutes and open meeting requirements. The school's governing authority should be rated on how well it successfully complies with and executes the educational program defined in the contract.

Legal Compliance – This includes compliance with legal requirements identified in statute and the community school contract. Legal compliance performance should include compliance items from the sponsor evaluation. The report should rate a school's legal compliance as meets or did not meet.

Community school sponsors must submit the Sponsor Annual Report electronically as a single **PDF** via Epicenter by Nov. 30, 2019. Contact your lead consultant if you have questions or need additional information.