

Community Schools Guidance Letter #2011-1
Effective date: July 2011

Sponsor Biannual Onsite Visit and Monthly Financial Review FAQs

Objective

To address questions regarding sponsor requirements for completing Annual Sponsor Assurance Visits, Biannual Onsite Visits and Monthly Financial Reviews.

Statutory Requirements

3314.023 A representative of a community school sponsor shall meet monthly with the governing authority or treasurer of the school to review the financial and enrollment records.

3301-102-05 Reporting requirements for all sponsors

(A)(1) Verification through site-visit prior to the community school's opening for instruction and provision in writing of the annual assurances for each sponsored school no later than ten business days prior to the opening of the school as required by section 3314.19 of the Revised Code.

(2)(a) Conduct comprehensive site visits to the community school as necessary, but at least twice annually while classes are in session; and

Definitions

Sponsor capacity: means an organization's capability of providing sufficient technical assistance, oversight, and monitoring, which includes taking steps to intervene in a school's operations to ensure that the community schools it sponsors will meet all legally mandated fiscal, academic, and operational requirements.

Sponsor oversight: means actions taken by the sponsor to fulfill its legal obligations to monitor all aspects of a school's fiscal, academic and operational performance, including, but not limited to, compliance with applicable rules and laws and all terms of the community school's contract.

Policy

Sponsors will provide technical assistance, oversight, and monitoring to ensure sponsored community schools comply with all legally mandated fiscal, academic, and operational requirements.

Guidance

Sponsors will conduct the following site visits to their community schools:

- Sponsor Assurance Visit to verify no later than ten business days prior to the opening of the school annual assurances per 3314.19,
- Onsite Visits to the community school as necessary, but at least twice annually while classes are in session and

- A representative of a community school sponsor shall meet monthly with the governing authority or treasurer of the school to review the financial and enrollment records.

The section below provides answers to the most commonly asked questions regarding sponsor reporting duties and responsibilities.

Frequently Asked Questions

1. Question: Where does it state sponsors are required to verify community schools are in compliance with all applicable rules and regulations?

1. Answer: 3301-102-05 (A) (2) Monitor, evaluate and report the community school's compliance with all laws and rules applicable to the community school.

2. Question: Are all sponsors required to use the same tool for the biannual onsite visit?

2. Answer: No. Sponsors are encouraged to develop biannual onsite visit tools to meet the unique needs of the community schools they sponsor. The tools are required, at a minimum, to include items which address all laws and rules applicable to the community school's fiscal, academic and operational performance and terms of the community school's contract.

3. Question: Are sponsors required to use the same tool for the monthly financial review?

3. Answer: No. Sponsors are encouraged to develop monthly financial review tools to meet the unique needs of the community schools they sponsor. The tools are required, at a minimum, to include items which address all laws and rules applicable to the community school's fiscal, academic and operational performance and terms of the community school's contract.

4. Question: Are sponsors required to submit copies of the completed biannual onsite visit and monthly financial review tools to the department?

4. Answer: No. Per 3301-102-05 (A)(2)(b) and (4)(b) Sponsors are required to make written reports of all information obtained during site visits, and provide written reports of all site visits and monthly financial reviews to the department upon request.

5. Question: Will the process and tool used for the biannual onsite visit and monthly financial reviews be used to evaluate the sponsor's performance?

5. Answer: Yes, but sponsors are not required to use the sample biannual onsite visit and monthly financial review forms. Per ORC 3314.015, ODE is responsible for monitoring the effectiveness of sponsors in their oversight of the community schools they sponsor. The quality of the biannual onsite visit and monthly financial reviews is one part of the process the Office of Community Schools will use to evaluate the performance of sponsors.

Attachments

1. Basic Biannual Onsite Visit Tool.
2. Basic Monthly Financial Review Tool.