

Governing Authority Training: Roles and Responsibilities



Introduction

Language Inserted in Site Visit Reports:

The sponsorship contract separates and defines the roles and responsibilities of the sponsor and the school. We encourage all governing authority members to review the contract, prior to the issuance of this report. In addition, a sponsor representative will present the report and review those responsibilities twice annually: both prior to the school year after the spring site visit and after school has ended after the fall site visit, as an annual performance review. An agenda for the discussion includes the report summary and any follow up action required along with a detailed discussion of Articles III and IV of the contract.

Roles and Responsibilities

Responsibilities of the Governing Authority in Article III

- Compliance with provision in 3314;
- notification procedures;
- maintaining insurance and indemnification;
- disclosures and conflicts;
- federal requirements including NCLB, IDEA and FERPA; and
- data reporting.

Roles and Responsibilities

Responsibilities of the Sponsor in Article IV

- Compliance with provisions in 3314;
- issuance of reports;
- monitoring, compliance and technical assistance;
- communication;
- evaluation of standards in Exhibit IV (performance and accountability); and
- conflicts of interest and selling of services prohibition.

Site Visit Reports

- Each report examines implementation of the education, financial, operational and governance plans. Additionally, the report sets forth the academic performance of the school against the terms of the school's sponsorship contract. Information contained in this report will inform, and may be published in, the Thomas B. Fordham Foundation's annual report (released each November).
- Information from site visit reports may also inform decisions related to contract renewal or non-renewal.
- The site visit reports include reviews on performance against the comprehensive plan of the school.

Renewal Decisions

- When considering Contract renewal, the SPONSOR will examine the Community School's performance during the term of this Contract. The SPONSOR will examine with particularity the Community School's fidelity to Exhibit 1 (Education Plan) and the school's performance against the requirements of Exhibit 4 (Academic and Organizational Accountability Plan).
- The renewal policy states that Fordham will not renew schools that meet less than sixty-six percent of contractual indicators.
- The annual report to the governing authority, based on the most recent year data, shows the percentage of contractual indicators indicating if the school is on track for renewal.

Renewal Decisions

- The sponsor conducts a high-stakes review prior to renewal which includes performance over the term of the contract.
- Exhibit IV of each contract includes a performance framework that defines the measures, metrics and targets required of schools for contract renewal.
- In Article II of each contract the process for renewal is defined.

Renewal Timeline

Renewal Application Timeline	
Renewal Notification Information regarding the renewal process	July
Renewal Application Application available in Epicenter	September 1 – September 30
Renewal application review	October 1 – 15
Staff recommendation made to the Fordham board	October 20

School Performance

- School performance against the accountability plan will be published in the Fordham Foundation's annual report. The annual report – a statutory requirement - is issued by November 30, and is sent to the Ohio Department of Education (ODE), and policy makers.
- Parents/families are individually notified of the report, and provided a link from which they may download the report.
- School performance for the most recent year is detailed in the Fall Site Visit Report.
- School performance against the term of the contract is detailed in the Annual Governing Authority Report.

Review on Performance

- Performance review includes:
 - Academic Performance
 - Fiscal Performance
 - Legal Compliance
 - Organization and Operation
- Performance rubric
 - Exceeded expected performance (E): The school met all contractual academic, fiscal or organization and operation indicators.
 - Met expected performance (M): The school met a majority of contractual academic indicators.
 - Did not meet expected performance (D): The school met fewer than half of contractual academic indicators.

Legal Review

- Provided annually with Sunshine Law Training to all school leaders and governing authority members.
- Most recent changes to statute impacting community schools, with the effective date of legislation.
- New rules and guidance that take place during the current school year.
- Key highlights of bills.
- Links to resources and additional information.

Executive Summary

Language in the site visit report

- As of the date of the issuance of this report, how the school is implementing the education plan as set forth in its contract with the Thomas B. Fordham Foundation.
- Exhibit I of the contract, which includes:
 - Student enrollment and records review
 - Climate and discipline
 - Classroom observations
 - Assessment and interventions

General Observations

- Environmental observations including facilities and general student areas and meetings with administration and school leadership.
- Stakeholder reports from interviews. At least 3 stakeholders, including school staff, are interviewed. This may include: administrators, teachers, students, parents, community organizations or governing authority.
- Strengths, Weaknesses and Follow-up Action required as a result of monitoring, performance or site visit observations are noted along with any corrective action plans for performance or compliance.

Financial Summary and Reports

Monthly Financial Reviews (Sent to the Governing Authority and the Treasurer)

- The sponsor monitors several items and shares a monthly report with the governing board from monthly meetings with the school's governing board and treasurer.
- Items monitored in the reviews include: cash management, working capital, CCIP review, key fiscal compliance items, FTE review and proactive recommendations and discussions.

Financial Management and Audits

The sponsor is involved in the oversight of the school's mandatory annual financial audit conducted by the Auditor of State (AOS) or a third-party IPA auditing firm. In addition to citing audit findings, Sponsor collects certain data from these audit reports and compiles them for school-specific risk assessment and for trend analysis that is crucial for appropriate sponsor oversight.

This includes:

- Statement of net position as of most recent audit
- Statement of revenues & expenses for the FY
- Past enrollment levels are also reviewed
- Other Analysis like per pupil funding and per pupil expenditures and debt asset ratio

An audit summary over the term of the contract is provided with the annual governing authority report.

Questions?

Please reach out to our sponsorship team with any questions or concerns.

Theda Sampson – Contract and Renewal, Evaluation and Monitoring
tsampson@fordhamfoundation.org

Miles Caunin – Financial, Audit and Facilities mcaunin@fordhamfoundation.org

Gwen Muhammad – Data and Site Visits gmuhammad@fordhamfoundation.org

Kathryn Mullen Upton – Vice President Community School Sponsorship and Dayton Initiatives kmullenupton@fordhamfoundation.org

DeAnna Sullivan – School Support and Technical Assistance
dsullivan@fordhamfoundation.org

Lisa Halpin – School Support and Technical Assistance
lhalpin@fordhamfoundation.org