1) Liaison between ODE and consortia - Otsego Local School, Lead Applicant
   a) The Liaison(s) will:
   b) Serve as main communication link between all consortium member schools and Ohio Department of Education.
   c) Participate actively in the oversight of the grant activities
   d) Management project including establishing and enforcing deadlines
   e) Serve as central contact for local and state public relations/press releases/events
   f) Serve as project lead with both affiliate partners

2) Project budgetary oversight - Otsego Local School, Lead Applicant
   a) Identify annual financial plans for applicable funds
   b) Distribute monies to consortium members as encumbered
   c) Identify and allocate all anticipated resources
   d) Ensure that expenditures align to grant goals.

3) Grant Leads – Grant Leads will include two representatives from each participating school district (Superintendent and Appointment)
   a) Grant Leads will create a Grant Governance Board (GGB). Sub tasks will be assigned by the GGB.
   b) Grant Leads will develop job descriptions, qualifications and processes to hire consortium teachers.
   c) Grant Leads will develop RFP for vendors as necessary.

4) Capacity Development and Oversight - Perrysburg City Schools, Consortium Member
   a) Schedule all professional development for core teams of teachers to develop digital content
   b) Develop plan to distribute capacity over five year period
   c) With vendors, provide project facilitation management plan to Grant Leads

5) Technology / Platform Development Oversight – All Consortium Members
   a) The GGB will form a Technology Committee whose purpose will be to make recommendations related to technology usage and purchases through grant funds.
   b) Each member district will appoint one person with the qualifications and knowledge to make informed recommendations to the GGB.

6) Human Resource Oversight - All Consortium Member Districts
   a) Will be responsible for planning, direction and oversight
   b) Will identify teachers within the consortium to design and develop the digital collection in conjunction with Human Resources Oversight.
   c) Will be responsible for overseeing and leading the planning and implementation of all group work.
   d) Will be responsible for planning and maintaining work systems, procedures, and policies that enable and encourage the optimum performance capital and human resources.
   e) Each member district will bear responsibility for the direct assignment and oversight of their employees.
   f) The GGB will appoint a designee to oversee Human Resources for any engaged outside contractor or vendor.
7) Communication Plan Development and Implementation - **Perrysburg and Maumee**
   
a) Develop and implement the consortium’s communication plan in collaboration with the Grant Leads.
b) Responsible for raising awareness the Digital Collection and the work associated with it.
c) Will provide draft communication templates for each school to use to communicate work with the public, parents, teachers and other district staff.
d) Responsible for sharing work processes with other Ohio school districts.
e) Will help recruit teacher volunteers.

8) Progress Monitoring and Program Evaluation - **BGSU**
   
As a partner to the consortium, BGSU will design and implement a plan to do the following:
a) Complete periodic assessment to determine that the Consortium is on target to meet goals and timelines.
b) Offer professional and technical assistance if assessments determine the consortium is not making sufficient progress in meeting goals or timelines.
c) Design a tool to evaluate the effectiveness of the consortium in meeting the goals related to:
   
i) Student achievement
   
ii) Spending reductions in the five-year fiscal forecast
   
iii) Utilization of a greater share of resources in the classroom