

- 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