



## New York State Education Department

### *Definition of an Entity that Provides Comprehensive Management Services*

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### **Definition of an Entity that Provides Comprehensive Management Services**

An entity will be deemed an educational service provider (ESP), charter management organization (CMO), education management organization (EMO), Professional Employer Organization (PEO), or other entity that provides comprehensive management services by the New York State Education Department if:

1. The entity provides more than one of the following educational management services for the charter school:
  - A. Academic – curriculum and/or instruction
  - B. Fiscal (including but not limited to financial management, forecasting, payment processing, fiscal pass-throughs, fiscal sponsors, and auditing services)
  - C. Operational – development and/or implementation of systems to manage the day to running of the school (including but not limited to school food, information technology, student recruitment and/or enrollment, asset management, and building management)
  - D. Human Resources – including but not limited to assisting in or directly hiring of staff, training of staff, professional development, staff benefits and/or payroll
  - E. Data Management – including but not limited to providing student information systems, data entry, data analysis, and providing interim assessments
  - F. Preparation and/or Submission of Required Documents (including but not limited to audits, budget, renewal application, revision requests, and annual report)
  - G. Public Relations
  - H. Advocacy, including legal advocacy
  - I. Legal representation
  - J. Policy and Procedure Development

#### **AND**

2. The total expenses charged by the entity represent greater than or equal to 5% of the total annual per pupil revenue for all students received by the charter school.

#### **OR**

3. The entity oversees the management of two or more schools with a shared vision, mission, or design.

#### **OR**

4. The entity's purpose, as described in its incorporation documents, is to provide management support services.