



**NEW COMMUNITY SCHOOL
APPLICATION PROCESS**

EFFECTIVE DATE 07/01/2013

SOP 1.1

SIGNATURE

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PROPOSED BY

VP Sponsorship Operations

PURPOSE

The NEW COMMUNITY SCHOOL APPLICATION PROCESS ensures a systematic process that includes a defined development timeline, clear directions, detailed guidance, defined evaluation criteria and an interview for all new community schools and replicators. The process also ensures collection of sufficient information and supporting documentation to assess the capacity of developers who seek sponsorship for new community schools, including their knowledge, ability and experience to operate a successful community school. The process shall ensure that the following areas, at a minimum, are addressed in the application: enrollment projections, high need location area, development team, governance and management, management or self-management, educational program (including mission, vision and staffing plan), demographics and marketing assessment (market research), compliance, operational budget, facilities and capacity to execute the school's plan. Information provided in these sections will allow reviewers the opportunity to determine business goals, reasons they are attainable and plans for reaching them and background information on the academic, financial and operational position of the school over multiple years.

The NEW COMMUNITY SCHOOL APPLICATION PROCESS guides the developers from the initial application through contract development and final approval. Additional processes that support the NEW COMMUNITY SCHOOL APPLICATION PROCESS include scoresheet review, interviews, and development of a preliminary agreement to work toward the NEW CONTRACT PROCESS.

SCOPE

The NEW COMMUNITY SCHOOL APPLICATION PROCESS ensures that a documented, systematic application process is followed by all staff who reviews community school applications. The process includes a defined development timeline, which allows a minimum nine (9) month planning stage, defined development timeline, clear directions, detailed guidance, defined evaluation criteria and an interview.



PROCEDURE

The NEW COMMUNITY SCHOOL APPLICATION PROCESS

1. The process begins with review and revision of the previous year's application, call for new schools, and posting of the application on the Charter School Specialist and St. Aloysius websites.
2. A developer then submits a completed community school application in accordance with the established timeline.
3. The Legal Department confirms that the community school application includes all required information.
4. The Legal Department confirms that all applications and attachments are submitted electronically per the directions and guidance provided to applicants.
5. If the application is incomplete, it will not be scored or reviewed. Developers may be invited to resubmit the application during the next application period. Incomplete applications shall be referred to General Counsel or designee for preparation of an appropriate response to the developer advising them of the status of their current application and next steps.
6. The Legal Department prepares a list of all applicants eligible for review.
7. The Legal Department facilitates a training of the application review team to review the scoring tools, provide guidelines outlining the review process, including calibration, and a timeline for review. This training shall be conducted prior to the beginning of the scoring process.
8. Training materials will be stored on the shared drive in the appropriate location.
9. The Legal Department initiates the next step in the process, NEW COMMUNITY SCHOOL APPLICATION SCORESHEET (RUBRIC) REVIEW PROCESS.

DOCUMENTATION / VERIFICATION

All NEW COMMUNITY SCHOOL APPLICATION PROCESS documents are saved as follows:

Location of documentation:

S: / (Current School Year) NEW CONTRACT-APPLICATION PROCESS

Naming convention:

[School year applied for [New applicant or renewal applicant [School Name] [section of application, i.e., scoresheet, interview questions] [Date posted].

Ex: (School Year) NEW CONTRACT APPLICATION PROCESS/ABC Academy of Columbus Application Final [Date], or

Ex: (School Year) NEW CONTRACT RENEWAL APPLICATION PROCESS/ABC Academy of Columbus Application Final [Date]



Supporting documentation included with this process:

1. List of Applicants
2. New community school application and supporting documentation
3. Response letter (draft) advising an applicant of the status of their submitted application.
4. Training materials.
5. Scoresheet(rubric)
6. Timeline

DOCUMENT HISTORY

Orig. Date May 2012

Rev. July 2013

Rev. March 2015

Rev. March 2017

Rev. October 2018

REVIEW AND APPROVAL

Reviewer of the NEW COMMUNITY SCHOOL APPLICATION PROCESS is as follows:

Reviewed by: Management Team

Date: 11/19/18

Approved by: President David L. Cash, Jr.

Date: 11/19/18

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. NEW COMMUNITY SCHOOL APPLICATION PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.