



**COMMUNITY SCHOOL TRANSFER
APPLICATION INTERVIEW PROCESS**

EFFECTIVE DATE 01/01/2019

SOP 1.13

SIGNATURE _____

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PROPOSED BY _____

Legal Department

PURPOSE

The COMMUNITY SCHOOL TRANSFER APPLICATION INTERVIEW PROCESS documents interview questions and consistency in the evaluation of each application for sponsorship, ensures that the interview addresses all criteria used to evaluate the application for sponsorship, and supports effective interviewing. Well-structured interviews will help evaluate whether an applicant meets the criteria for approval.

The COMMUNITY SCHOOL TRANSFER APPLICATION INTERVIEW PROCESS is part of a larger COMMUNITY SCHOOL TRANSFER APPLICATION PROCESS that includes initial application processes and scoresheet(rubric) review.

SCOPE

The COMMUNITY SCHOOL TRANSFER APPLICATION INTERVIEW PROCESS applies to all staff who attend interviews for transfer community schools and conduct interviews with the transfer school's current sponsor.

PROCEDURE

The COMMUNITY SCHOOL TRANSFER APPLICATION INTERVIEW PROCESS begins when the COMMUNITY SCHOOL TRANSFER APPLICATION PROCESS and COMMUNITY SCHOOL TRANSFER APPLICATION SCORESHEET (RUBRIC) REVIEW PROCESS are complete.

1. Prior to beginning the interview process, the Legal Department ensures all previous steps in the COMMUNITY SCHOOL TRANSFER APPLICATION PROCESS and COMMUNITY SCHOOL TRANSFER APPLICATION SCORESHEET (RUBRIC) REVIEW PROCESS have been completed.
2. Interviews with the transfer school's current sponsor shall be conducted by the President or designee.



3. Interview team members coordinate interviews directly with the transfer school applicant. Interviews are scheduled to ensure sufficient time for review of challenges and questions noted on the scoresheet(rubric) and include a walk-through of the school.
4. Interview team members shall confirm the interview via email and provide the scoresheet(rubric) to the transfer school applicant prior to the interview.
5. Each member of the interview team will review the "CSS Review Team" scoresheet(rubric) prior to the interview and be prepared to discuss challenges noted and ask questions as provided in the scoresheet(rubric).
6. The interview team completes the interviews to achieve a thorough understanding of the five (5) main areas of the application: governance and oversight, academic information/data, financial performance and organizational performance. These areas will include at a minimum a review of academic data, sponsor's compliance reports, school's governing authority meeting minutes, financial records (including recent audits) and information about how the school has remedied any deficiency cited by the current sponsor (if applicable).
7. Applicants may submit supplemental documentation after the interview per the timeline provided.
8. After all supplemental documentation has been submitted, the interview team will record interview comments and a final score in the scoresheet(rubric).
9. CSS will interview the current sponsor of the applicant.
 - a. All interviews of current sponsors will be conducted via phone by the President or designee with a follow-up email for confirmation.
10. Final scoresheets(rubric) will be reviewed by the Management Team to establish evidence-based recommendations for the St. Aloysius Education Committee and full board.
11. All applicants recommended for approval must earn at least 75% of possible points on the application.
12. All applicants earning less than 75% of possible points on the application will be denied.

DOCUMENTATION / VERIFICATION

All COMMUNITY SCHOOL TRANSFER APPLICATION INTERVIEW PROCESS documents will be saved with a naming convention and the date in the shared drive as follows:

Location of documentation:

S :/(School Year) Application Process

Ex: S :/(School Year) Application Process/ABC Academy of Columbus Interview [Date]

Naming convention: School +Interview

Ex: ABC Academy of Columbus Interview [Date]



Supporting documentation included with this process:

1. Scoresheet(rubric).

DOCUMENT HISTORY

Orig. Date January 2019

REVIEW AND APPROVAL

Reviewers of the COMMUNITY SCHOOL TRANSFER APPLICATION INTERVIEW PROCESS are as follows:

Reviewed By: Management Team

Date: 11/08/2018

Approved By: President David L. Cash, Jr.

Date: 11/08/2018

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