



**NEW COMMUNITY SCHOOL**

EFFECTIVE DATE 07/01/2013

**APPLICATION INTERVIEW PROCESS**

**SOP 1.3**

SIGNATURE \_\_\_\_\_

A handwritten signature in black ink, appearing to be "R. P.", is written over a horizontal line.

PROPOSED BY \_\_\_\_\_

**VP Sponsorship Operations**

**PURPOSE**

The NEW COMMUNITY SCHOOL 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 and the likelihood that it will lead to a high-quality school.

The NEW COMMUNITY SCHOOL APPLICATION INTERVIEW PROCESS is part of a larger NEW COMMUNITY SCHOOL APPLICATION PROCESS that includes initial application processes, scoresheet(rubric) review, and development of a preliminary agreement.

**SCOPE**

The NEW COMMUNITY SCHOOL APPLICATION INTERVIEW PROCESS applies to all staff who review applications for new charters. The Final Interview Team Members include the President and other members of the CSS Management Team or its designees.

**PROCEDURE**

The NEW COMMUNITY SCHOOL APPLICATION INTERVIEW PROCESS tracks applicants contact information, proposed scheduling for interviews, confirmation of attendees, and dates and times of scheduled interviews.

1. Prior to beginning the interview process, the Legal Department ensures all previous steps in the NEW COMMUNITY SCHOOL APPLICATION PROCESS and NEW COMMUNITY SCHOOL APPLICATION SCORESHEET (RUBRIC) REVIEW PROCESS have been completed.
2. The Legal Department confirms schedules of interview team members and coordinates interviews and ensures meeting rooms are reserved for the respective dates and stocked with



necessary supplies and materials. Interviews are scheduled to ensure sufficient time for discussion and deliberation prior to subsequent interviews.

3. The Legal Department invites each applicant who scored a 50% or above on the scoresheet(rubric) to interview with the interview team.
4. The invitation requests a confirmation response and identification of who will participate in the interview.
5. The Legal Department includes with the interview invitation a "CSS Review Team" scoresheet(rubric) noting strengths, challenges and questions for the applicant.
6. 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).
7. The interview team completes the interviews to achieve a thorough understanding of the applicant's 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. Interviewers will ensure that all information provided in the application and during the interview allows 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.
8. The interview team will focus on the challenges noted and questions provided in the "CSS Review Team" scoresheet(rubric) during the interview.
9. Applicants will be permitted sufficient time to address all challenges noted and questions asked.
10. Applicants may submit supplemental documentation after the interview per the timeline provided.
11. After all supplemental documentation has been submitted, the interview team will record interview comments and a final score in a "Final CSS Review Team" scoresheet(rubric).
12. Final scoresheets(rubric) will be reviewed by the Management Team to establish evidence-based recommendations for the St. Aloysius Education Committee and full board.
  - a. If the applicant is a replicator, the Management Team will also review recent audits and compliance reports for applicable replicator schools.
  - b. If the applicant is a replicator and does not have schools sponsored by St. Aloysius, CSS will interview the applicant's current sponsor.
    - i. All interviews of current sponsors will be conducted via phone by the President or designee with a follow-up email for confirmation.
13. All applicants recommended for approval must earn at least 75% of possible points on the application.
14. All applicants earning less than 75% of possible points on the application will be denied.



## **DOCUMENTATION / VERIFICATION**

All NEW COMMUNITY SCHOOL 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) Contract-Application Process

Ex: S :/( School Year) Contract-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. Sample Scoresheet(rubric).
2. Invitation to applicant for interview
3. Sample interview sign-in sheet

## **DOCUMENT HISTORY**

Orig. Date 2011

Rev. Dec. 2012

Rev. March 2015

Rev. March 2017

Rev. October 2018

## **REVIEW AND APPROVAL**

Reviewers of the NEW COMMUNITY SCHOOL APPLICATION INTERVIEW PROCESS are 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. The NEW COMMUNITY SCHOOL APPLICATION INTERVIEW PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.