



**EXISTING COMMUNITY SCHOOL
APPLICATION PROCESS**

EFFECTIVE DATE 1/1/2016

SOP 1.4

SIGNATURE _____

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

PROPOSED BY _____

General Counsel

PURPOSE

The EXISTING COMMUNITY SCHOOL APPLICATION PROCESS applies to schools seeking a change in sponsor. It ensures collection of sufficient information concerning an applicant's academic data, compliance reports, governing authority meeting minutes, financial records, including recent audits, record of success of the school's current management company (if applicable) and information about how the school has remedied any deficiency cited by the current sponsor.

The EXISTING COMMUNITY SCHOOL APPLICATION PROCESS guides the applicant from the initial review through contract development. Subsidiary or subsequent processes to the EXISTING COMMUNITY SCHOOL APPLICATION PROCESS include the NEW COMMUNITY SCHOOL CONTRACT PROCESS and NEW CONTRACT SCORESHEET (RUBRIC) REVIEW PROCESS.

SCOPE

The EXISTING COMMUNITY SCHOOL APPLICATION PROCESS applies to all staff who reviews existing community school applications.

PROCEDURE

The EXISTING COMMUNITY SCHOOL APPLICATION PROCESS is as follows:

1. The Intent to Apply and Application for Existing Schools Seeking New Sponsor will be posted on the Charter School Specialists and St. Aloysius website for review by potential applicants.
2. Applicants may contact the President or other CSS employee and express interest in engaging St. Aloysius as a sponsor. The applicant will be referred to the St. Aloysius or Charter School Specialists website for completion and submission of the Intent to Apply: Existing School Seeking New Sponsor.



3. Upon receipt of an intent to apply, CSS will conduct a preliminary eligibility review using the information contained in the Intent to Apply: Existing School Seeking New Sponsor to determine if the applicant meets statutory criteria.
4. The following areas will be reviewed as part of the preliminary eligibility review process:
 - CSS will review the non-renewal or termination notice issued by the current sponsor. The notice must have been issued by January 15 of the year the sponsor is terminating or non-renewing the school.
 - If the school's contract was non-renewed or terminated for failure to meet student performance requirements stated in the contract or for failure to meet generally accepted standards of fiscal management, it is not eligible for sponsorship by St. Aloysius.
 - If the school does not intend to renew its contract with its sponsor, the community school is required to notify the current sponsor in writing at least 180 days prior to the expiration of the contract. This notification must be approved by the school's governing authority.
 - If a community school received a "D" or "F" for the performance index score and an overall grade of "D" or "F" for the value-added progress dimension or another measure of student academic progress if adopted by the state board of education, on the most recent report card issued for the school, the applicant must also provide documentation from the Ohio Department of Education (ODE) that the request to enter into a new contract with a sponsor has been granted by ODE. The school must apply to ODE by February 15 for permission to transfer sponsors and the request must be granted or denied within (30) thirty days. ODE provides a detailed application that must be completed and submitted by February 15 of the current school year.
5. If the school is designated as a conversion community school by ODE, it is currently ineligible for sponsorship by St. Aloysius. The Legal Department shall review the submission and communicate to the applicant and President if the school is immediately disqualified under current law based on the criteria above.
6. If the School is eligible based on the above criteria to apply for sponsorship by St. Aloysius, the applicant will be provided an Application for Existing School Seeking New Sponsor.
7. The Legal Department confirms that documents are submitted electronically per the directions and guidance provided to the applicants.
8. If the application is incomplete, the Legal Department shall contact the existing school applicant and request additional information.
9. The Legal Department prepares a list of all applicants.
10. The Legal Department facilitates a training for 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.
11. Training materials will be stored on the shared drive in the appropriate location.



12. The Legal Department initiates the next step in the process, EXISTING COMMUNITY SCHOOL APPLICATION SCORESHEET (RUBRIC) REVIEW PROCESS.

DOCUMENTATION / VERIFICATION

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

Location of documentation:

S: / (2017-2018) Current School Year EXISTING COMMUNITY SCHOOL APPLICATION PROCESS

Naming convention:

[School year applied for] [Applicant Name] [School Name] [Section of application, i.e., rubric, interview questions] [Date posted].

Ex: 2017-2018 EXISTING SCHOOL APPLICATION PROCESS/ABC Academy of Columbus Application Final [Date]

Supporting documentation included with this process:

1. List of applicants
2. Existing school application and supporting documentation
3. Scoresheet(rubric)
4. Timeline

DOCUMENT HISTORY

Orig. Date February 2016

Rev. Date December 2017

Rev. Date October 2018

REVIEW AND APPROVAL

Reviewer of the EXISTING 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. EXISTING COMMUNITY SCHOOL APPLICATION PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.