



## EXISTING COMMUNITY SCHOOL

EFFECTIVE DATE 07/01/2018

## APPLICATION INTERVIEW PROCESS

**SOP 1.6**

SIGNATURE \_\_\_\_\_

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

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

**Legal Department**

### **PURPOSE**

The EXISTING 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.

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

### **SCOPE**

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

### **PROCEDURE**

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

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



3. Interview team members coordinate interviews directly with the existing 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 existing 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, educational program, academic data, financial performance/business plan 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 a "Final CSS Review Team" 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 EXISTING 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) 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 2018

### **REVIEW AND APPROVAL**

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