



**RENEWAL SCHOOL APPLICATION
AND REVIEWER PROTOCOL PROCESS**

EFFECTIVE DATE 5/31/2013

SOP 1.7

SIGNATURES _____

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

PROPOSED BY _____ VP Sponsorship Operations

PURPOSE

The RENEWAL SCHOOL APPLICATION AND REVIEWER PROTOCOL PROCESS ensures clear communication of the renewal application process to all renewal schools and application reviewers. It defines criteria that is specific and transparent to be used to evaluate applications that include multiple sources of evidence. The renewal application process is critical to protecting school autonomy, student rights and public interest and ensures that schools are held to high standards of academic, financial and organizational performance based on the performance framework in the contract.

SCOPE

The RENEWAL SCHOOL APPLICATION AND REVIEWER PROTOCOL PROCESS applies to all CSS staff who are involved with charter renewals.

PROCEDURE

1. The RENEWAL SCHOOL APPLICATION AND REVIEWER PROTOCOL PROCESS begins in the fall of the year prior to the expiration of the charter. The Legal Department shall maintain a spreadsheet of renewal dates for each school as a reference.
2. The Legal Department shall prepare the preliminary renewal report for each school eligible for renewal based on the performance framework in the contract.
3. The renewal application, scoresheet/scoring rubric, and defined timeline is posted on the Charter School Specialists and St. Aloysius websites.
4. The renewal application, scoresheet/scoring rubric, defined timeline and preliminary renewal report are sent to applicants.
5. A training will be conducted by the legal department for all applicants reviewing all aspects of the renewal process.
6. All renewal applicants are required to complete the renewal application and submit it to the Legal Department for review by the established deadline.
 - a. The renewal application process will provide for a review of multiple years and measures of student achievement, financial audits, site visit reports or other compliance



reports and if applicable status reports on corrective action plans or other required interventions as part of the application or scoring.

7. CSS staff will be assigned to review and score the application. Training will be provided on the protocols and scoring rubrics annually including reviewer calibration.
8. Reviewers will prepare individual scoring rubrics documenting the rating for each renewal criteria strictly adhering to the requirements which are included in the scoring tool and training.
9. Reviewers will meet as a team and develop a consensus score.
10. Final renewal reports are assembled based on a review of the application and preliminary data.
11. President and Management Team will meet to discuss final renewal reports, scoring of applicants, and determine evidence-based recommendations to be provided to St. Aloysius.
12. President or his designee will schedule a meeting (in-person or via phone) with the St. Aloysius Education Committee to provide evidence-based recommendations.
 - a. All applicants recommended for approval must earn at least 75% of possible points on the application.
 - b. All applicants earning less than 75% of possible points on the application will be denied.
13. The Legal Department will prepare a summary of renewal recommendations to be provided to the St. Aloysius Education Committee and the full St. Aloysius Board.
14. After approval from the St. Aloysius Board, final renewal reports are distributed under cover from General Counsel advising of renewal or nonrenewal and the term of the renewal.
15. Upon receipt of the Notice of Renewal, Applicants are required to work on finalizing renewal Charter and Attachments. See NEW CHARTER PROCESS and NEW CHARTER PROCESS – SCORESHEET REVIEW.
16. If an applicant is non-renewed, it may follow the process outlined in the community school contract section titled “Non-Renewal of this Charter”.

DOCUMENTATION / VERIFICATION

The Legal Department will save all RENEWAL SCHOOL AND REVIEWER PROTOCOL PROCESS documents with a naming convention and the date in the shared drive as follows:

Ex: S DRIVE/SPONSOR CONTRACT RENEWALS/ SPONSOR RENEWAL FY

Samples of the following documents are attached to this PROCESS:

1. Community School Renewal Charter Application, Defined Timeline, and Scoresheet/Scoring Rubric
2. Approval Letter
3. Sample Preliminary High-Stakes Review Renewal Report
4. Sample Final High-Stakes Review Renewal Report
5. Sample Nonrenewal Report and Nonrenewal Cover Letter



DOCUMENT HISTORY

Orig. date May 2012

Rev. May 2013.

Rev. November 2014

Rev. January 2016

Rev. December 2017

Rev. October 2018

REVIEW AND APPROVAL

Reviewers of the RENEWAL SCHOOL APPLICATION AND REVIEWER PROTOCOL 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 RENEWAL SCHOOL APPLICATION AND REVIEWER PROTOCOL PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.