



**ANNUAL REPORT
COMMUNICATION PROCESS**

EFFECTIVE DATE 09/01/2013

SOP 7.2

SIGNATURE

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

APPROVED BY: Leadership Team

PROPOSED BY: VP Sponsorship Operations

PURPOSE

The ANNUAL REPORT COMMUNICATION PROCESS ensures compliance with state reporting requirements and informs stakeholders of additional valuable information about St. Aloysius, CSS and St. Aloysius sponsored schools. The audience for the report includes all stakeholders, including the Ohio Department of Education, parents, schools, boards, local and state legislators and decision makers relative to the Ohio community school movement. CSS shall evaluate the performance of the schools in the following areas: academic performance, fiscal performance, organization and operation and legal compliance. The evaluation of a school's academic and fiscal performance shall be based on the performance requirements specified in the contract between the sponsor and the board of the school, the state report cards issued for the school and any other analysis conducted by the department of education. The annual report shall provide clear, accurate performance data for the schools sponsored by St. Aloysius, reporting on individual schools and St. Aloysius' overall portfolio performance and progress toward achieving its sponsoring mission.

SCOPE

The process applies to all Departments and the President.

PROCEDURE

1. The Compliance Department begins gathering data and statistics the first week of November rating each school as "meets", "exceeds" or "did not meet" in each of the following areas: academic performance, fiscal performance, organization and operation. Legal compliance shall be rated as "meets" or "did not meet".
 - a. Local Report Card and school performance evaluation spreadsheets are collected from the School Improvement Department. The Compliance Department collects data for the compliance and school data performance inserts and formats them.
 - b. The Fiscal Operations Department provides fiscal performance data to the Compliance Department.



- c. The Compliance Department provides data on compliance of each school.
 - d. The Legal Department provides data on the legal compliance of each school to the Compliance Department.
2. The Compliance Department consults with President and other appropriate staff regarding content and supplemental charts and graphs.
3. The Compliance Department prepares content and assembles the final written report.
4. The draft report is reviewed by appropriate staff, including Compliance Department designee and the Legal Department designee.
5. The draft report is presented to the President for approval.
6. Once approved, the President submits the Annual Report draft to St. Aloysius for final approval.
7. The Compliance Department prepares supplemental communications such as a cover letter for President's signature.
8. The Compliance Department distributes the final report to the following:
 - a. Stakeholder recipients, if applicable;
 - b. Ohio Department of Education;
 - c. St. Aloysius Education Committee; and
 - d. Parents (Parents have been provided a link to download the report within each schools' annual report. CSS will also require schools to post the Sponsor Annual Report at the school)
9. Legal Department designee distributes the report electronically with the Sponsor Connection Newsletter in December to all governing authority members and school administrators.
10. Office Coordinator ensures the annual report is posted on the CSS and St. Aloysius websites by November 30th.
11. Office Coordinator shall distribute the report electronically directly to the school leaders and instruct school leaders to post the report in the school. Communication should direct parents to our website and provide a number to call if no internet access is available.
12. Office Coordinator confirms with every school that the report has been posted. Office Coordinator tracks this confirmation with a spreadsheet that is saved on the shared drive.

DOCUMENTATION / VERIFICATION

The Compliance Department then saves all portions of the document in Word, Excel, Publisher and in a comprehensive PDF version on the shared drive under the sponsor annual report folder as appropriate by year, and can be found as indicated below:

Location of documentation:

S:/Sponsor Annual Reports

Naming Convention: Sponsor Annual Reports/Year/Document



Ex: S: / Sponsor Annual Reports/SY/sponsor annual report to ODE

Supporting documentation included with this process:

1. "Current Year" sponsor annual report
2. Sample submission of Report to Schools
3. Spreadsheet to Track contact with Schools

DOCUMENT HISTORY

Orig. July 2012

Rev. July 2013

Rev. May 2014

Rev. February 2016

Rev. April 2017

Rev. November 2018

REVIEW AND APPROVAL

Reviewer of the ANNUAL REPORT COMMUNICATION 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. The ANNUAL REPORT COMMUNICATION PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.