



**RESOURCE ALLOCATION
PROCESS**

EFFECTIVE DATE 10/1/2013

SIGNATURE: _____

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SOP 9.2

APPROVED BY: Leadership Team

PROPOSED BY: VP Sponsorship Operations

PURPOSE

The RESOURCE ALLOCATION PROCESS ensures the sponsor has a budget commensurate with its sponsoring responsibilities and has a plan to allocate resources to support its priorities and the needs of its schools.

SCOPE

The RESOURCE ALLOCATION PROCESS is directed by the Management Team based on the results of needs assessments and data analysis to allocate resources that align with the strategic plan and sponsoring responsibilities.

PROCEDURE

1. Annually, the Management Team conducts a data analysis of the following:
 - a. The number of schools sponsored in addition to the number and scope of projects planned in relation to the CSS strategic plan;
 - b. Consideration of St. Aloysius's review and approval of applications, denials, renewal decisions and terminations;
 - c. Areas of growth needed and/or desired;
 - d. Overseeing school performance and legal compliance of sponsored schools;
 - e. The level and amount of technical assistance provided to sponsored schools;
 - f. Staffing.
2. In addition, the Management Team conducts a needs assessment of its sponsored schools, including but not limited to, a review of the following:
 - a. Local report card grades and other academic data;
 - b. On-site assistance reviews;
 - c. Monitoring and oversight requirements;
 - d. Legal compliance with all rules and laws;



- e. Fiscal and special education reviews
3. After conducting a needs assessment and data analysis, the Management Team makes resource allocation recommendations supported by the strategic plan for the President's approval.
4. The President will make data-driven decisions for resource allocation and will implement organizational improvements such as the hiring or training of personnel, purchasing of additional equipment, technology or supplies, and/or planned professional development for staff and sponsored schools.

DOCUMENTATION / VERIFICATION

All documents associated with resource allocations are retained as may be necessary by the Management Team and may be in various locations on the CSS shared drive. Surveys are retained with the Self-Evaluation Process documentation on the CSS Shared drive.

Location of documentation:

- S:/CSS/Strategic Plan

Naming convention:

- CSS Strategic Plan+Year + Reference+Document
- Ex: CSS Strategic Plan/SY/Strategies and Links to Evidence/Goal 1

Supporting documentation included with this process:

- CSS Strategic Plan
- CSS Self-Evaluation Guidelines

DOCUMENT HISTORY

Orig. Date Sept. 2013

Rev. April 2017

Rev. October 2018

REVIEW AND APPROVAL

Reviewer of the RESOURCE ALLOCATION 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 RESOURCE ALLOCATION PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.