



SPONSOR EVALUATION SYSTEM

EFFECTIVE DATE April 1, 2017

PROCESS

SOP 9.7

SIGNATURE _____

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

PROPOSED BY _____

Operations Coordinator

PURPOSE

The SPONSOR EVALUATION SYSTEM PROCESS outlines how Charter School Specialists (CSS) on behalf of St. Aloysius will prepare for and submit all required documentation to the Ohio Department of Education (ODE) as outlined in Ohio Revised Code Section 3314.016. Three components -Academic Performance, Compliance with Law and Rules, and Quality Practices are all evaluated in procedures provided to sponsors by ODE. Statute dictates that all components are weighted equally and the evaluation framework and process must be transparent. The categories for overall ratings are “exemplary,” “effective,” “ineffective” or “poor”. ODE will give a separate rating for each evaluation system component.

SCOPE

The SPONSOR EVALUATION SYSTEM PROCESS applies to all staff at CSS who support processes and procedures that are subject to review and evaluation as part of the SPONSOR EVALUATION SYSTEM PROCESS.

PROCEDURE

The SPONSOR EVALUATION SYSTEM PROCESS includes the following:

1. Compliance Component – CSS is required to complete one compliance worksheet (supplied by ODE) for St. Aloysius and one worksheet per school for the sponsor’s oversight of the school’s compliance. Additionally, sponsors are required to submit a signed certification statement.
2. Academic Component – The sponsor’s score and rating will be based on the data from each St. Aloysius’ sponsored school based on data in the most recent ODE Local Report Card. Sponsors are not required to upload any documents for the academic component.



3. Quality Component – Documents are uploaded via ODE guidance. ODE will provide a quality practices rubric each year listing standards. CSS will upload documents that it determines best exemplify each standard.
4. All documents are submitted to ODE via the Epicenter document management system, access to which is provided by ODE.
5. The Legal Department and Compliance Department will establish internal procedures and deadlines and coordinate gathering and review of all documents prior to submission to ODE.
6. Final submission of documents to ODE via Epicenter will be approved by the President.

DOCUMENTATION/VERIFICATION

Location of documentation:

S:/CSS SPONSOR EVALUATION SYSTEM PROCESS

Naming convention: [SOP Number] + document name (must include the word “process” in all caps)

Ex: 0.1 SPONSOR EVALUATION SYSTEM PROCESS

Supporting documentation included with this process:

1. Sponsor Evaluation documents and templates provided by ODE
2. Sponsor Evaluation documents prepared by CSS staff supporting the Sponsor Evaluation

DOCUMENT HISTORY

Orig. Date April 2017

REVIEW AND APPROVAL

Reviewers of the SPONSOR EVALUATION SYSTEM PROCESS are as follows:

Reviewed by: Management Team:

Date: 4/7/17

Approved by: President David L. Cash, Jr.

Date: 4/10/17

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. The SPONSOR EVALUATION SYSTEM PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.