



**NEW COMMUNITY SCHOOL  
CONTRACT PROCESS**

EFFECTIVE DATE 09/01/2013

**SOP 2.1**

SIGNATURE \_\_\_\_\_

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

PROPOSED BY VP Sponsorship Operations

**PURPOSE**

The NEW COMMUNITY SCHOOL CONTRACT PROCESS ensures all community schools submitting new contracts to St. Aloysius comply with the deadlines established by the sponsor, rule and law, and the Ohio Department of Education.

**SCOPE**

The NEW COMMUNITY SCHOOL CONTRACT PROCESS applies to all CSS staff involved on the contract review team and is used to guide all applicants for new charters with St. Aloysius from either (a) the approved preliminary agreement or (b) the expiring St. Aloysius Contract to a finalized and executed new community school contract.

**PROCEDURE**

Prior to beginning this process, the applicant must complete one of the three tracks of the COMMUNITY SCHOOL APPLICATION PROCESSES as follows:

- Track 1 applications (also known as “full applications”) are for New School Applicants who do not have a community school currently in operation. These applicants complete the NEW COMMUNITY SCHOOL APPLICATION PROCESS prior to beginning this process.
- Track 2 applications are for New Applicants who have a community school or charter school currently operating under different sponsorship (either in or outside of Ohio). These applicants will complete the EXISTING COMMUNITY SCHOOL APPLICATION PROCESS prior to beginning this process.
- Track 3 applications are for Renewal Applicants who have a current charter with St. Aloysius that is expiring. These applicants complete the RENEWAL COMMUNITY SCHOOL APPLICATION AND REVIEWER PROTOCOL PROCESS prior to beginning this process.



The NEW COMMUNITY SCHOOL CONTRACT PROCESS is as follows:

1. Legal Department and Management Team shall review the current charter contract template for changes in rule or law. General Counsel shall review all suggested changes with President and finalize the charter contract template.
2. Upon completion of the above, applicants will be provided with the contract template and attachment requirements and expectations of the NEW COMMUNITY SCHOOL CONTRACT PROCESS.
3. Legal Department will communicate with the applicants to ensure they have received documentation and are aware of deadlines and the need to submit all items as stated in the attached "Critical Dates Timeline."
4. Legal Department shall conduct a webinar for all applicants explaining changes to contract template and general contract requirements.
5. Upon receipt of applicant contract materials, the Contract Review Teams will review and evaluate the contract materials per the NEW COMMUNITY SCHOOL CONTRACT SCORESHEET (RUBRIC) REVIEW PROCESS.
6. The completed contract and attachments must include all required information.
7. Upon completion of the contract, Legal Department or designee will contact St. Aloysius regarding execution of the contract.
  - a. If St. Aloysius grants permission for the President of CSS to execute the contract on behalf of St. Aloysius, General Counsel will secure the President's signature on each Contract.
  - b. If St. Aloysius will be executing the documents directly, General Counsel will make arrangements to obtain signatures.
8. Once the Contracts are executed, General Counsel will upload a copy of the fully executed signature page into each school's Dropbox folder.
9. Legal Department will prepare copies of full Contracts and Attachments to submit to each of the following:
  - a. The Ohio Department of Education,
  - b. St. Aloysius,
  - c. CSS records, and
  - d. Approved Applicants.
10. Distribution of these copies must be completed and submitted prior to the required ODE and/or statutory deadlines.

### **DOCUMENTATION / VERIFICATION**

Legal Department will save all NEW COMMUNITY SCHOOL CONTRACT PROCESS documents with a naming convention and the date in the shared drive as follows:

*Location of documentation:*



## S/"Current School Year" Contracts & Attachments

### *Naming convention:*

Ex: S/"Current School Year" Contracts & Attachments/ABC Academy of Columbus/Attachment1, 2, 3 Final 05052012

### *Supporting documentation included with this process:*

1. Community School Contract Template, Timeline, and Guidance Document
2. Email communications linking to the template and instruction documents
3. Internal communications to review teams including training materials
4. Internal communications relating to reviews/revisions
5. External communications relating to reviews/revisions
6. Contract review webinar

### **DOCUMENT HISTORY**

Orig. Date May 2012

Rev. May 2013

Rev. Sept. 2013

Rev. March 2017

### **REVIEW AND APPROVAL**

Reviewer of the NEW COMMUNITY SCHOOL CONTRACT PROCESS is as follows:

Reviewed By: Management Team

Date: 3/2/17

Approved By: President: David L. Cash, Jr.

Date: 3/2/17

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



**St. Aloysius Sponsorship  
Critical Dates Timeline as Revised All Contract Applicants –  
General Counsel to update for current year**

**The Timeline for submitting a final Contract and Attachments for sponsorship by St. Aloysius is as follows:**

January	St. Aloysius to provide final Contract template and attachment requirements to all applicants with approved Preliminary Agreements. This communication will also include guidance to Applicant for finalizing contract/attachment language for approval. Applicant must comply with direction on page formatting and footer identifiers as required.
March	Final due date for all new schools applicants to submit board resolution approving the contract and all Attachments (in the specified format) via Dropbox.
March/April	St. Aloysius final comments communicated to Applicants via Dropbox, electronic delivery or telephone with identified Applicant lead individual.
April/May	Deadline for all applicants to submit to Charter School Specialists, on behalf of St. Aloysius finalized contract template and attachments.
April/May	St. Aloysius final review and execution of original Contracts.
May/June	St. Aloysius to submit signed Contract to ODE and applicants.