



**COMMUNITY SCHOOL**

**EFFECTIVE DATE 1/30/2013**

**TERMINATION &**

**NON-RENEWAL PROCESS**

**SOP 2.6**

**SIGNATURE**

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

**PROPOSED BY VP Sponsorship Operations**

### **PURPOSE**

The COMMUNITY SCHOOL TERMINATION & NON-RENEWAL PROCESS ensures that all necessary notifications and closure requirements are met by the deadlines established by the sponsor, rule and law, and the Ohio Department of Education. In addition, the process monitors the performance of the applicant through the RENEWAL SCHOOL APPLICATION AND REVIEWER PROTOCOL PROCESS. The process also ensures that, if a terminated or non-renewed school does not close but rather is awarded a contract by ODE or a different sponsor, all requirements of the non-renewing sponsor are documented, submitted and retained as required.

### **SCOPE**

The COMMUNITY SCHOOL TERMINATION & NON-RENEWAL PROCESS is used to guide all schools from the point of a non-renewal or termination decision through to closure and applies to all staff involved in the termination and non-renewal process.

### **PROCEDURE**

1. The COMMUNITY SCHOOL TERMINATION & NON-RENEWAL PROCESS may begin with the RENEWAL SCHOOL APPLICATION AND REVIEWER PROTOCOL PROCESS, which includes evaluation of the application and academic, financial and academic data over the term of the charter contract.



2. If the school does not meet the criteria for renewal as listed in its contract, the school will be non-renewed.
3. The process may also begin with an evaluation of concerns reviewed by the CSS Management Team.
4. Conditions that may trigger consideration of termination include but are not limited to: failure to meet student performance requirements stated in the contract; failure to meet generally accepted standards of fiscal management; violation of any provision of the contract or applicable state or federal law; other good cause.
5. Internal staff will collect data relative to the condition listed in number 4 that triggered consideration of termination. This data may include academic data from the local report card or nationally normed assessments related to student performance requirements stated in the contract, financial statements related to meeting generally accepted standards of fiscal management, and compliance data related to the provision of the contract or law the school has violated.
6. Additionally, internal staff will contact the school leader, management company representative (if applicable), governing authority counsel, governing authority president and any other personnel related to the issues reported.
7. Analysis of the data is conducted internally and presented to St. Aloysius by the President or other key staff for a final determination. The St. Aloysius Education Committee reviews the findings and recommendations of CSS and makes a decision to non-renew or terminate the school.
8. Once a decision is made to non-renew or terminate, the notice of non-renewal or termination letter is sent from the Legal Department on behalf of St. Aloysius.
  - a. Notices of non-renewal will be sent, in writing, no later than January 15th of the year in which the contract will be terminated or non-renewed.
9. All schools are required to respond to the non-renewal or termination notice within fourteen (14) days and request an informal hearing if they intend to appeal the decision. The request must be made in writing.
  - a. If the School requests an informal hearing, CSS will conduct the hearing on behalf of St. Aloysius within fourteen (14) days of the request for the hearing.
10. Once CSS has conducted the informal hearing, CSS will present all information discussed at the hearing to the St. Aloysius Education Committee. The St. Aloysius Education Committee shall make a final determination to rescind the non-renewal or termination or continue with closure of the school.
11. CSS, on behalf of St. Aloysius, shall issue a written decision either affirming or rescinding the decision to not renew the contract. CSS appropriately notifies the Governing Authority, school and ODE within fourteen (14) days of the final decision, and maintains records of the communications to comply with sponsor and statutory requirements.
  - a. All non-renewed schools shall continue to operate through the end of the school year in which they have been non-renewed.
  - b. All terminated schools shall cease operation on the date established in the original termination notice after all appeals have been exhausted.
12. CSS will ensure the school's families were notified of the non-renewal no later than April 15.
13. At the end of the school year or date of termination, CSS works with the school's designated contact person, as required by the charter, to submit all notices, records, financial information and requirements



as detailed in the ODE school closure guidelines unless CSS is provided with notice that the school has retained different sponsorship.

14. The Legal Department calendars relevant follow up dates to obtain documents or fulfill requirements as dictated therein. Such critical dates are uploaded to the shared drive and are monitored by the Legal Department and/or the relevant subject matter expert.

## **DOCUMENTATION / VERIFICATION**

All COMMUNITY SCHOOL TERMINATION & NON-RENEWAL PROCESS documents will be saved with a naming convention and the date in the shared drive as follows:

S DRIVE/"Current School Year" SPONSOR CONTRACT RENEWALS/ Name of School's proposed school name/Next identify folder for attachments, rubric or backup documentation/identify as final or draft and the date received.

Ex: S/"Current School Year" Renewal Contracts/ABC Academy of Columbus/Notice of non-renewal/[Date]

\*Note that much of the financial documentation and school provided closure documentation will be hard copy. Noting that – CSS will scan the hard copies to the S Drive as indicated above.

Sample documents attached to this process include the following:

1. Sample communication to the board advising of decision to non-renew
2. Sample renewal report leading to non-renewal decision
3. Sample communication to the school advising of the CSS closure schedule, timeline and requirements
4. State closure listing of requirements
5. CSS timeline for closure including all state closure requirements

## **DOCUMENT HISTORY**

Orig. Date May 2012

Rev. March 2017

Rev. September 2018

Rev. September 2019



## **REVIEW AND APPROVAL**

Reviewers of the COMMUNITY SCHOOL TERMINATION & NON-RENEWAL PROCESS are as follows:

Reviewed By: Management Team

Date: 08/30/2019

Approved By: President David L. Cash, Jr.

Date: 09/11/2019

With final approval as of the date that the President signs the COMMUNITY SCHOOL TERMINATION & NON-RENEWAL PROCESS document. At that point, the COMMUNITY SCHOOL TERMINATION & NON-RENEWAL PROCESS may be implemented.