



## **STANDARD OPERATING PROCEDURE 2.3**

### **PROCEDURE TITLE: Community School Contract Modification Process**

**Department: Legal Department**

**Proposed by: General Counsel**

**Effective Date: 10/01/2013**

#### **PURPOSE**

The COMMUNITY SCHOOL CONTRACT MODIFICATION PROCESS ensures that any modification to the community school contract recognizes new and better ways to serve students or improve school operations. Contract modifications should always be developed with the goal of increasing the rigor of academic, financial or operational performance. Additionally, contracts and school data will be reviewed based on incorporating changes in federal or state law and changes to Ohio's accountability system to determine the need for contract modifications to the contract template or contract performance measures in conjunction with the CONTRACT REVIEW AND UPDATES PROCESS. Based on best practices provided by NACSA, the contract will be reflective of the School's program(s) at all times with a commitment to growth and progress in all aspects of school operations. The COMMUNITY SCHOOL CONTRACT MODIFICATION PROCESS applies to all staff involved in contract negotiation and management.

#### **SCOPE**

The COMMUNITY SCHOOL CONTRACT MODIFICATION PROCESS will encompass all modifications to any community school contract between St. Aloysius and its sponsored schools. This process applies to all staff who are involved with contract modifications. Requests for modifications will be considered during any year of the Charter.



## **PROCEDURE**

1. The COMMUNITY SCHOOL CONTRACT MODIFICATION PROCESS begins with notification of intent to modify the contract or an informal request for modification by either the school's governing authority chair, governing authority legal counsel or CSS. The Legal Department shall update the contract modification monitoring spreadsheet.
2. If necessary, upon receipt of a request for modification from a school or CSS staff member, the Legal Department will clarify the details of the request for modification with the school governing authority or governing authority counsel, and President of CSS, if appropriate, within five (5) business days.
3. The Legal Department will review the guidance provided by the Ohio Department of Education (ODE) concerning contract modifications.
4. The Legal Department will contact the requestor and advise of all supporting documentation required for the modification, including, but not limited to, a signed governing authority resolution or signed minutes. Additionally, the requestor will be advised that no community school contract modification should be implemented prior to completion of the modification process.
5. The Legal Department shall request approval of the contract modification from St. Aloysius.
6. The Legal Department shall send any supporting documentation to the appropriate CSS staff member or department for review.
7. Upon review and approval by appropriate staff or department, the Legal Department shall execute the community school modification by updating applicable charter sections and/or attachments.
8. The Legal Department shall submit the modification to the Ohio Department of Education via Epicenter.
9. If the contract modification includes any of the items below, a new comprehensive plan, including resolution, shall be required:
  - a. The process by which the governing authority of the school will be selected in the future (this is typically found in bylaws and/or code of regulations);
  - b. The management and administration of the school (this is typically the management agreement OR a description of how the day-to-day operations of the school will be ran);
  - c. If the school is a conversion school, arrangements for current public school students who choose not to attend the converted school and for teachers who choose not to teach in the school or building after conversion (this is rare, please see General Counsel with questions);



- d. The instructional program and educational philosophy of the school (this is typically in the education plan); AND
  - e. Internal financial controls of the school.
10. The Legal Department shall provide the school with a new comprehensive plan and resolution to be approved and executed at the next board meeting.
11. The Legal Department will save the new comprehensive plan in the appropriate sponsor evaluation folder.

### **DOCUMENTATION / VERIFICATION**

All COMMUNITY SCHOOL CONTRACT MODIFICATION PROCESS documents will be saved with a naming convention and the date in the shared drive as follows:

*Location of documentation:*

S DRIVE/ CONTRACTS/ CONTRACT MODIFICATIONS/Name of School.

*Supporting documentation included with this process:*

1. Template request to school for supporting documentation
2. Template to St. Aloysius explaining the request and asking approval
3. Guidance for Charter Modifications as provided by ODE

### **DOCUMENT HISTORY**

Orig. Date May 2012  
Rev. Sept. 2013  
Rev. November 2014  
Rev. March 2017  
Rev. October 2018  
Rev. January 2020  
Rev. April 2020



## **REVIEW AND APPROVAL**

Reviewers of the COMMUNITY SCHOOL CONTRACT MODIFICATION PROCESS are as follows:

Reviewed By: Management Team

Date: 4/13/2020

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

Date: 4/29/2020

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