



## **STANDARD OPERATING PROCEDURE 3.20**

### **PROCEDURE TITLE: Comprehensive Plan Process**

**Department: ALL**

**Proposed by: General Counsel**

**Effective Date: 01/01/2020**

#### **PURPOSE**

The COMPREHENSIVE PLAN PROCESS describes the practice of collecting and updating items needed for the comprehensive plan as required in Ohio Revised Code section 3314.03(B).

#### **SCOPE**

The COMPREHENSIVE PLAN PROCESS applies to all staff who collect and update documents required for the comprehensive plan.

#### **PROCEDURE**

The COMPREHENSIVE PLAN PROCESS includes the following:

1. During the collection of contract attachments for new schools, transfer schools, existing schools and renewal schools, a Legal Department representative shall also collect the following information/documents:
  - 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 who is responsible for the day-to-day operations of the school);
  - 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;
    - i. General Counsel or designee shall determine if this requirement applies as it rarely applies to St. Aloysius sponsored schools.
  - d. The instructional program and educational philosophy of the school (this is typically in the education plan);



- e. Internal financial controls of the school; AND
- f. Resolution of the governing authority approving the comprehensive plan, provided by the Legal Project Manager to the governing authority and legal counsel of the school for signature.
  - i. The resolution shall be signed after July 1 of the effective year of the contract and submitted to CSS no later than September 30.
2. If at any time the contract is modified and the modification includes changes to ANY of the above items, a new comprehensive plan must be collected and approved by resolution of the governing authority which is provided by the Legal Department Manager.
  - a. The Legal Project Manager shall provide the resolution to approve the comprehensive plan, the resolution should include the item being modified with the information about the contract modification.
3. Once all of the items for the comprehensive plan have been collected and the signed resolution is received, a Legal Department representative shall combine the items electronically and save the plan in the appropriate folder and notify the compliance department.
4. The comprehensive plan received by the school remains active until the contract is modified, terminated or nonrenewed.

### **DOCUMENTATION/VERIFICATION**

*Location of documentation:*

S:/Sponsor Performance Review

### **DOCUMENT HISTORY**

Orig. Date April 2020

Rev. Date April 2021

### **REVIEW AND APPROVAL**

Reviewers of the COMPREHENSIVE PLAN PROCESS are as follows:

Reviewed by: Management Team

Date: 05/10/2021

Approved by: President David L. Cash, Jr.

Date: 05/11/2021



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