



STANDARD OPERATING PROCEDURE 5.4

PROCEDURE TITLE: COMPARISON SCHOOLS (NON-DOPR) SELECTION PROCESS

Department: School Improvement Team

Proposed by: General Counsel

Effective Date: 03/15/2018

PURPOSE

The COMPARISON SCHOOLS (NON-DOPR) SELECTION PROCESS is used to determine the academic performance of St. Aloysius sponsored community schools compared to other traditional public and community schools. The goal is to match St. Aloysius's sponsored schools using academic and demographic data contained in the most recent ODE Local Report Card, identifying schools that are in close geographic proximity and including these as comparison schools in the charter contract and monthly At-A-Glance report.

PROCEDURE

The COMPARISON SCHOOLS (NON-DOPR) SELECTION PROCESS follows these steps in order to identify comparison schools:

1. At the start of the contract attachment review process, the Legal Project Manager shall request a list of potential comparison schools as part of the new school paperwork process from the applicable schools.
 - a. The comparison schools should include at least five (5) non-DOPR schools comprised of community schools as well as traditional public schools.
2. Each school shall upload the list of comparison schools in the assigned Google folder for the School Improvement Team to review.
3. Upon receipt of the list of schools, the Legal Project Manager shall put the list in Google for the Vice President of School Improvement and the School Improvement Program Assistant review and notify the School Improvement Program Assistant.
4. The Vice President of School Improvement and the School Improvement Program Assistant may consult other employees in the review as necessary,
5. The School Improvement Program Assistant shall compile a summary comparison school spreadsheet using the following data:



- a. The Performance Data for each school, to include:
 - i. High Overall Report Card Grade;
 - ii. Performance Index Score;
 - iii. Indicators Met (not using Achievement component grade);
 - iv. Gap Closing Component Grade,
 - v. Progress Component Grade;
 - vi. Early Literacy (formerly K-3 Literacy) Component Grade;
 - vii. Graduation Rate Component Grade (if applicable); and
 - viii. College, Career, Workforce and Military Readiness Component Grade (if applicable).
 - b. The Demographic Data for each school, to include:
 - i. Enrollment;
 - ii. Economically Disadvantaged;
 - iii. Black students;
 - iv. Hispanic and multi-racial students;
 - v. Students with special needs; and
 - vi. English Learners;
 - c. Location of the comparison school using Google Maps or other mapping tool.
 - i. Comparison schools should be within five (5) to ten (10) miles of the St. Aloysius sponsored school.
 1. In the event comparable schools cannot be found within the stated distance, the search will be widened to find a school(s) with the closest match to the items noted above.
 2. For e-schools the search will be statewide to find school(s) with the closest match to the items noted above.
6. The Vice President of School Improvement and the School Improvement Program Assistant will meet to review and discuss the data of the proposed comparison schools in conjunction with the charter attachment review timeline. To assess the proposed comparison schools, the review shall:
- a. For Existing Schools:
 - i. Determine if the Performance Data for the schools are comparable.
 - ii. Determine if the Demographic Data matches as close as possible (within 10%)
 - iii. Review the Location of the schools.
7. Once the Vice President of School Improvement and the School Improvement Program Assistant have reviewed all of the data:



- a. If the Vice President of School Improvement and the School Improvement Program Assistant agree that a proposed school(s) is not comparable, a team member will be assigned to identify a replacement school(s).
- b. If the Vice President of School Improvement and the School Improvement Program Assistant agree that a proposed school is comparable, it will be approved.
8. Once five (5) comparison schools have been identified for each applicable school, the School Improvement Program Assistant shall update the spreadsheet.
9. The Vice President of School Improvement will review and approve the final list of schools.
10. Once approved, the School Improvement Program Assistant shall communicate any changes to the comparison schools to the affected schools.
 - a. Schools will be asked to approve the updated list of schools.
 - b. If a school does not agree with the change of comparison school(s), they will be directed to speak directly with the Vice President of School Improvement.
11. Once the comparison schools are finalized with the school, the School Improvement Program Assistant will send the Legal Project Manager a list to include in the final charter agreements.
 - a. All comparison schools must be finalized no later than May 1.
12. Comparison schools for each St. Aloysius sponsored school will be featured in the At-A-Glance monthly reports.
13. If at any time the school requests to relocate or select different comparison schools, a contract modification will need to be initiated and the steps listed above will be followed.
14. Annually in August or September, the School Improvement Program Assistant shall review each comparison school to ensure the school is still operating.
 - a. If the school has closed, the School Improvement Program Assistant shall request a replacement school and the steps above will be followed.

DOCUMENTATION / VERIFICATION

All COMPARISON SCHOOLS (NON-DOPR) SELECTION PROCESS DOCUMENTS will be saved with a naming convention and the date in the shared drive as follows:

Location of documentation: S: Comparison School Data



DOCUMENT HISTORY

Orig. Date March 2018

Rev. Date April 2021

Rev. Date June 2022

Rev. Date April 2023

Rev. Date June 2023

REVIEW AND APPROVAL

Reviewers of the COMPARISON SCHOOLS (NON-DOPR) SELECTION PROCESS are as follows:

Reviewed By: Management Team

Date: 06/30/2023

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

Date: 06/30/2023

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. The COMPARISON SCHOOLS (NON-DOPR) SELECTION PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.