



## **STANDARD OPERATING PROCEDURE 1.7**

### **PROCEDURE TITLE: Renewal School Application and Reviewer Protocol Process**

**Department: Legal Department**

**Proposed by: VP Sponsorship Operations**

**Effective Date: 05/31/2013**

#### **PURPOSE**

The RENEWAL SCHOOL APPLICATION AND REVIEWER PROTOCOL PROCESS ensures clear communication of the renewal application process to all renewal schools and application reviewers. It defines criteria that are specific and transparent to be used to evaluate applications that include multiple sources of evidence. The renewal application process is critical to protecting school autonomy, student rights and public interest and ensures that schools are held to high standards of academic, financial and organizational performance based on the performance framework in the contract.

#### **SCOPE**

The RENEWAL SCHOOL APPLICATION AND REVIEWER PROTOCOL PROCESS applies to all CSS staff who are involved with charter contract renewals.

#### **PROCEDURE**

1. The RENEWAL SCHOOL APPLICATION AND REVIEWER PROTOCOL PROCESS begins in the fall of the year prior to the expiration of the charter. The Legal Department shall maintain a spreadsheet of renewal dates for each school as a reference.
2. Annually, the Legal Department shall update the renewal application, scoring rubric and defined timeline for the renewal process.
3. The renewal application, scoring rubric, and defined timeline is posted on the Charter School Specialists and St. Aloysius websites.
4. The renewal application, scoring rubric, and defined timeline are sent to applicants.
5. A training will be conducted by the legal department for all applicants reviewing all aspects of the renewal process.
6. All renewal applicants are required to complete the renewal application and submit it to the Legal Department for review by the established deadline.



- a. The renewal process will provide for a review of the period covered by the current contract and will include a high stakes review of the applicant's performance for academic, financial and organizational/operational that aligns with the performance framework which can include measures of student achievement, financial audits, site visit reports or other compliance reports and if applicable status reports on corrective action plans or other required interventions as part of the application or scoring.
7. CSS staff will be assigned to review and score the application. Training will be provided on the protocols and scoring rubric annually including reviewer calibration.
8. Reviewers will prepare individual scoring rubrics documenting the rating for each renewal criteria strictly adhering to the requirements which are included in the scoring tool and training.
9. Reviewers will meet as a team and develop a consensus score.
10. The President and Management Team will meet to discuss scoring of applicants, and determine evidence-based recommendations to be provided to St. Aloysius.
  - a. All applicants recommended for approval must earn at least 75% of the overall possible points on the application and high stakes review as determined by the renewal rubric, **AND**:
    - i. Met the academic achievement targets in their contract, have no unresolved compliance issues with any applicable laws or contract terms, and if there were any documented issues of fiscal or operational viability, those issues were remedied; **OR**
    - ii. If the school did not meet all contractual academic targets, contract terms, compliance requirements or documented issues of fiscal or operational viability, CSS will document how the decision to renew aligns with this renewal evaluation process and national sponsoring standards.
  - b. All applicants earning less than 75% of the overall possible points on the application and high stakes review as determined by the renewal rubric will be denied.
11. The Legal Department will prepare a summary of renewal recommendations to be provided to the St. Aloysius Board.
12. After approval from the St. Aloysius Board, final renewal reports are distributed under cover from General Counsel or designee advising of renewal or nonrenewal and the term of the renewal.
13. Upon receipt of the Notice of Renewal, Applicants are required to work on finalizing renewal Charter and Attachments. See NEW CHARTER PROCESS and NEW CHARTER PROCESS–RUBRIC REVIEW.
14. If an applicant is non-renewed, it may follow the process outlined in the community school contract section titled "Non-Renewal of this Charter".



## **DOCUMENTATION / VERIFICATION**

The Legal Department will save all RENEWAL SCHOOL AND REVIEWER PROTOCOL PROCESS documents with a naming convention and the date in the shared drive as follows:

Ex: S DRIVE/SPONSOR CONTRACT RENEWALS/ SPONSOR RENEWAL FY

## **DOCUMENT HISTORY**

Orig. date May 2012  
Rev. May 2013.  
Rev. November 2014  
Rev. January 2016  
Rev. December 2017  
Rev. October 2018  
Rev. August 2019  
Rev. April 2020  
Rev. June 2022  
Rev. October 2022  
Rev. June 2023

## **REVIEW AND APPROVAL**

Reviewers of the RENEWAL SCHOOL APPLICATION AND REVIEWER PROTOCOL 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 RENEWAL SCHOOL APPLICATION AND REVIEWER PROTOCOL PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.