



STANDARD OPERATING PROCEDURE 2.1

PROCEDURE TITLE: Community School Contract Process

Department: Legal Department

Proposed by: VP Sponsorship Operations

Effective Date: 09/01/2013

PURPOSE

The COMMUNITY SCHOOL CONTRACT PROCESS ensures all community schools submitting contracts to St. Aloysius comply with the deadlines established by the sponsor, rule and law, and the Department of Education and Workforce. The process is used to guide all applicants for new charters with St. Aloysius from either (a) the approved preliminary agreement or (b) the expiring St. Aloysius Contract to a finalized and executed new community school contract.

SCOPE

The COMMUNITY SCHOOL CONTRACT PROCESS applies to all CSS staff involved on the contract review team and other legal department members involved in the compilation of final contracts.

PROCEDURE

Prior to beginning this process, the applicant must complete one of the three tracks of the COMMUNITY SCHOOL APPLICATION PROCESSES as follows:

- Track 1 applications (also known as “full applications”) are for New School Applicants who do not have a community school currently in operation. These applicants complete the NEW COMMUNITY SCHOOL APPLICATION PROCESS, REPLICATOR APPLICATION PROCESS or NEW E-SCHOOL APPLICATION PROCESS prior to beginning this process.
- Track 2 applications are for Applicants who have a community school currently operating under different sponsorship. These applicants will complete the EXISTING COMMUNITY SCHOOL APPLICATION PROCESS or the



TRANSFER COMMUNITY SCHOOL APPLICATION PROCESS prior to beginning this process.

- Track 3 applications are for Renewal Applicants who have a current charter with St. Aloysius that is expiring. These applicants complete the RENEWAL COMMUNITY SCHOOL APPLICATION AND REVIEWER PROTOCOL PROCESS prior to beginning this process.

The COMMUNITY SCHOOL CONTRACT PROCESS is as follows:

1. The Legal Department and Management Team shall review the current charter contract template for changes in rule or law. General Counsel shall review all suggested changes with the President and finalize the charter contract template.
2. Upon completion of the above, attorneys for applicants will be provided with the contract template and attachment requirements and expectations of the COMMUNITY SCHOOL CONTRACT PROCESS.
3. The Legal Department will provide applicants with all documentation and timelines.
4. The Legal Department shall conduct a training for all applicants on the general contract requirements.
5. Upon receipt of applicant contract materials, the reviewers will review and evaluate the contract materials per the rubric review process.
6. The completed contract and attachments must include all required information.
7. Upon completion of the contract signature page, the Legal Department or designee will send the contract to St. Aloysius for electronic signature.
8. Once the Contracts are executed, the Legal Department or designee will upload a copy of the fully executed contract into each school's Google folder.
9. The Legal Department will prepare copies of full Contracts and Attachments to submit to the Department of Education & Workforce via Epicenter.
10. Distribution of these copies must be completed and submitted prior to the required DEW and/or statutory deadlines.

DOCUMENTATION / VERIFICATION

Legal Department will save all COMMUNITY SCHOOL CONTRACT PROCESS documents with a naming convention and the date in the shared drive as follows:

Location of documentation:

S/"Current School Year" Contracts & Attachments

Supporting documentation included with this process:



1. Community School Contract Template, Timeline, and Guidance Document
2. Email communications linking to the template and instruction documents
3. Internal communications to review teams including training materials
4. Internal communications relating to reviews/revisions
5. External communications relating to reviews/revisions
6. Contract review webinar

DOCUMENT HISTORY

Orig. Date May 2012
Rev. May 2013
Rev. Sept. 2013
Rev. March 2017
Rev. April 2020
Rev. June 2022
Rev. June 2023
Rev. June 2024

REVIEW AND APPROVAL

Reviewer of the COMMUNITY SCHOOL CONTRACT PROCESS is as follows:

Reviewed By: Management Team

Date: 06/21/2024

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

Date: 06/21/2024

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 PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.