



## STANDARD OPERATING PROCEDURE 3.22

### PROCEDURE TITLE: Collection of Closed School Documents Process

Department: Compliance and Legal Departments

Proposed by: Director of Compliance

Effective Date: 07/01/2020

#### PURPOSE

The COLLECTION OF CLOSED SCHOOL DOCUMENTS PROCESS ensures that when a school that is sponsored by St. Aloysius is closed that all required documents are collected and stored for future reference. The process incorporates collecting documents that are covered in existing SOPs as well as establishing specific guidelines for the collection and storage of documents.

#### SCOPE

The COLLECTION OF CLOSED SCHOOL DOCUMENTS PROCESS incorporates documents that CSS collects as outlined in the following SOPs:

**SOP 2.6 COMMUNITY SCHOOL TERMINATION AND NONRENEWAL PROCESS:** The following documents are identified in the SOP as being the responsibility of the Legal Department for collection:

- Notice of Non-Renewal
- Written decision affirming or rescinding the non-renewal if applicable
- Renewal Report leading to non-renewal decision

**SOP 3.13 SCHOOL CLOSURE PROCESS:** The following documents are identified in the SOP as being the responsibility of the Legal Department for collection:

- DEW Closing and Suspension documents, procedures and submissions
- Parent/Student Notification Letter
- Closing FTE Review
- Email communications with Closed School
- Auditor of State communications and closing audit;
- Student record(s) disposition
- School Plan for Transition of Teachers and staff, including benefits, LPDC



information, and COBRA benefits

- Box and Record Labeling guidance and communications
- Asset disposition and support documentation;
- STRS and SERS Communications/Notifications
- Auction or Sale of asset plans and inventory
- NACSA Accountability In Action Closing guidance provided to school

**SOP 3.17 COLLECTION OF HIGH SCHOOL GRADUATION DATA PROCESS.** The following documents are identified in the SOP as being the responsibility of the Compliance Department for collection:

- List of all graduates and electronic copies of each graduate's diploma and transcript

**SOP 4.1 AUDIT MONITORING PROCESS** - The following documents are identified in the SOP as being the responsibility of the Fiscal Operations:

- Final audit and management letter if applicable

**SOP 4.2 MONTHLY ENROLLMENT AND FINANCIAL REVIEW PROCESS** - The following documents are identified in the SOP as being the responsibility of the Fiscal Department and Office Manager for collection:

- Monthly financial reports as required in contract and law
- Monthly enrollment records including current FTE's
- Checklist of all required financial and enrollment records
- Budget analysis (review of budget ledgers or detailed general ledger), check register analysis (transaction detail reports), cash balance tracking sheet showing YTD and MTD revenues and expenses.
- Monthly financial review
- Enrollment or financial corrective action plan

**SOP 8.3 GOVERNING AUTHORITY MEETING PROCESS** - The following documents are identified in the SOP as being the responsibility of the CSS Office Manager for collection:

- Meeting report form and all relevant documentation including minutes and supporting documents including, but not limited to financials, policies, principal reports and management company updates.

**SOP 9.9 TREASURER SERVICES BILLING PROCESS**-The following documents are identified in the SOP as being the responsibility of the CSS Fiscal Operations Department when CSS is the treasurer for the closing school:



- Final notification of termination of services to the governing authority and all stakeholders

***Additional documents may be collected as circumstances require or as guidelines from the Department of Education and Workforce or Ohio Auditor of State dictate or are updated.***

## **PROCEDURE**

The following procedure will be followed in the COLLECTION OF CLOSED SCHOOL DOCUMENTS PROCESS:

1. The Legal Department will ensure that all documents are collected as required from schools, management companies and CSS departments as outlined in the SOPs identified above.
2. The Legal Department shall provide specific guidance and training to stakeholders regarding labeling and collection files.
3. The Legal Department will collect all financial and attendance records from the fiscal officer after school closure as required by statute.
4. The Legal Department will ensure that the files collected from schools do not duplicate what has already been collected in the normal course of sponsorship activity outlined in the SOPs listed above.
5. If CSS is the fiscal services provider, financial and attendance records maintained by CSS will be maintained by the Fiscal Department and will not be collected from the school or management company.
6. Documents outlined in DEW's Suspension and Closure Guidance will be collected and stored on the shared drive in the appropriate closed school folder as: Assets; Auditor of State; Communications; FTE Review; DEW Closure Notification; Quarterly Closing Assurances; STRS/SERS Communication; Student Records.

## **DOCUMENTATION/VERIFICATION**

The COLLECTION OF CLOSED SCHOOLS DOCUMENT PROCESS documentation is maintained by the Legal Department.

*Location of Documentation:*

*S:\Closed-Suspended-ReassignedSchools\ClosedSchools\Closures FY\School Name*

*Supporting documentation included with this process: Documents collected as detailed by the respective SOP's above.*



## **DOCUMENT HISTORY**

Orig. Date July 2020

Rev. Date July 2022

Rev. Date June 2023

## **REVIEW AND APPROVAL**

Reviewers of the COLLECTION OF CLOSED SCHOOL DOCUMENTS 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 COLLECTION OF CLOSED SCHOOL DOCUMENTS PROCES may be implemented as currently written and will be formally evaluated and revised as necessary going forward.