



## **STANDARD OPERATING PROCEDURE 2.03**

### **PROCEDURE TITLE: Community School Contract Review and Update Process**

**Department: Legal Department**

**Proposed by: General Counsel**

**Effective Date: 07/01/2016**

#### **PURPOSE**

The COMMUNITY SCHOOL CONTRACT REVIEW AND UPDATE PROCESS includes reviewing changes in federal and/or state law to determine the need for contract modifications. Additionally, this process includes reviewing school data and/or changes to Ohio's accountability system to determine the need for modifications to the contract performance measures that are used in the ANNUAL ACADEMIC INTERVENTION PROCESS. The Legal Department will ensure that every community school contract includes language notifying each Governing Authority that the school, sponsor and school governing authority are subject to all changes in applicable rules and laws.

#### **SCOPE**

After a review of changes in federal and/or state law, school data, and/or changes to Ohio's accountability system, the Legal Department will consider changes to the community school contract template and changes to current existing community school contracts. This policy applies to the Legal Department, School Improvement Department, Compliance Department and all schools sponsored by St. Aloysius.

#### **PROCEDURE**

1. The COMMUNITY SCHOOL CONTRACT REVIEW AND UPDATE PROCESS begins with an annual review of changes in federal and/or state law, school data and/or changes to Ohio's accountability system to determine the need for contract modifications.
2. The Legal Department or designee shall review applicable changes to state and/or federal law and revise the contract template.



3. The School Improvement Department shall review school data and Ohio's accountability system for applicable modifications and revise education plan template and performance framework attachment (Attachment 6.4b).
4. The Legal Department shall combine all modifications to the community school contract template and ensure they are used for the upcoming school year for all renewal and new schools.
5. The Legal Department and School Improvement Department shall determine if modifications are needed to currently existing community school contracts.
6. If modifications to currently existing community school contracts are required, the Legal Department shall follow the modification process as detailed in the COMMUNITY SCHOOL CONTRACT MODIFICATION PROCESS.
7. The Legal Department and School Improvement Team shall prepare a document identifying the date of the review, and either any proposed changes to the contract template or a notation that no changes were needed to the contract template. If there are changes to the contract template, then the document should also identify if the changes will warrant modification to existing contracts.

### **DOCUMENTATION / VERIFICATION**

All COMMUNITY SCHOOL CONTRACT REVIEW AND UPDATE PROCESS documents will be saved with a naming convention and the date in the shared drive as follows:

*Location of documentation of review:*

*S:/Legal Department:/[Upcoming School Year] Apps and Contracts:/[Upcoming School Year] Contracts*

*Location of documentation if modification required:*

S DRIVE/ CONTRACTS/CONTRACT MODIFICATIONS

*Supporting documentation included with this process:*

1. Charter Contract Template
2. Attachment 6.4b Accountability Templates

### **DOCUMENT HISTORY**

Orig. Date May 2012  
Rev. Date September 2013  
Rev. Date November 2014  
Rev. Date April 2017



Rev. Date October 2018  
Rev. Date April 2020  
Rev. Date June 2023  
Rev. Date June 2024

### **REVIEW AND APPROVAL**

Reviewers of the COMMUNITY SCHOOL CONTRACT REVIEW AND UPDATE PROCESS are 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 REVIEW AND UPDATE PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.