



STANDARD OPERATING PROCEDURE 2.06

PROCEDURE TITLE: Management Company Change Request Process

Department: Legal Department

Proposed by: General Counsel

Effective Date: 01/01/2019

PURPOSE

The MANAGEMENT COMPANY CHANGE REQUEST PROCESS includes reviewing applications from schools requesting a change in management after the execution of the initial charter. The community school charter allows schools to request changes to the initial management structure of the school and complete the application process. The applications are reviewed for sufficiency to determine if the new management structure is a viable option for the school.

SCOPE

The MANAGEMENT COMPANY CHANGE REQUEST PROCESS applies to CSS staff responsible for reviewing of the Community School Request to Change/Add/Remove ESP, EMO or CMO.

PROCEDURE

When a community school governing authority expresses interest in changing, adding or removing an ESP, EMO or CMO, the procedure below shall be followed:

1. The governing authority or designee should notify a member of the CSS team that a change is being considered per section 3.2 of the charter agreement.
2. The Legal Department will send the Community School Request to Change/Add/Remove ESP, EMO or CMO application to the school governing authority, or its representative, and a request for a transition plan via email.
3. Upon receipt of the completed application, the Legal Department shall provide the application and transition plan to the Executive Team for review.



4. Executive Team shall review all documentation and make a determination to approve or deny the change in management for the school.
5. General Counsel or designee shall send communication to the community school governing authority with a final decision within ten (10) business days of receipt of the application.
6. Each year in June, the Management Team shall review the management company change documentation and make necessary revisions.

DOCUMENTATION/VERIFICATION

The MANAGEMENT COMPANY CHANGE REQUEST PROCESS documents are saved as follows:

Location of documentation:

Shared Drive - Management Company Evaluations - SY[Date] - [School Name]

DOCUMENT HISTORY

Orig. Date June 2019

Rev. Date June 2022

Rev. Date June 2023

Rev. Date June 2024

REVIEW AND APPROVAL

Reviewers of the MANAGEMENT COMPANY CHANGE REQUEST 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. MANAGEMENT COMPANY CHANGE REQUEST PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.