



STANDARD OPERATING PROCEDURE 3.03

PROCEDURE TITLE: Assuming Operations of School Process

Department: Legal Department

Proposed by: General Counsel

Effective Date: 06/21/2024

PURPOSE

The purpose of the ASSUMING OPERATIONS OF SCHOOL PROCESS is to provide a written policy, procedures and a plan of action that outline the process for assuming operations of a school. This process includes but is not limited to: a plan of action for schools experiencing financial difficulties or losses prior to the end of the school year and a plan of action for the sponsor to intervene in a school's operations if the governing authority fails to remedy identified problems.

SCOPE

The ASSUMING OPERATIONS OF A SCHOOL PROCESS applies to all Charter School Specialists staff involved in the operations of a sponsored community school.

PROCEDURE

1. CSS staff members could identify the potential need for the sponsor to assume operations of a school during an enrollment and financial review, on-site visit, during preparation of site visit reports, while attending a governing authority meeting, while conducting annual performance monitoring and/or at any other time while providing monitoring, oversight, and technical assistance to a school.
2. Conditions that may trigger assuming the operations of a school include, but are not limited to:
 - a. Violation of rule and/or law
 - b. Violation of community school contract
 - c. Excessive decrease in enrollment
 - d. Financial instability



- e. Organizational/Operational deficiencies
 - f. Failure to respond to reasonable requests from Sponsor.
 - g. Failure to adequately address issues in a corrective action plan
 - h. Failure to make adequate academic progress or meet local report card measures
3. Documentation noting conditions that may trigger assuming operation of a school may include, but is not limited to, the following:
 - a. Enrollment and financial review documents
 - b. Communication from the Ohio Department of Education or other stakeholders (i.e. Auditor of State)
 - c. Site Visit Reports
 - d. Audit Reports
 - e. Board Meeting Reports
 - f. Complaints
 - g. Corrective Action Plans
 - h. Email correspondence with sponsor or CSS
 4. If possible, a school will be given the opportunity to submit a corrective action plan to correct any conditions on its own prior to CSS assuming the operations of the school. If the plan of action is acceptable, and the school is following the corrective action plan, CSS will not assume the operations of the school and will follow Standard Operating Procedures 2.4 or 3.9.
 5. If the deficiency is severe and violates section 1.7 of the charter contract, if the school is unable to correct the conditions on its own, or if it is not possible for the school to submit a corrective action plan, CSS may assume operations of the school. The CSS Executive Team will review the documentation and data collected and notify the Governing Authority members of the school and the school leader that CSS intends to assume the operations of the school and the effective date of the assumption of control.
 6. Once notification has been submitted to the Governing Authority of the school and to the school leader, CSS shall:
 - a. If the issue involves modifying the operations of the school without approval:
 - i. CSS shall return the school to the operating condition it was prior to the modification of the operations, including but not limited to the following: cancelling or terminating contracts entered into without approval, re-issuing contracts that were terminated or expired without approval, or re-employing personnel that were discharged without approval.
 - b. If the issue involves a Governing Authority member or members abandoning his/her/their duties under the Charter Agreement or Ohio law:



- i. CSS shall appoint a Governing Authority member or members to the Governing Authority board to replace those members that have abandoned their duties.
 - c. If the issue involves a Governing Authority member or members being in material breach of his/her/their duties under the Charter Agreement or Ohio law
 - i. CSS shall give notice to the Governing Authority member or members that are in material breach of the duties and shall appoint a Governing Authority member or members to the Governing Authority board to replace those members that are in breach of their duties.
 - d. If the issue involves the removal of one or more Governing Authority members for just cause
 - i. CSS shall give notice to the Governing Authority member or members that are being removed for just cause and shall appoint a Governing Authority member or members to the Governing Authority board to replace those members that are being removed.
 - e. If the issue involves a school experiencing financial difficulties or losses before the end of the school year
 - i. CSS shall give notice to the treasurer/fiscal officer of the school and the school leader that the treasurer/fiscal officer of the school is being removed, and direct that no expenditures are to be made until a new treasurer or fiscal officer has been appointed.
 - ii. CSS shall appoint a new treasurer/fiscal officer of the school and have the Governing Authority execute all resolutions necessary to effectuate the transfer of accounts and monies to the new treasurer/fiscal officer.
 - iii. If there will be losses before the end of the school year, CSS shall look for recovery from the management company, if applicable, and if there is no management company, or there is no possibility of recovery, to direct the treasurer/fiscal officer to streamline the budget and pay only necessary and needed expenses to operate the school until the end of the school year.
 - iv. At the conclusion of the school year, CSS will give notice that the school will be placed on suspension in accordance with Standard Operating Procedure 2.5.
7. If a school closes prior to the end of a school year and CSS is unable to assume operations of the school as noted above CSS will:



- a. Prioritize notification to parents and assist students and their families in maintaining an effective educational environment as soon as possible, including the selection of new schools and the transfer of necessary student records;
- b. support school staff in the transition and locating new positions;
- c. securing all school property and funds;
- d. maintain transparent communication with all stakeholders throughout the process.

DOCUMENTATION / VERIFICATION

Location of documentation:

S:\Assuming Operations\FY\School Name

DOCUMENT HISTORY

Orig. Date June 2024

REVIEW AND APPROVAL

Reviewer of the ASSUMING OPERATIONS OF A SCHOOL 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 noted above. Processes are consistently reviewed and revised as necessary throughout the term. The ASSUMING OPERATIONS OF A SCHOOL PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.