



STANDARD OPERATING PROCEDURE 8.01

PROCEDURE TITLE: New Community School Start-Up Process

Department: ALL

Proposed by: General Counsel

Effective Date: 08/01/2019

PURPOSE

The NEW COMMUNITY SCHOOL START-UP PROCESS includes the steps that must be completed by a new community school prior to opening.

SCOPE

The NEW COMMUNITY SCHOOL START-UP PROCESS applies to new community schools opening for the first time and CSS staff members facilitating the process.

PROCEDURE

Each year, the Legal Department shall send preliminary agreements to all new community schools approved for sponsorship with St. Aloysius. When sending the preliminary agreements, the Legal Department shall notify the new schools of the following steps that must be completed prior to the school opening and according to the timeline determined by the General Counsel:

1. View the training on contract attachment submission procedures.
2. Obtain the school's Secretary of State certificate.
3. Complete W-9 form for each school.
4. Complete set-up of school with Ohio Shared Services and forward confirmation email to the Legal Department.
5. Establish school in OEDS and assign all required roles.
6. Submit \$50,000 in the form of a bond, cash or assurances to the Auditor of State's office and send confirmation receipt to the Legal Department.
7. Provide board resolution adopting the contract.



8. Submit governing authority resumes and BCI/FBI background checks.
9. Submit the school's transportation plan.
10. Submit initial contract attachments in the prescribed method.
11. Provide proof of applying for 501(c)(3) status including a timeline for approval.

The Legal Department shall monitor receipt of all items and upload all new school paperwork to Epicenter as required by the Ohio Department of Education (ODE). Schools shall be notified that ODE will not issue the school's IRN until all documentation is received.

DOCUMENTATION/VERIFICATION

The NEW COMMUNITY START-UP SCHOOL PROCESS documents are saved as follows:

[School Year] New Contract - Application Process - Contracts - [School Type] - [School Name]

DOCUMENT HISTORY

Orig. Date August 2019

REVIEW AND APPROVAL

Reviewers of the NEW COMMUNITY SCHOOL START-UP PROCESS are as follows:

Reviewed by: Management Team:

Date: 09/16/2019

Approved by: President David L. Cash, Jr.

Date: 09/16/2019

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. NEW COMMUNITY SCHOOL START-UP PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.