

STANDARD OPERATING PROCEDURE 2.01: COMMUNITY SCHOOL CONTRACT PROCESS

July 1, 2025

A. PURPOSE

The COMMUNITY SCHOOL CONTRACT PROCESS ensures all community schools submitting contracts to St. Aloysius comply with the deadlines established by the sponsor, rule and law, and the Department of Education and Workforce. The process is used to guide all applicants for new charters with St. Aloysius from either (a) the approved preliminary agreement or (b) the expiring St. Aloysius Contract to a finalized and executed new community school contract.

B. APPLICABILITY

The COMMUNITY SCHOOL CONTRACT PROCESS applies to all CSS staff involved on the contract review team and other legal department members involved in the compilation of final contracts.

C. DEPARTMENT RESPONSIBILITIES

Responsible Department:	Legal Department
<i>Other Departments:</i>	<i>School Improvement Team</i>
	<i>C Suite Level Executives</i>

D. PROCEDURE

Prior to beginning this process, the applicant must complete one of the three tracks of the APPLICATIONS PROCESSES as follows:

Track 1 applications (also known as “full applications”) are for New School Applicants who do not have a community school currently in operation.

Track 2 applications are for Applicants who have a community school currently operating under different sponsorship.

Track 3 applications are for Renewal Applicants who have a current charter with St. Aloysius that is expiring.

The COMMUNITY SCHOOL CONTRACT PROCESS is as follows:

1. The Legal Department and Management Team shall review the current charter contract template for changes in rule or law. The Legal Department shall review all suggested changes with the C Suite Level Executives and finalize the charter contract template.
 2. Upon completion of the above, attorneys for applicants will be provided with the contract template and attachment requirements and expectations of the COMMUNITY SCHOOL CONTRACT PROCESS.
 3. The Legal Department will provide applicants with all documentation and timelines.
 4. The Legal Department shall conduct a training for all applicants on the general contract requirements.
 5. Reviewers (internal and external where applicable or necessary) will verify no conflicts of interest exist by signing the CSS conflict of interest statement.
 6. Legal Department will assign Contract Review Teams and develop an internal timeline for review of all attachments.
 7. The School Improvement Team will review the Education Plan and also review comparison schools per the Comparison Schools Selection Process, and per the timeline provided by the Legal Department.
 8. The reviewers assess each section as “Meets”, “Partially Meets” or “Does Not Meet”.
 9. For sections that score a “Partially Meets” or “Does Not Meet” standard, the reviewer will provide comments. Final scores and comments will be provided to the Legal Department in the manner prescribed and per the timeline provided by the Legal Department to compile a final scoresheet that will be provided to the applicant.
 10. The Legal Department will schedule a conference call with the applicant, if necessary, to review any areas needing modification, correction or additional submission of information.
 - a. Legal Department will invite internal reviewers as necessary to participate in the call.
 11. Applicant will resubmit requested documents. Reviewers will schedule follow up dates to obtain documents or other requested materials and monitor progress per the timeline provided by the Legal Department. The completed contract and attachments must include all required information.
 12. If all required information is not provided, the Legal Department shall communicate with the C Suite Level Executives and if the school is a new school, the school may not be permitted to open.
 13. Upon completion of the contract signature page, the Legal Department will send the contract to St. Aloysius for electronic signature.
 14. Once the Contracts are executed, the Legal Department will share a copy of the fully executed contract with each school.
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15. The Legal Department will prepare copies of full Contracts and Attachments to submit to the Department of Education & Workforce via Epicenter.
16. Distribution of these copies must be completed and submitted prior to the required DEW and/or statutory deadlines.

E. DOCUMENTATION

Location of documentation:

S/"Current School Year" Contracts & Attachments

Supporting documentation included with this process:

1. Community School Contract Template, Timeline, and Guidance Document
2. Email communications linking to the template and instruction documents
3. Internal communications to review teams including training materials
4. Internal communications relating to reviews/revisions
5. External communications relating to reviews/revisions
6. Contract review webinar

F. GLOSSARY

Application, full application, contract, charter agreement, sponsorship, different sponsor, renewal, expiring, charter template, contract template, charter contract template, reviewers, review teams, conflict of interest, timeline, attachment, Education Plan, conference call.

G. CROSS REFERENCED SOP'S

11.03 Conflict of Interest Process

H. REVIEW AND APPROVAL

Approved By: Chief Executive Officer David L. Cash, Jr.

Date: 06/30/2025
