

STANDARD OPERATING PROCEDURE 2.03: COMMUNITY SCHOOL CONTRACT REVIEW AND MODIFICATION PROCESS

July 1, 2025

A. PURPOSE

The COMMUNITY SCHOOL CONTRACT REVIEW AND MODIFICATION PROCESS includes reviewing changes in federal and/or state law and changes to Ohio's accountability system to determine the need for contract modifications ensures that any modification to the community school contract recognizes new and better ways to serve students or improve school operations. Contract modifications should always be developed with the goal of increasing the rigor of academic, financial or operational performance. 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. Based on best practices provided by NACSA, the contract will be reflective of the School's program(s) at all times with a commitment to growth and progress in all aspects of school operations. The COMMUNITY SCHOOL CONTRACT MODIFICATION PROCESS applies to all staff involved in contract negotiation and management.

B. APPLICABILITY

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, changes to current existing community school contracts and will encompass all modifications to any community school contract between St. Aloysius and its sponsored schools. This policy applies to the Legal Department, and the School Improvement Team, and all schools sponsored by St. Aloysius. Requests for modifications will be considered during any year of the Charter.

C. DEPARTMENT RESPONSIBILITIES

Responsible Department: Legal Department

Other Departments: School Improvement Team

D. PROCEDURE

1. The COMMUNITY SCHOOL CONTRACT REVIEW AND MODIFICATION PROCESS includes an annual review of changes in federal and/or state law,
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school data and/or changes to Ohio's accountability system to determine the need for contract modifications.

2. The Legal Department shall review applicable changes to state and/or federal law and revise the contract template.
 3. The School Improvement Team 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 Team shall also review and determine if modifications are needed to existing community school contracts. If modifications to existing community school contracts are required, the Legal Department shall follow the process below.
 6. 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.
 7. A contract modification can also be initiated by notification of intent to modify the contract or an informal request for modification by either the school's governing authority chair, governing authority legal counsel, operator (collectively "school") or CSS. The Legal Department shall update the contract modification monitoring spreadsheet once a request is received.
 8. If necessary, upon receipt of a request for modification from a school or CSS staff member, the Legal Department will clarify the details of the request for modification with the school, within five (5) business days and include any guidance provided by the Department of Education & Workforce (DEW) concerning contract modifications.
 9. The Legal Department will contact the requestor and advise of all supporting documentation required for the modification, including, but not limited to, a signed governing authority resolution or signed minutes. Additionally, the requestor will be advised that no community school contract modification should be implemented prior to completion of the modification process.
 10. The Legal Department shall send the requested modification and any supporting documentation to the appropriate CSS staff member or department for review.
 11. Upon review and approval by appropriate staff or department, the Legal Department shall execute the community school modification by updating applicable charter sections and/or attachments.
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12. The Legal Department shall submit the modification to the Department of Education & Workforce via Epicenter.
13. If the contract modification includes any of the items below, a new comprehensive plan, including resolution, shall be required:
 - a. The process by which the governing authority of the school will be selected in the future (this is typically found in bylaws and/or code of regulations);
 - b. The management and administration of the school (this is typically the management agreement OR a description of how the day-to-day operations of the school will be ran);
 - c. If the school is a conversion school, arrangements for current public school students who choose not to attend the converted school and for teachers who choose not to teach in the school or building after conversion (this is rare, please see Legal Department with questions);
 - d. The instructional program and educational philosophy of the school (this is typically in the education plan); AND
 - e. Internal financial controls of the school.
14. The Legal Department shall provide the school with a new comprehensive plan resolution to be approved and executed at the next board meeting.
15. The Legal Department will save the modification and the new comprehensive plan in the appropriate folder.

E. DOCUMENTATION

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

F. GLOSSARY

Contract, modification, contract modification, contract review, NACSA, charter agreement, charter modification, template, negotiations, accountability system, education plan, performance framework, existing contract, modify, monitoring spreadsheet, attachments, comprehensive plan.

G. CROSS REFERENCED SOP'S

None

H. REVIEW AND APPROVAL

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

Date: 06/30/2025

