

STANDARD OPERATING PROCEDURE 3.05: COMMUNITY SCHOOL NON-RENEWAL PROCESS

July 1, 2025

A. PURPOSE

The COMMUNITY SCHOOL NON-RENEWAL PROCESS ensures that all necessary non-renewal notifications and non-renewal requirements are met by the deadlines established by the sponsor, rule and law, and the Department of Education and Workforce. In addition, the process monitors the performance of the applicant through the RENEWAL SCHOOL APPLICATION AND REVIEWER PROTOCOL PROCESS. The process also ensures that, if a non-renewed school does not close but rather is awarded a contract by DEW or a different sponsor, all requirements of the non-renewing sponsor are documented, submitted and retained as required.

B. APPLICABILITY

The COMMUNITY SCHOOL NON-RENEWAL PROCESS is used to guide all schools from the point of a non-renewal decision through to closure or transfer to another sponsor and applies to all staff involved in the non-renewal process.

C. DEPARTMENT RESPONSIBILITIES

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

D. PROCEDURE

1. The COMMUNITY SCHOOL NON-RENEWAL PROCESS begins with the RENEWAL SCHOOL APPLICATION AND REVIEWER PROTOCOL PROCESS, which includes evaluation of the application and a high stakes review of the academic, financial, and operational/organizational data over the term of the charter contract.
 - a. If the school does not meet the criteria for renewal as listed in its contract, the school will be non-renewed.
 2. Once a decision is made to non-renew the notice of non-renewal is sent from the Legal Department on behalf of St. Aloysius, no later than January 15 of the year in which the contract will be non-renewed.
 3. All schools shall be offered the opportunity to respond to the non-renewal notice within fourteen (14) days and request an informal hearing if they intend to appeal the decision. The request must be made in writing.
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- a. If the School requests an informal hearing, the CSS Executive Team and C Suite Level Executives will conduct the hearing on behalf of St. Aloysius within fourteen (14) days of the request for the hearing.
 - i. Factors that the Executive Team and C Suite Level Executives will consider include but are not limited to: instituting a turnaround model with an experienced operator, future education initiatives, other factors affecting the school's academic, operational/organizational and/or fiscal performance.
 - b. Members of the Executive Team shall use the Hearing Rubric which will be used to score the hearing and submitted supplemental information.
 4. Once CSS has conducted the informal hearing, CSS will present all information discussed at the hearing to the St. Aloysius Board. The St. Aloysius Board shall make a final determination to rescind the non-renewal or continue with closure of the school.
 5. CSS, on behalf of St. Aloysius, shall issue a written decision either affirming or rescinding the decision to not renew the contract. CSS appropriately notices the school, and DEW within fourteen (14) days of the final decision and maintains records of the communications to comply with sponsor and statutory requirements. All non-renewed schools shall continue to operate through the end of the school year in which they have been non-renewed.
 6. The Legal Department will send correspondence to the school, and school Treasurer with its Closure Responsibility Table, Box Labeling Protocol, the Closure Checklist, the Closure Plan, the Department of Education & Workforce Suspension and Closing Assurance form and a Sample Parent Letter and will monitor to ensure the Closure Plan is being followed and all documents are being received as outlined in the Closure Checklist.
 7. The Legal Department will ensure the school's families were notified of the non-renewal no later than April 15.
 8. At the end of the school year or date of termination, the Legal Department works with the school's designated contact person, as required by the charter, to submit all notices, records, financial information and requirements as detailed in the Closure Responsibility Table, the Closure Checklist, the Closure Plan and the Department of Education & Workforce Suspension and Closing Assurance form, unless CSS is provided with notice that the school has retained different sponsorship.
 9. The Legal Department calendars relevant follow up dates to obtain documents or fulfill requirements as dictated therein. Such critical dates are uploaded to the shared drive and are monitored by the Legal Department and/or the relevant subject matter expert.
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E. DOCUMENTATION

S:\Sponsor Contract Renewals

F. GLOSSARY

Non-renewal, renewal, closure, suspension, termination, transfer, high-stakes review, hearing, turn-around model, Closure Responsibility Table.

G. CROSS REFERENCED SOP'S

2.08 Renewal School Application and Reviewer Protocol Process

H. REVIEW AND APPROVAL

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

Date: 06/30/2025
