

STANDARD OPERATING PROCEDURE 8.01: NEW COMMUNITY SCHOOL START-UP PROCESS

July 1, 2025

A. PURPOSE

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

B. APPLICABILITY

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

C. DEPARTMENT RESPONSIBILITIES

Responsible Department: **Legal Department**
Other Departments: *Compliance Department*

D. PROCEDURE

1. Each year, 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 Legal Department:
 - a. View/Attend the training on contract attachment submission procedures.
 - b. Obtain the school's Secretary of State certificate.
 - c. Complete W-9 form for each school.
 - d. Complete set-up of school with Ohio Shared Services and forward confirmation email to the Legal Department.
 - e. Establish school in OEDS and assign all required roles.
 - f. Provide board resolution adopting the contract.
 - g. Submit governing authority resumes and BCI/FBI background checks.
 - h. Submit the school's transportation plan (if applicable).
 - i. Submit initial contract attachments in the prescribed method.
 - j. Provide documents according to the timeline below

 2. The Compliance Department shall review the governing authority resumes, the governing authority BCI/FBI background checks and the school's transportation plan to ensure that the documents submitted are acceptable.
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3. The Legal Department shall monitor receipt of all items and upload all new school paperwork to Epicenter as required by the Department of Education and Workforce (DEW). Schools shall be notified that DEW will not issue the school's IRN until all documentation is received.

4. Each new community school that has not contracted with an operator, that has been approved for sponsorship with St. Aloysius, must meet the following milestones during its preparation year. Any new community school that does not meet all of the milestones below by the dates indicated during its preparation year, may not be permitted to open in the next school year, and must have an additional preparation year prior to opening.

Appointment/Hiring of experienced Fiscal Officer approved by the sponsor	February 1
District and location of school/facility has been determined	February 1
One year budget has been provided for sponsor approval	March 1
Verification of funds to support budget	April 1
Initial deposit of funds, as determined by sponsor, in board operated bank account	April 1
Determination of curriculum or contract with curriculum provider	April 1
Employment of Principal/School Leader/Headmaster	April 1
Purchase/Lease negotiations finalized and documents signed	May 1
Contracts/Notice of Intent to contract with sufficient number of teachers	May 1
Letters of intent to apply from families – minimum of 100 students	May 1
Verification of funds to support opening of school	June 15
Second deposit of funds, as determined by sponsor, in board operated bank account	June 15

Completed enrollment applications/confirmed enrollment is at or above the minimum number acceptable per the school's budget.	June 15
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5. Each school is evaluated independently, and the sponsor reserves the right to evaluate all of the information provided and make decisions on a case-by-case basis.

E. DOCUMENTATION

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

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

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

F. GLOSSARY

Milestones, preliminary agreement, charter agreement, new school paperwork, opening assurances

G. CROSS REFERENCED SOP'S

None

H. REVIEW AND APPROVAL

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

Date: 02/25/2026
