

STANDARD OPERATING PROCEDURE 2.06: MANAGEMENT COMPANY CHANGE REQUEST PROCESS

July 1, 2025

A. PURPOSE

The MANAGEMENT COMPANY CHANGE REQUEST PROCESS includes reviewing applications from schools requesting a change in management after the execution of the charter. The community school charter allows schools to request changes to the management structure of the school by submitting an application to change the management structure. The applications are reviewed for sufficiency to determine if the new management structure is a viable option for the school.

B. APPLICABILITY

The MANAGEMENT COMPANY CHANGE REQUEST PROCESS applies to CSS staff responsible for reviewing of the Community School Request to Change/Add/Remove ESP, EMO or CMO.

C. DEPARTMENT RESPONSIBILITIES

Responsible Department: **Legal Department**

Other Departments: *Executive Team*

D. PROCEDURE

When a community school governing authority expresses interest in changing, adding or removing an ESP, EMO or CMO, the procedure below shall be followed:

1. The governing authority or designee should notify a member of the CSS team that a change is being considered per section 3.2 of the charter agreement.
 2. The Legal Department will send the Community School Request to Change/Add/Remove ESP, EMO or CMO application to the school governing authority, or its representative, and a request for a transition plan via email.
 3. Upon receipt of the completed application, the Legal Department shall provide the application and transition plan to the Executive Team for review.
 4. Executive Team shall review all documentation and make a determination to approve or deny the change in management for the school.
 5. The Legal Department shall send communication to the community school governing authority with a final decision within timeframes as provided in the contract.
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6. If the application has been approved, the Legal Department will follow SOP 2.03 COMMUNITY SCHOOL CONTRACT REVIEW AND MODIFICATION PROCESS.
7. Each year in June, the Executive Team shall review the Community School Request to Change/Add/Remove ESP, EMO, or CMO application and make necessary revisions.

E. DOCUMENTATION

Location of documentation:

Shared Drive - Management Company Evaluations - SY[Date] - [School Name]

F. GLOSSARY

Management, management company, change in management, charter, contract, transition plan.

G. CROSS REFERENCED SOP'S

None

H. REVIEW AND APPROVAL

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

Date: 06/30/2026
