STANDARD OPERATING PROCEDURE 2.07: FACILITY CHANGE AND MULTIPLE FACILITY REQUEST APPROVAL PROCESS

July 1, 2025

A. PURPOSE

The purpose of the FACILITY CHANGE AND MULTIPLE FACILITY REQUEST APPROVAL PROCESS is to outline the requirements and process for schools to change a facility or to request multiple facilities associated with the same IRN.

B. APPLICABILITY

The FACILITY CHANGE AND MULTIPLE FACILITY REQUEST APPROVAL PROCESS applies to the Legal Department and the C Suite Level Executives as they review requests to change facilities or add multiple facilities associated with the same IRN.

C. DEPARTMENT RESPONSIBILITIES

Responsible Department:	**Legal Department**
Other Departments:	*Services Team*
	School Improvement Team
	Compliance Department
	C Suite Level Executives

D. PROCEDURE

1. Any request received by CSS Staff shall be sent to the Legal Department. The Legal Department will send an application to change facility or add a multiple facility to the school for completion.
2. Once the Legal Department receives the completed application from the school, the Legal Department will then email the completed application to each Department listed below, asking each to review assigned sections within five (5) business days of receipt of the request and provide the Department's approval/non-approval of the request:
    a. The Services Team will evaluate:
        i. the financial standing of the school based on current financials of the school;
        ii. The school will be reviewed on short-term and long-term viability based on current financials and economic conditions.

1. Short-Term Viability: Review Cash, Current Ratio, Working Capital, and Change in Net Position.
2. Long-Term Viability: Review audit reports, Debt Ratio, and Debt status, enrollment stability, and current financial forecast.

b. for corrective action plans or progress toward completion of corrective action plans

c. The School Improvement Team will evaluate the academic standing of the school based on current academic performance of the school and the most recent onsite and/or virtual review documents to ensure compliance with the education plan in the current contract for corrective action plans or progress toward completion of corrective action plans

d. The Compliance Department will evaluate the compliance standing of the school based on current compliance reviews of the school and will review the current status of the school's compliance to determine if the school is substantially compliant with all applicable rules/laws as measured by the compliance monitoring tools used for but not limited to the Comprehensive Onsite Review Process, the Opening Assurances Process, and the Annual Compliance Onsite Review Process for corrective action plans or progress toward completion of corrective action plans

e. The Legal Department will evaluate the saturation and location of schools in the surrounding areas and for corrective action plans or progress toward completion of corrective action plans

    i. As a guide, there should not be another community school, of the same type (DOPR, K-12) and grade levels, within five (5) miles of the proposed site or within the same neighborhood.

    ii. If the proposed location is within five (5) miles of another community school of the same type (DOP, K-12) and grade levels or within the same neighborhood, the Legal Department shall request additional information from the school on the reason for the choice of location.

2. After receiving all specific information from each department, the Legal Department shall compile the results and send an email with all of the information to the C Suite Level Executives.\
3. The C Suite Level Executives shall, within five (5) business days, determine if the school and/or management company can reasonably and successfully change to a different facility or operate multiple facilities, including an overall assessment of the capacity of both the school and the management company. If additional information is needed, the Legal Department shall communicate with the appropriate school personnel and require the additional information to be submitted within five (5) business days. Once received, the C Suite Level

Executives will review the additional information within five (5) business days and make a final decision.

4. If the request is approved, the Legal Department will follow SOP 2.03 COMMUNITY SCHOOL CONTRACT REVIEW AND MODIFICATION PROCESS.
5. If the request is not approved, the Legal Department shall notify the school, management company and/or their representative.
6. The Legal Department will communicate the final decision to the school, management company and/or their representative.

E. DOCUMENTATION

Documentation for this process will be kept by the Legal Department on the shared drive.

F. GLOSSARY

Satellite, location, relocate, capacity, financial standing, viability, academic standing, saturation

G. CROSS REFERENCED SOP'S

2.03 Community School Contract Review and Modification Process

H. REVIEW AND APPROVAL

Approved By: Chief Executive Officer David L. Cash, Jr. Date: 06/30/2026