

STANDARD OPERATING PROCEDURE 2.08: RENEWAL SCHOOL APPLICATION AND REVIEWER PROTOCOL PROCESS

July 1, 2025

A. PURPOSE

The RENEWAL SCHOOL APPLICATION AND REVIEWER PROTOCOL PROCESS ensures clear communication of the renewal application process to all renewal schools and application reviewers. It defines criteria that are specific and transparent to be used to evaluate applications that include multiple sources of evidence. The renewal application process is critical to protecting school autonomy, student rights and public interest and ensures that schools are held to high standards of academic, financial and organizational performance based on the performance framework in the contract.

B. APPLICABILITY

The RENEWAL SCHOOL APPLICATION AND REVIEWER PROTOCOL PROCESS applies to all CSS staff who are involved with charter contract renewals.

C. DEPARTMENT RESPONSIBILITIES

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

D. PROCEDURE

1. The RENEWAL SCHOOL APPLICATION AND REVIEWER PROTOCOL PROCESS begins in the fall of the year prior to the expiration of the charter. The Legal Department shall maintain a spreadsheet of renewal dates for each school as a reference.
 2. Annually, the Legal Department shall update the renewal application, scoring rubric and defined timeline for the renewal process.
 3. The renewal application, scoring rubric, and defined timeline is posted on the Charter School Specialists (CSS) and St. Aloysius websites.
 4. The renewal application, scoring rubric, and defined timeline are sent to applicants.
 5. A training will be conducted by the legal department for all applicants reviewing all aspects of the renewal process.
 6. All renewal applicants are required to complete the renewal application and submit it to the Legal Department for review by the established deadline.
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7. The renewal process will provide for a review of the period covered by the current contract and will include a high stakes review of the applicant's performance for academic, financial and organizational/operational that aligns with the performance framework which can include measures of student achievement, financial audits, site visit reports or other compliance reports and if applicable status reports on corrective action plans or other required interventions as part of the application or scoring.
 8. The high stakes review of the applicant's performance must account for at least sixty-seven (67%) of the application score.
 9. CSS staff will be assigned to review and score the application. Training will be provided on the written protocols and scoring rubric annually including reviewer calibration.
 10. Reviewers will prepare individual scoring rubrics documenting the rating for each renewal criteria strictly adhering to the requirements which are included in the scoring rubric and training.
 11. Reviewers will meet as a team and develop a consensus score.
 12. Each school will receive the application score which will include the score from the high stakes review. The school will review the application score and approve the application.
 13. The C Suite Level Executives and the Executive Team will meet to discuss scoring of applicants and determine evidence-based recommendations to be provided to St. Aloysius.
 - a. All applicants recommended for approval must earn at least 75% of the overall possible points on the application and high stakes review as determined by the renewal rubric, **AND**:
 - i. Met the academic achievement targets in their contract, have no unresolved compliance issues with any applicable laws or contract terms, and if there were any documented issues of fiscal or operational viability, those issues were remedied; **OR**
 - ii. If the school did not meet all contractual academic targets, contract terms, compliance requirements or documented issues of fiscal or operational viability, CSS will document how the decision to renew aligns with this renewal evaluation process and national sponsoring standards.
 - b. All applicants earning less than 75% of the overall possible points on the application and high stakes review as evidenced by the renewal rubric may be recommended to be denied by the St. Aloysius Board.
 14. The Legal Department will prepare a summary of renewal recommendations to be provided to the St. Aloysius Board.
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15. After approval from the St. Aloysius Board, final renewal reports are distributed under cover from the Legal Department advising of renewal or nonrenewal and the term of the renewal.
16. Upon receipt of the Notice of Renewal, Applicants are required to work on finalizing renewal Charter and Attachments. See COMMUNITY SCHOOL CONTRACT PROCESS.
17. If an applicant is non-renewed, it may follow the process outlined in the community school contract section titled “Non-Renewal of this Charter”.

E. DOCUMENTATION

Ex: S DRIVE/SPONSOR CONTRACT RENEWALS/ SPONSOR RENEWAL FY

F. GLOSSARY

Renewal application, renewal schools, reviewer, renewal, charter contract, charter agreement, contract, expiration, scoring rubric, rubric, defined timeline, timeline, high stakes review, academic, financial, organizational, operational, performance framework, student achievement, audits, site visit, compliance, corrective action plans, interventions, written protocols, calibration, renewal criteria, consensus score, evidence-based recommendations, fiscal viability, operational viability.

G. CROSS REFERENCED SOP'S

2.01 Community School Contract Process

H. REVIEW AND APPROVAL

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

Date: 06/30/2026
