

STANDARD OPERATING PROCEDURE 7.01: PERFORMANCE FRAMEWORK AND ANNUAL PERFORMANCE REPORT PROCESS

July 1, 2025

A. PURPOSE

The PERFORMANCE FRAMEWORK AND ANNUAL PERFORMANCE REPORT PROCESS (Sponsor Evaluation Section D.07) provides a procedure for the gathering of data and completion of the performance framework for each school sponsored by St. Aloysius and creating the school's annual performance report. The performance framework is used to inform renewal and revocation decisions.

B. APPLICABILITY

The PERFORMANCE FRAMEWORK AND ANNUAL PERFORMANCE REPORT PROCESS is conducted annually and applies to all staff with responsibilities within the procedure and schools sponsored by St. Aloysius.

C. DEPARTMENT RESPONSIBILITIES

Responsible Department: **School Improvement Team**
Other Departments: *Compliance Department*
 Services Team

D. PROCEDURE

The following procedure will be used to gather each school's performance framework data and complete the annual performance report document:

Each school will have a performance framework included in its charter contract. The frameworks are divided into Traditional K-12 Community Schools, Drop Out Recovery Program Schools, and K-2 Only schools.

1. The School Improvement Team shall determine the method for collecting the performance framework data from respective departments.
 2. The Academic Performance section will be completed by the School Improvement Team using the report card data spreadsheet (See Annual Academic Intervention Process) no later than October 31.
 3. The Compliance/Operations Performance section will be completed by the Compliance Department using information gathered during onsite visits, spring survey, corrective action plan/probation processes and other compliance data collection no later than August 31.
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4. The Financial Performance section will be completed by the Services Team using data gathered during the monthly financial reviews, audits, and other financial data collection no later than August 31.
5. Once the Performance Framework data sheet has been completed for each school, the School Improvement Team shall finalize the document and draft the Annual Performance Report with input from the other departments.
6. The School Improvement Team will distribute the Annual Performance Report and the completed Performance Framework to each school by November 30 and the CSS representative attending the next Board meeting will review the Annual Performance Report at the next meeting.

E. DOCUMENTATION

Location of documentation:

Shared Drive

F. GLOSSARY

Dropout Prevention and Recovery, K-12, K-2, Academic Performance, Compliance/Operations Performance, Financial Performance, Annual Report, D.07

G. CROSS REFERENCED SOP'S

None

H. REVIEW AND APPROVAL

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

Date: 06/30/2025
