



Office of Public Charter Schools and PUC Board of Directors' Approval Calendar

Grade/Site/Early Learning Expansion Applications

Date	Process Step
Rolling basis until May 1st	Charter School submits Application
May/June	PUC - OPCS Review
July/August	PUC-OPCS Advisory Council Review of Applications
September 1st	Documents to PUC CEO on Process & Recommendation
September PUC Board Meeting	PUC Full Board Approval
October 1st	Supplemental Affidavits to MDE (required for Grade/Site Expansion, and Early Learning)

Transfer Process (PUC-OPCS Authorized by July 1)

Date	Process Step
Rolling basis until August 15th	Letter of Intent
August 31st	Schools Informed of PUC-OPCS' Decision to Move Application Forward or Not
September	Fit Interviews with Charter Director and Board Chair
October 15th	Applications Due to PUC-OPCS
Last two weeks of October	Site Visits by PUC-OPCS
November	PUC-OPCS Advisory Council Interview of Applicants and Review of Applications
December 1st or January 2nd	Documents to PUC CEO on Process & Recommendation
December or January PUC Board Meeting	PUC Full Board Approval
February 1st	PUC Change in Authorizer Application to MDE
105 days later	MDE approval
--	Contract Negotiation and Execution Complete
July 1st	Send Contract to MDE

New School Process (Operational Approximately 14 Months After Contract Execution)

Date	Process Step
Rolling basis until August 15	Letter of Intent
September	Meet & greet with PUC-OPCS
October 15th	Charter School submits Application
First week of November	PUC Advisory Council Interview Applicants and Review of Applications
December 1st or January 2nd	Documents to CEO on Process & Recommendation
December or January PUC Board Meeting	PUC Full Board Approval
May 1st	New School Affidavit to MDE (according to state statute)
June/July	10 days to execute contracts following MDE decision

Quality School Review & Contract Renewal Process (PUC-OPCS Authorized July 1)

Date	Process Step
By August 15th	Reminder of End of Contract Term
September 1st	Letter of Intent from School
November 1st	Renewal Applications Due to OPCS
November	PUC - OPCS Review Application for Completeness, Schedule site visits
Nov, Dec (Jan if needed)	Formal Site Visits (Governance, Business and Facilities; Academic and Financial Review)
January and February	PUC-OPCS writes Quality School Renewal Report
March	Review draft report with School
March or April	PUC-OPCS Advisory Council Review of QSR Reports (Consensus Vote)
April or May	Documents to CEO on Process & Recommendation
April or May PUC Board Meeting	PUC Full Board Approval
June	Contract Negotiation and Execution Complete, Present QSR Report and Contract to full School Boards
June 30th	Send Contract to MDE