

CSD-PEC Annual Work Cycle
PEC Work Session, July 21, 2022

PEC in red	New Charter Applications	Implementation Year	Renewal	Annual Monitoring & Support	Administrative
Jul	Capacity Interviews; Community Input Hearings, Send letters of concern	Pre-opening visit; Review/edit IY Checklist	Prepare Renewal Part A	School response to preliminary annual report; TA; GB trainings	
Aug	CSD Final Report and Analysis due to PEC (or in July); New Application Hearings	IY checklist to PEC	Part A to C1 schools by Aug. 15 Renewal site visit protocol to schools; Previous year renewing schools to present mission rubrics	Annual monitoring protocol to schools; monitoring requests to PED bureaus with due dates; GB trainings; renewal annual report to PEC	Next FY budget to ASD by Aug 7
Sep	Approved teams begin Implementation Year (IY)	Vote on IY checklist ; IY Training #1	Renewal applications due Sept 15; review applications; renewal site visits	Schedule renewal visits (Sept-Oct) and annual monitoring visits (Nov-May); GB trainings; approve annual reports; send letters of concern	Identify forms for review for FY
Oct		IY Training #2	Review applications; renewal site visits; begin preparing preliminary reports	TA; GB trainings	Quarterly budget review and projections; PEC set next year dates at work session ; reserve Mabry whole year
Nov		IY Training #3; IY submission #1 due Nov 15 (CSD feedback)	Send letters of concern , Preliminary Report to PEC and schools Nov. 14; schools respond by Nov. 28; final report and recommendation by Dec. 1	Annual monitoring visits; desktop monitoring; TA; GB trainings	Prepare annual report to LFC/LESC (due Dec. 1)
Dec	Call for Notice of Intent posted	IY Training #4	Renewal Hearings ; Certificate of Authorization; begin closure process for nonrenewed schools	Annual monitoring visits; desktop monitoring; TA; GB trainings	Approve PEC calendar ; Mabry/Outlook/PED calendar whole year
Jan	Notice of Intent due; New Applicant Training #1	IY Training #5	Mission goal training; Transition Year Training #1 (local charters transitioning to state charter)	Annual monitoring visits; desktop monitoring; TA; GB trainings	Interim employee evaluations; Quarterly budget review and projections; amend IGA if necessary; Approve OMA resolution
Feb	New Applicant Training #2; review peer reviewer SOW, send to SWREC	IY Training #6	Transition Year Training #2; Contract Process Training (renew this June); Renewal Training #1 (renew next June)	Annual monitoring visits; desktop monitoring; TA; GB trainings; review School Improvement Plans in DASH	Renew attorney contract or issue RFP ; prepare RFP or amendment; form review
Mar	New Applicant Training #3; call for peer reviewers posted	IY Training #7; IY submission #2 due March 1 (CSD feedback), Subcommittee contract negotiations	Renewal training #2; schools submit mission goals (CSD feedback) and contract docs, Subcommittee contract negotiations	Annual monitoring visits; desktop monitoring; TA; GB trainings; determine which schools get GB training fiscal exemption	SWREC SOW and budget, route IGA; issue RFP or route attorney contract; form review
Apr	Select peer reviewers; 5 years of 910B5 SEG estimates; 5-yr budget plan		Renewal training #3; Subcommittee contract negotiations ; amendments due	Annual monitoring visits; desktop monitoring; TA; GB trainings; review Ed Plans in DASH	contract amendment deadline; quarterly budget review and projections
May	Peer reviewer training	IY submission #3 due May 15 (CSD feedback)	GBs approve contracts; schools submit all documents to PEC as complete packet; votes on contracts	Annual monitoring visits; desktop monitoring; TA; GB trainings; review Ed Plans in DASH	SWREC IGA signed; PEC attorney contract signed; MOU and Budget review
Jun	New Applications due June 1; CSD review for completeness; peer review, consensus meeting, report to CSD	Final IY submission; vote on commencement of operations; sign contracts ; Certificate of Authorization	PEC to sign contracts, send to school and PSFA	Preliminary annual monitoring report to schools; TA; Charter Schools Conference; ext FY GB training schedule set and trainings created	Determine travel PO amounts for next FY; Charter Schools Conference
Ongoing				Vote on amendment requests	Exec meeting weekly ; website updates