

SY 2024-2025 Annual Calendar

SY 2024-2025	
Priority	Outcome by close of SY2024-2025
New Charter School	The Commission considers applications for and selects a new Maine charter school
Finalize and Implement Strategic Plan	The Strategic Plan will drive the work of the Commission through 2028
Legislative Changes	The Commission will work with state agencies to submit a bill to update the organizational structure. Staff will implement changes.

To discuss/add:

- Marketing

Month	Priorities	Notes
August	Staff: <ul style="list-style-type: none"> • Support charter LOI groups to launch applications • Host new school application info session • Write Strategic Plan Process • Write Strategic Plan Draft (Finalized by Dec 2024) • Schedule Commission Board and Commission PD for the year • Finalize internal policy revisions 	

	<ul style="list-style-type: none"> ● Sue starts financial oversight role - state procurement, travel, school quarterly financial statements, analyzing school financial audits ● Prep EOY Meetings ● Facilitate EOY Meetings ● Calendar for Monthly School Leader Meeting Topics + Invites (Mon - 9am) 	
	<p>Commission:</p> <ul style="list-style-type: none"> ● Appoint officers ● Review Panorama Survey Results <p>Committees:</p> <ul style="list-style-type: none"> ● School Performance: <ul style="list-style-type: none"> ○ Panorama ○ Maine Arts Expansion Amendment ● Finance: <ul style="list-style-type: none"> ○ New spending report ○ Maine Arts Expansion Amendment ● Executive: <ul style="list-style-type: none"> ○ Internal Policy Revision ○ ACADIA Bylaw Amendment Request 	
Sept	<p>Staff:</p> <ul style="list-style-type: none"> ● Support charter LOI groups to launch applications ● Host new school application office hours ● Write Strategic Plan Draft (Finalized by Dec 2024) ● Write Annual Reports ● SY2023-24 End of Year Unenrollment Data ● ELC and MEVA Renewals <ul style="list-style-type: none"> ○ Admin/Board Meeting ○ Focus Groups ○ Public Hearing 	<ul style="list-style-type: none"> - Shift New School Info Sessions to Office Hours

	<ul style="list-style-type: none"> ○ Write Renewal Report ● Edunomics Conference in DC (Lana) ● MCA: Pre-opening checklist and facility visit ● Proposed legislative changes: Determine best process for bill submission (update Commission once determined) ● Close out HCA? 	
	<p>Commission:</p> <ul style="list-style-type: none"> ● SY2022-23 Annual Monitoring Reports Addendum ● SY2023-24 End of Year Unenrollment Data ● To Consider the Approval of Maine Arts Academy's Request to Expand Grade Levels to Include Grade 7 and Grade 8 <p>Committees:</p> <ul style="list-style-type: none"> ● School Performance: <ul style="list-style-type: none"> ○ SY2023-24 End of Year Unenrollment Data ● Finance: <ul style="list-style-type: none"> ○ SY2022-23 Annual Monitoring Reports Addendum ● Executive: <ul style="list-style-type: none"> ○ Review Annual Calendar ○ 	
Oct	<p>Staff:</p> <ul style="list-style-type: none"> ● Support charter LOI groups to launch applications ● Host new school application office hours ● Write Strategic Plan Draft (Finalized by Dec 2024) ● Finalize Annual Reports and send to Schools for Review ● Finalize Annual Report to the Commissioner ● Finalize ELC and MEVA Renewal Recommendations 	<ul style="list-style-type: none"> ● 2023-24 Maine Through Year Assessment Fall Testing Window ●

	<ul style="list-style-type: none"> ● Send Mid-Year Meeting Invites ● NACSA Conference in Houston - Lana ● With David Hartman, draft the Application Review process ● Prep Q1 Annual Calendar Progress Check 	
	<p>Commission:</p> <ul style="list-style-type: none"> ● ELC and MEVA Renewal Votes ● Present Q1 Annual Calendar Progress Check ● Annual Report to the Commissioner <p>Committees:</p> <ul style="list-style-type: none"> ● School Performance: <ul style="list-style-type: none"> ○ ELC and MEVA Renewal recommendations ○ Annual Report to the Commissioner ● Finance: <ul style="list-style-type: none"> ○ ELC and MEVA Renewal recommendations ● Executive: <ul style="list-style-type: none"> ○ Strategic Plan DRAFT review ○ ELC and MEVA Renewal recommendations ○ Annual Report to the Commissioner 	
Nov	<p>Staff:</p> <ul style="list-style-type: none"> ● Support charter LOI groups to launch applications ● Host new school application office hours ● Write Strategic Plan Draft (Finalized by Dec 2024) ● MEVA and ELC: (Assuming Renewal) Draft ELC and MEVA Charter Contract ● Annual Report Summary for SPC and Commission ● Draft 10/1 enrollment data report ● Determine SY25 oversight fee ● Prep Dec Commission and School Board PD with Naomi 	

	<ul style="list-style-type: none"> ● Finalize the content of the Commission Binder and ready to send to Kinkos for print <p>Commission:</p> <ul style="list-style-type: none"> ● Annual Report Vote “Receive and Place on File” ● Agreement for the 3rd Party Evaluators that MEVA and MCA are using <p>Committees:</p> <ul style="list-style-type: none"> ● School Performance: <ul style="list-style-type: none"> ○ Review Final Annual Reports ○ Review Annual Report Summary ○ Draft the Application Review process ● Finance: <ul style="list-style-type: none"> ○ Review Annual Report Summary ○ Draft the Application Review process ● Executive: <ul style="list-style-type: none"> ○ Review Strategic Plan Draft ○ Draft Performance Framework Revisions ○ Review Annual Report Summary ○ Draft the Application Review process 	
Dec	<p>Staff:</p> <ul style="list-style-type: none"> ● Support charter LOI groups to launch applications ● Host new school application office hours ● Finalize Strategic Plan (Launch in Jan 2025) ● Finalize Dec Commission and School Board PD with Naomi ● Final 10/1 enrollment data report ● Annual Boards and Commission Report (due Dec 30) ● Print Commission Binder for Commission Holiday Present (add a bow and Whoopie Pie) ● Proposed legislative changes: Bill proposal ready for submission 	<ul style="list-style-type: none"> ● SY 23-24 School financial audits are due ● Commission and School Board PD - strategic planning

	<p>Commission:</p> <ul style="list-style-type: none"> ● Review Final Revised Strategic Plan ● 10/1 enrollment data report presentation ● 3rd Party Evaluator Presentations MEVA and MCA ● Binder present <p>Committees:</p> <ul style="list-style-type: none"> ● School Performance: <ul style="list-style-type: none"> ○ Review Final Revised Strategic Plan Draft ○ ● Finance: <ul style="list-style-type: none"> ○ Review Final Revised Strategic Plan Draft ○ ● Executive: <ul style="list-style-type: none"> ○ Review Final Revised Strategic Plan Draft ○ Determine when we will present Annual Report to the Commissioner to the Ed Committee 	
<p>Jan</p>	<p>Staff:</p> <ul style="list-style-type: none"> ● Support charter LOI groups to launch applications - final month ● Host new school application office hours ● Launch in Jan 2025 ● Hold 1/2 Mid-Year Meetings ● Write ½ Mid-Year Meeting Reports ● Review schools' SY23-24 Financial Audits ● Write Annual Report to the Commissioner ● Write Annual Report Summary ● Prep Q2 Annual Calendar Progress Check ● Staff self-evaluations ● Proposed legislative changes: Bill submitted during the Legislative Session (Jan - April) 	<ul style="list-style-type: none"> ● Next Legislative Session Begins ● 2023-24 Maine Through Year Assessment Winter Testing Window *OPTIONAL* ●
	<p>Commission:</p> <ul style="list-style-type: none"> ● Present final Strategic Plan (for publication) 	

	<ul style="list-style-type: none"> ● Update on Mid-Year Meetings ● Review Annual Report to the Commissioner (including financial audits) and Summary ● Present the Annual Boards and Commission Report (due Dec 30) ● Appointment of Application Review Team ● Present Q2 Annual Calendar Progress Check <p>Committees:</p> <ul style="list-style-type: none"> ● School Performance: <ul style="list-style-type: none"> ○ Update on Mid-year Meetings ○ Annual Report to the Commissioner and Summary ○ Update on prospective New School applications ● Finance: <ul style="list-style-type: none"> ○ Annual Report to the Commissioner/Financial Audits and Summary ○ Update on prospective New School applications ○ Present the Annual Boards and Commission Report (due Dec 30) ● Executive: <ul style="list-style-type: none"> ○ Annual Report to the Commissioner/Financial Audits ○ Update on prospective New School applications 	
Feb	<p>Staff:</p> <ul style="list-style-type: none"> ● Support charter LOI groups to launch applications - final month ● Host new school application info session ● Hold final 1/2 Mid-Year Meetings ● Finalize all Mid-Year Meeting Reports ● Finalize Annual Report to the Commissioner Summary for the Ed Committee ● Launch FY26 Commission Budget Process 	<ul style="list-style-type: none"> ● Present Annual Report to the Commissioner to the Ed Committee (?) ● <p>New School Process:</p> <ul style="list-style-type: none"> ● Applications due: February 13, 2025, by 5:00 pm EDT ● February 20, 2025: Review application for completeness ● February 25, 2025, by 5:00 pm EDT: Deadline for eligible Applicants to submit

	<ul style="list-style-type: none"> ● Finalize the ACADIA and Maine Arts Renewal Timelines ● Prep new school READY TO LAUNCH PLAYBOOK ● Staff Evaluations <p>New School Process:</p> <ul style="list-style-type: none"> ● Applications due: February 13, 2025, by 5:00 pm EDT ● February 20, 2025: Review application for completeness ● February 25, 2025, by 5:00 pm EDT: Deadline for eligible Applicants to submit Corrections to Proposals 	<p>Corrections to Proposals</p> <ul style="list-style-type: none"> ● Review Team: Staff + Two Commission Members ● DAVID trains Application Review Team on Process <p>- In-Person Applicant Interview</p> <p>- Public Hearing (likely at a Commission Meeting or we schedule a special meeting)</p> <p>- <i>“No later than 90 days after the deadline set by the authorizer for the filing of applications, an authorizer shall render a decision on each application. The authorizer shall make and announce all charter decisions in a meeting open to the public.”</i></p>
	<p>Commission:</p> <ul style="list-style-type: none"> ● Update on Mid-Year Meetings ● Review presentation to the Ed Committee on Annual Report ● Update on Budget Launch ● Review upcoming application renewal timeline ● ED Evaluation <p>Committees:</p> <ul style="list-style-type: none"> ● School Performance: <ul style="list-style-type: none"> ○ Update on Mid-year Meetings ○ Review presentation to the Ed Committee on Annual Reports ○ Review upcoming application renewal timeline ○ Feedback on new school READY TO LAUNCH PLAYBOOK ● Finance: <ul style="list-style-type: none"> ○ FY26 Commission Budget Launch ○ Review presentation to the Ed Committee on Annual Reports ○ Review upcoming application renewal timeline ○ Feedback on new school READY TO LAUNCH PLAYBOOK ● Executive: 	

	<ul style="list-style-type: none"> ○ FY26 Commission Budget Launch ○ Review presentation to the Ed Committee on Annual Reports ○ Update on prospective applications - due this month ○ Review upcoming application renewal timeline ○ Feedback on new school READY TO LAUNCH PLAYBOOK ○ Prep for ED Evaluation ● Application Review Team: <ul style="list-style-type: none"> ○ Initial Meeting: training on PROCESS (DAVID) 	
<p>March</p>	<p>Staff:</p> <ul style="list-style-type: none"> ● Host new school application office hours ● FY26 Commission Budget Process ● Launch Panorama - Rostering and March 17 Launch Date ● Finalize mid-year meeting report summary ● Review Team: Monitor/Consider New School Applications ● ELC and MEVA Contract: Signed by Commission Chair and School Board Chair (DUE June 30) ● Summarize applications for Commission ● Prep new school READY TO LAUNCH PLAYBOOK ● Strong draft of FY26 Budget ● Proposed legislative changes: Prep for implementation 	<p>Panorama Survey Window=March 17 - June 12</p>
	<p>Commission:</p> <ul style="list-style-type: none"> ● Present all new school applications and summary ● Present a Mid-Year Meetings Summary ● Update on Budget Launch ● Review the ACADIA and Maine Arts Renewal Timelines 	

	<p>Committees:</p> <ul style="list-style-type: none"> ● School Performance: <ul style="list-style-type: none"> ○ Final mid-year meeting report summary ○ Review final mid-year meeting reports ○ Present all new school applications and summary ● Finance: <ul style="list-style-type: none"> ○ Final mid-year meeting report summary ○ Review final mid-year meeting reports ○ Review the FY26 Commission Budget ● Executive: <ul style="list-style-type: none"> ○ Final mid-year meeting report summary ○ Review final mid-year meeting reports ○ FY26 Commission Budget Launch ○ Finalize the ELC and MEVA Renewal Timelines ○ Review the FY26 Commission Budget ● Application Review Team: <ul style="list-style-type: none"> ○ Review applications - draft recommendation as to whether the applicant has thus far demonstrated the capacity to open a successful school and should continue to the next Capacity Interview 	
<p>April</p>	<p>Staff:</p> <ul style="list-style-type: none"> ● New School: Capacity Interviews, Public Hearings and Commission Interviews ● Prep new school READY TO LAUNCH PLAYBOOK and opening checklist. ● Prep Q3 Annual Calendar Progress Check ● Finalize FY26 Commission Budget ● Write service contracts and amendments ● Proposed legislative changes: implementation 	<ul style="list-style-type: none"> ● 2023-24 Maine Through Year Assessment Spring Testing Window ● Commission + School Board Professional Development? <p>NEW SCHOOL PROCESS:</p> <ul style="list-style-type: none"> ● <i>April 8, 2025:</i> Commission Meeting. The Commission will receive a review team recommendation as to whether the applicant has thus far demonstrated the
	<p>Commission:</p>	

- New school: Commission Meeting. The Commission will receive a review team recommendation as to whether the applicant has thus far demonstrated the capacity to open a successful school and should continue to the next Capacity Interview. This will be followed by a discussion and vote of the Commission.
- Present Q3 Annual Calendar Progress Check

Committees:

- **School Performance:**
 - New school tasks
- **Finance:**
 - New school tasks
 - Recommend the FY26 Commission Budget
- **Executive:**
 - New school tasks
 - Recommend the FY26 Commission Budget
- **Application Review Team:**
 - Review applications - FINALIZE recommendation as to whether the applicant has thus far demonstrated the capacity to open a successful school and should continue to the next Capacity Interview
 - *April 9-21, 2025: Capacity Interviews.* Interviews will ONLY be held on these days; applicants are requested to keep the dates entirely open in their calendars. Applicants will be notified of their assigned interview date and time as soon as possible. Due to significant logistical challenges, it is unlikely that any changes to assigned interview times will be possible.

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- April 21 – May 7, 2025: Public Hearings and Commission Interviews. These will ONLY be held on these days; applicants are requested to keep the dates entirely open in their calendars. Applicants will be notified of their assigned hearing date and time as soon as possible. Due to significant logistical challenges, it is unlikely that any changes to assigned interview times will be possible.

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<p>May</p>	<p>Staff:</p> <ul style="list-style-type: none"> ● Review Team: Monitor/Consider New School Applications ● Schedule EOY and Spring Renewal Visits ● FINALIZE new school READY TO LAUNCH PLAYBOOK and opening checklist. ● Proposed legislative changes: implementation 	<p>NEW SCHOOL PROCESS:</p> <ul style="list-style-type: none"> ● April 21 – May 7, 2025: Public Hearings and Commission Interviews. These will ONLY be held on these days; applicants are requested to keep the dates entirely open in their calendars. Applicants will be notified of their assigned hearing date and time as soon as possible. Due to significant logistical challenges, it is unlikely that any changes to assigned interview times will be possible. ● May 13, 2025: Application Approval Vote at Commission Meeting. The Commission will approve or deny charter school applications. Applicants are invited to attend the Commission Meeting where they will be allowed to provide a short presentation regarding their application.
	<p>Commission:</p> <ul style="list-style-type: none"> ● Application Approval Vote at Commission Meeting. The Commission will approve or deny charter school applications. Applicants are invited to attend the Commission Meeting where they will be allowed to provide a short presentation regarding their application. Consider conditional approval (facility, enrollment at x% before opening, SPED compliance, fire code/cert of occupancy). ● Vote on the FY26 Commission Budget ● Timeline/Procedure for Election of Officers & Appoint/Nominate Committee (Slate Introduced=June; Elections=August) 	

	<p>Committees:</p> <ul style="list-style-type: none"> ● School Performance: <ul style="list-style-type: none"> ○ Prep for new school vote ● Finance: <ul style="list-style-type: none"> ○ Prep for new school vote ● Executive: <ul style="list-style-type: none"> ○ Prep for new school vote 	
<p>June</p>	<p>Staff:</p> <ul style="list-style-type: none"> ● Support approved charter school to launch planning year (READY to LAUNCH PLAYBOOK) ● Spring Renewal Meetings ● Prep Q4 Annual Calendar Progress Check ● Year 4 Performance Reports - ACADIA and Maine Arts ● Panorama: June 12th Close Panorama window ● Proposed legislative changes: implementation 	<ul style="list-style-type: none"> ● End of the School Year ● Commission + School Board Professional Development?
	<p>Commission:</p> <ul style="list-style-type: none"> ● Present final READY to LAUNCH PLAYBOOK ● Present elected officer nominations ● Present Q4 Annual Calendar Progress Check <p>Committees:</p> <ul style="list-style-type: none"> ● School Performance: <ul style="list-style-type: none"> ○ ● Finance: <ul style="list-style-type: none"> ○ ● Executive: <ul style="list-style-type: none"> ○ 	
<p>July</p>	<p>Staff:</p> <ul style="list-style-type: none"> ● EOY School Visits 	<ul style="list-style-type: none"> ●

	<ul style="list-style-type: none"> • Support approved charter school to launch planning year (READY to LAUNCH PLAYBOOK) • EOY School Data Due • Contact Maine Arts about MS Opening Readiness - program and facility 	
	<p>Commission: CANCEL COMMISSION MEETING</p> <p>Committees:</p> <ul style="list-style-type: none"> • School Performance: • Finance: • Executive: ○ 	

Maine Charter School Commission
New Charter School Application Timeline

Date	Activity
<i>January 15, 2024</i>	DRAFT Release: New Charter School RFP
<i>First Tuesday of each month March 2024 - August 2024</i>	<p>Information Sessions. Orientations designed to support prospective charter school applicants. The purpose of the orientations is to deepen understanding of:</p> <ol style="list-style-type: none"> 1. The Commission's expectations as articulated in the New Charter School Application; 2. How to access Epicenter, the online submission portal; 3. How applications will be evaluated; 4. The purpose and format of Public Forums; and

	5. Changes that have occurred to the RFP since last cycle.
<i>July 1, 2024</i>	Official New Charter School RFP Release
<i>July 15, 2024, by 5:00 pm EST</i>	Letter of Intent to Apply due via Epicenter, the online submission portal
<i>July 16, 2024</i>	Online submission portal, Epicenter, opens to entities that submitted the Intent to Apply by the deadline. Proposals will only be accepted via Epicenter
<i>February 13, 2025, by 5:00 pm EDT</i>	Application deadline
<i>February 20, 2025</i>	Review application for completeness
<i>February 25, 2025, by 5:00 pm EDT</i>	Deadline for eligible Applicants to submit Corrections to Proposals
<i>April 8, 2025</i>	Commission Meeting. Commission will receive review team recommendation as to whether the applicant has thus far demonstrated the capacity to open a successful school and should continue to the next Capacity Interview. This will be followed by a discussion and vote of the Commission.
<i>April 9-21, 2025</i>	Capacity Interviews. Interviews will ONLY be held on these days; applicants are requested to keep the dates entirely open in their calendars. Applicants will be notified of their assigned interview date and time as soon as possible. Due to significant logistical challenges, it is unlikely that any changes to assigned interview times will be possible.

<i>April 21 – May 7, 2025</i>	Public Hearings and Commission Interviews. These will ONLY be held on these days; applicants are requested to keep the dates entirely open in their calendars. Applicants will be notified of their assigned hearing date and time as soon as possible. Due to significant logistical challenges, it is unlikely that any changes to assigned interview times will be possible.
<i>May 13, 2025</i>	Application Approval Vote at Commission Meeting. Commission will approve or deny charter school applications. Applicants are invited to attend the Commission Meeting where they will be allowed to provide a short presentation regarding their application.
<i>June 2026</i>	Deadline for final contracts to be signed. (60 days prior to school opening)
<i>Fall 2026</i>	School opening