REAUTHORIZATION TIMELINE AND PROCESS OVERVIEW

The Reauthorization Process will begin two years prior to the end of the Academy contract term.

YEAR ONE

STEP 1

The Academy Board must take action at the Academy Board meeting to request to be considered for a Charter Contract Renewal. The approved ***Resolution Requesting Reauthorization*** must be submitted through Epicenter no later than **January 31** of the applicable year using the following process:

1. Log in to Epicenter.
2. Select Submission Upload.
3. Under Entity Type, select Board.
4. Under Submission Type, select Board Meeting – Resolution Requesting Reauthorization.
5. Under Entities, select the appropriate PSA name.
6. Enter the Board meeting date.
7. Upload the required resolution document.
8. Click Submit.

STEP 2

The Academy Board will be notified and given an interview date and time to be scheduled in June, no later than **March 31** of the applicable year.

STEP 3

The Academy Board must submit a Reauthorization PowerPoint presentation using the ***Reauthorization PowerPoint Presentation Guidelines*** provided by the Reauthorization Team. The ***Board Presentation for Reauthorization (PowerPoint)*** must be submitted through Epicenter no later than **May 31** of the applicable year using the following process:

1. Log in to Epicenter.
2. Select Submission Upload.
3. Under Entity Type, select Board.
4. Under Submission Type, select Board Meeting – Board Presentation for Reauthorization.
5. Under Entities, select the appropriate PSA name.
6. Select the appropriate school year.
7. Upload the required PowerPoint presentation document.
8. Click Submit.

STEP 4

In **June**, the Academy Board must present to the Reauthorization Team at the assigned date and time, either in-person at the Bay Mills Community College (BMCC) – Main Campus or via Zoom.

STEP 5

Following the interview, the Reauthorization Team will create a ***Reauthorization Feedback Report*** that includes the Academy's strengths and areas for continued growth. The report will be provided to the Academy Board no later than **August 31** of the applicable year.

YEAR TWO

STEP 6

The Academy Board must submit a response to the Reauthorization Feedback Report that addresses the areas for continued growth identified in the Reauthorization Feedback Report. The ***Board Response to Reauthorization Feedback Report*** must be submitted through Epicenter no later than **January 31** of the applicable year using the following process:

1. Log in to Epicenter.
2. Select Submission Upload.
3. Under Entity Type, select Board.
4. Under Submission Type, select Board Meeting – Board Response to Reauthorization Feedback Report
5. Under Entities, select the appropriate PSA name.
6. Select the appropriate school year.
7. Upload the required board response document.
8. Click Submit.

STEP 7

The Reauthorization Team will review the ***Board Response to Reauthorization Feedback Report*** to determine if a second interview is required. If yes, the Academy Board will be notified no later than **March 31** of the applicable year and will continue with steps 8-10. If no, steps 8 and 9 will be skipped.

STEP 8

If a second interview is required, the Academy Board must submit an updated ***Board Presentation for Reauthorization (PowerPoint)*** through Epicenter no later than **May 31** of the applicable year using the following process:

1. Log in to Epicenter.
2. Select Submission Upload.
3. Under Entity Type, select Board.
4. Under Submission Type, select Board Meeting – Board Presentation for Reauthorization.
5. Under Entities, select the appropriate PSA name.
6. Select the appropriate school year.
7. Upload the required PowerPoint presentation document.
8. Click Submit.

STEP 9

If a second interview is required in **June**, the Academy Board must present to the Reauthorization Team at the assigned date and time, either in-person at the Bay Mills Community College (BMCC) – Main Campus or via Zoom.

STEP 10

The Reauthorization Team will make a recommendation and present that recommendation to the Authorizing Body at the **Fall** Authorizing Body meeting. The Academy Board will be notified of the Authorizing Body's decision.