



To: [Name], Board President, [School]
From: Brian Scroggins, Nevada State Public Charter School Authority
Date: January 2021
Re: Pre-Opening Process and Readiness Checklist

Congratulations, again, on your school’s authorization! We look forward to working with the school’s leadership and governing team to ensure students’ success and a strong opening of your school.

The Nevada State Public Charter School Authority (“SPCSA” or “the Authority”) provides newly-approved charter school operators and charter holders approved for expansion with this pre-opening readiness checklist as a guide to support schools’ process for opening a strong public charter school on its first day of operations and instruction. The Authority firmly believes that fulfillment of these requirements maximizes the likelihood of a successful opening. This document, along with the SPCSA’s “Reporting Requirements Manual” include the required action items, deliverables, and due dates for all pre-opening tasks. Note that there is some overlap between the list of pre-opening requirements and those listed in the annual Reporting Requirements Manual. Authority staff will work with individual schools to ensure that processes and submissions are not a duplicative burden.

Pursuant to [NRS 388A.270](#), the charter sponsor (the Authority) can establish pre-opening conditions to ensure the charter school meets all building, health, safety, insurance, and other legal requirements. The Authority reserves the right to terminate the charter at any time of the pre-opening site visit if it is evident that significant deficiencies exist that lead the Authority to question the viability of the school. Such revocation is set forth under Section 8 of the Charter Agreement.

Additionally, schools with conditional approval, may have additional items and tasks as part of their pre-opening readiness process. These schools should refer to their authorization terms and conditions for which these standard actions items are in addition to not in lieu of.

Further, pursuant to Section 1.9 of the Charter Agreement, failure to timely fulfill any material term of the Pre-Opening Conditions shall be considered a breach of material compliance with the Charter Contract pursuant to [NRS 388A.330](#) and shall be grounds for Authority intervention, including, but not limited to, delayed opening and/or charter revocation. The Authority recognizes revocation is a grave decision and does not make it without clear evidence of a school’s failure to open successfully and in the interest of student safety.

Failure to fulfill pre-opening conditions and/or conditions for authorization, as prescribed by the Authority, are all grounds for delayed opening and/or charter revocation.

Pre-Opening Process

The Authority will contact the school to set up a time for a Pre-Visit call to discuss the “Pre-Opening Readiness Checklist,” including the document collection process and any issues that may arise, and to schedule the date of the “Pre-Opening Visit,” which will occur approximately 1 month prior to the first day of instruction. The visit should take between two and three hours. Using the following checklist, Authority staff will visit the charter school facility for an inspection and review. The pre-opening site visit allows the school to demonstrate the work has been done to prepare for a successful school opening. The site visit will include three parts:

1. Tour of the school facility
2. School demonstration of how the Pre-Opening Readiness Checklist items have been met
3. Discussion of the school’s progress

The timeframe for Pre-Opening Readiness and collaborative pre-opening work between the SPCSA and school will be as follows:

Timeframe	Action Item	Responsible Party
January of opening year	SPCSA sends ‘Pre-Opening Readiness Checklist’ and Reporting Requirements Manual to school’s primary point person and Board Chair. An initial meeting is scheduled to review the document in detail shortly thereafter.	SPCSA staff
January of opening year	SPCSA and school Pre-Visit preparation call/meeting (SPCSA and school have an in-person meeting or call to review the Checklist and Pre-Opening process).	SPCSA staff and School <i>SPCSA will include representatives from each team (Authorizing, School Support, and Finance & Operations)</i>
February through July of opening year	At minimum bi-monthly meetings to review status of Checklist items and progress towards opening.	SPCSA staff and school <i>SPCSA will include representatives from each team (Authorizing, School Support, and Finance & Operations)</i>
45 days prior to first day of instruction	Pre-Visit Call	SPCSA staff calls school to discuss the ‘Pre-Opening Visit’. Call should include at least the following: - School Leader

		<ul style="list-style-type: none"> - Board member - Operations school lead (i.e., Director of Ops) - EMO/CMO representative (if applicable) - Any other representative(s) identified by the school
At least 30 days prior to first day of instruction	Pre-Opening Visit and confirmation that the school is in receipt of TCO (Temporary Certificate of Occupancy) or a COO (Certificate of Occupancy).	SPCSA staff and school site; confirm building is ready for students, all permits and inspections have occurred and that the school is in compliance with NRS 388A.360.
Within 10 business days of Pre-Opening Visit	SPCSA staff provides school site written confirmation of determination of the school meeting the criteria for opening, and that the school has completed all requisite items on the “Pre-Opening Readiness Checklist”.	SPCSA staff

Within ten business days of the visit, the Authority will provide written confirmation of the school’s opening readiness and its determination of whether the school has completed its Pre-Opening Readiness Checklist. The Authority will provide directions for uploading the deliverables into Epicenter prior to the Pre-Opening Visit.

We encourage you to ask questions regarding the Pre-Opening Readiness Checklist and Visit prior to the visit so that any concerns may be resolved before the scheduled first day of instruction. Please know that when the Authority determines a school is not yet ready to open, following a Pre-Opening visit, we will work with the school to resolve any remaining actions items prohibiting opening. In rare cases, opening may be delayed.



Nevada State Public Charter School Authority Charter School Pre-Opening Readiness Checklist

Item	Action Item	Acceptable Evidence	SPCSA Team Owner	Date Completed	Authorizer Confirmation
Board Governance					
1	Management Contract with CMO or EMO, if applicable	Copy of board approved, signed management contract with a CMO or EMO (as applicable)	Authorizing		
2	Board Meeting Minutes	<ol style="list-style-type: none"> 1. Meeting minutes from all board meetings since authorization 2. Evidence these are publicly available (i.e., posted to school's webpage) 3. Evidence that future board meetings are scheduled and dates are publicly available 	Authorizing		
3	Board Roster and Resumes	Current board roster and resumes of new board members (those added since application)	Authorizing		
4	Board Contact Info for public	Link to school's webpage listing board members and board contact info (i.e., email address)	Authorizing		
5	Bylaws	Provide a copy of the ratified bylaws or board resolution approving the bylaws.	Authorizing		
6	Board Policies	Copy of each policy approved by Board - Conflict of Interest - Criminal Background Check	Authorizing		
7	Governing Board Meeting Calendar	Copy of annual meeting calendar (board-approved)	Authorizing		
8	Open Meeting Laws	<ol style="list-style-type: none"> 1. Written assurance that the Board/education corporation provides a media notice regarding each board meeting in accordance with Open Meeting laws. 2. Written assurance that the Board/education corporation posts information regarding board meetings on its website in accordance with the Open Meetings law. [http://ag.nv.gov/About/Governmental_Affairs/OML/] 	Authorizing		
9	Non-profit incorporation	Copy of charter holder's certificate of incorporation of similar documentation	Authorizing		

		[https://www.nvsos.gov/sos/home/showdocument?id=668]			
10	Federal tax exemption status	Copy of tax-exempt letter and federal tax identification number from IRS	Authorizing		
11	Compliance Contact	Provide the name and contact information for the person who will be the primary school contact.	Authorizing		
Enrollment, Students, and Families					
1	School Calendar	Finalized, board-approved school calendar and evidence (i.e., website link) it is publicly available (Note: this should also be approved first by NDE per NAC 387.120 prior to providing a final copy to the SPCSA.)	Authorizing		
2	Parent/Student Handbook	<ol style="list-style-type: none"> 1. Board-approved Parent/Student Handbook(s), including Student Code of Conduct and applicable state required policies 2. As referenced in R131-16, handbooks should include, but are not limited to: <ul style="list-style-type: none"> o Discipline policy, including students with disabilities o Complaint policy, including how to file a formal complaint o No requirement for parent volunteering o No fee or required donation for student to attend charter school o FERPA policy o FOIL policy o Health policies, including those for administering medicine o School calendar and schedule o Rights of individuals to attend Board meetings o Written assurance that handbooks, policies, calendar, and schedules have been distributed to students and parents, or will be within 10 days of the first day of instruction 3. Evidence that the parent/student handbook is publicly available (i.e., posted to school's webpage) 	Authorizing (School Support for Restorative Justice)		
3	Special Education and EL Policies and Handbook	<ol style="list-style-type: none"> 1. Board-approved policies and procedures describing how the school will provide special education services in compliance with IDEA and applicable Nevada laws and regulations. 	School Support		

		2. Board-approved policies and procedures describing how the school will provide services to English Learners in compliance with state and federal laws and regulations.			
4	Educational & Admissions Policy	1. Evidence that the school has complied with NRS 388A.450 and provided notification to households within 2 miles of the school. 2. Per R131-16 , Admissions/Enrollment Policy, approved by board (if different from materials approved by authorizer)	Authorizing		
5	Student Enrollment Roster	Enrollment Audit completed approximately 6 weeks prior to first DSA Payment. The default first DSA payment is August 1, however, in accordance with NRS 387.1241, a charter school may request the first payment to occur on July 1 and the Superintendent of Public Instruction may approve such a request. 1. Roster of enrolled students, including name, address, grade 2. Evidence of all proper enrollment paperwork, including: <ul style="list-style-type: none"> o Completed and signed enrollment form o Parent/Guardian ID o Child's ID o Proof of Address o Mckinney-Vento Paperwork (if applicable) 3. Current number of students on waitlist NOTE: this may be completed through the enrollment audit process.	School Support		
6	Volunteering	Policies for volunteers, including any background checks, training, or school check-in practices, as aligned with R131-16 .	Authorizing		
Management: Administration, Staff, Personnel					
1	Employee Handbook	Board-approved Employee Handbook and evidence of employee receipt	Authorizing		
2	Staffing Directory	Complete staff directory, in accordance with the staffing plan in the charter application. For teachers, including grade, subjects taught, and certification expiration date. Include non-instructional staff and contract employees (i.e., special education consultants, cafeteria workers, security) used by the school.	Authorizing		
3	Teacher Certification	1. Provide copies of each administrator and certified teachers' credential(s) 2. Provide appropriate proof of compliance with statutory or regulatory exemptions	School Support		

4	Completed background checks	Signed assurance that charter school has completed background checks for each employee and any identified student-facing volunteers. Created account with DPS.	Authorizing		
5	Employee Contracts/Job Agreements	Signed copies of employee contracts with position descriptions	Authorizing		
6	Staff Professional Development and Orientation	Written evidence that orientation has taken place for staff to familiarize them with mission and program of school and to clarify their roles and responsibilities (i.e., agendas, sign-in sheets, etc.)	School Support		
7	Identification of given roles	Written evidence of identified staff member and contact info for: <ul style="list-style-type: none"> • Title I coordinator • Accountability (Testing) coordinator • Custodian of Records • Homeless Liaison (McKinney-Vento) • Foster Youth Liaison • Title III/EL Coordinator • Special Education Coordinator 	School Support		
8	Evaluation Measures and Process	Written evidence of the performance evaluation criteria, designed evaluation, and outlined process, with timetable, for: <ul style="list-style-type: none"> • School leader • Other school administrators and non-instructional staff • Teachers 	Authorizing		
Financial Management					
1	Fiscal-year Budget	<p>Copy of board-approved budget for the fiscal year with detailed assumptions for all key revenues and expenditures NOTE: this should comply with the budgetary requirements as outlined in NAC 387.720 – 730. Key dates are as follows:</p> <ul style="list-style-type: none"> - April 15—a tentative budget for the following fiscal year is due to NDE. - June 8—a copy of the final budget is due to NDE, the Legislative Counsel Bureau and the SPCSA <p>Confirmation from Public Employee Retirement System (PERS) that the school is setup appropriately for the first year of operation.</p>	Authorizing		

2	State Vendor and Fiscal Information Items	<p>Provide the following information:</p> <ul style="list-style-type: none"> Nevada State vendor number <i>Register as a vendor with the Nevada State Controller's Office</i> https://controller.nv.gov/Buttons/ElectronicVendorReg/ School's Dun & Bradstreet number 	Finance and Operations		
3	New and Expanding School Grant Information	Provide enrollment projections, including special populations, and complete any required paperwork to qualify for new/expanding school provision under federal grants.	Finance and Operations		
4	Five-year Budget	Copy of board-approved five-year budget aligned to provisions of approved charter application	Authorizing		
5	Detailed monthly cash-flow projection for first-year of operations	Copy of monthly cash flow projections for the first year of operations.	Authorizing		
6	Accounting System	<ol style="list-style-type: none"> Evidence of accounting system with internal controls and fiscal policies (NAC 387.785) Documentation of employment of or contract with an accountant, bookkeeper, or other person or entity to handle fiscal duties at the school Include copy of board-approved fiscal policies and procedures if not part of the authorized charter application Evidence that school has an established bank account in Nevada to receive funds. 	Authorizing (Finance & Operations for policies/procedures relating to grants)		
7	Payroll	<ol style="list-style-type: none"> Evidence of an established payroll system (i.e., copy of contract with payroll company or documentation of employment of or contract with person(s) to handle payroll Copy of deduction policy, if not included with fiscal policies 	Authorizing		
Operations					
1	Student Records	<ol style="list-style-type: none"> Records from enrolled students' previous schools, if applicable, have been received or requested and are in locked/password-protected storage. Record-keeping procedures <ol style="list-style-type: none"> Evidence of locked and/or secured electronic storage 	School Support		

		<ul style="list-style-type: none"> b. Evidence that a suitable electronic data system is in place (i.e., Infinite Campus) 3. Student health records <ul style="list-style-type: none"> a. Evidence that student health records are kept separate from academic records and are in a locked storage in the office of the school nurse or other equally appropriate location 4. Written assurance that each student has proper immunization records on file and that students who have not been immunized or exempted will be barred from school after 14 days. 5. Student roster and student records are on file and accessible to teachers for planning. 			
2	School Nurse	<p>Written evidence the school has made arrangements to be staffed with a school nurse and has procedures for administering medicine</p> <ul style="list-style-type: none"> o Documentation of the school’s relationship with a registered nurse (“RN”), a license practical nurse supervised by an RN, and/or physician o Evidence or a written assurance that the school is aware that they must maintain student health logs, conduct trainings, and maintain a health plan that is regularly reviewed 	School Support		
3	Health Services	<ul style="list-style-type: none"> 1. Written plan for the provision of required health services (i.e., hearing and vision screenings). Plan should include internal practices and procedures for monitoring student health needs. 2. Copies of procedures for medication administration of prescription and non-prescription medications to students <ul style="list-style-type: none"> o Per NRS388A.547, the written designation of one or more employees of the school who is authorized to administer auto-injectable epinephrine. o Written documentation that those identified have received training in the proper storage and administration of auto-injectable epinephrine. 	School Support		
4	Food Services	<ul style="list-style-type: none"> 1. Copy of food/vendor services contract 2. Evidence of appropriate state and local health department inspections and licenses (<i>if applicable</i>) 	School Support		

		<p>3. Registration with the Nevada Department of Agriculture as a School Food Agency</p> <p><i>Note: During the pre-opening process, SPCSA staff will confirm that the school has a food/vendor services contract and appropriate licenses. It is the school's responsibility to ensure compliance with all food services requirements per the charter contract.</i></p>			
5	Transportation	<p>If providing transportation:</p> <ol style="list-style-type: none"> 1. Copy of contract with bus company. 2. Transportation plan, including copy of health and safety certificates and copies of background check for transportation provider 3. Proof of appropriate and required insurance that meets local and statutory requirements 4. Contact the NDE Office for a Safe and Respectful Learning Environment/Transportation/Bus Safety <p><i>Note: During the pre-opening process, SPCSA staff will confirm that the school has a transportation contract and will work with NDE personnel to ensure that appropriate insurance and other state requirements have been met. It is the school's responsibility to ensure compliance with all state and federal transportation requirements per the charter contract.</i></p>	School Support		
6	Safety	<ol style="list-style-type: none"> 1. Written plans for fire drills and emergency evacuations, including safety plans in accordance with local and statutory requirements 2. Prior contact has been made with State Fire Marshal and other state and local Emergency Management/Law Enforcement Agencies with agency inclusion in the EOP Team/Development Committee 3. Fire extinguishers on all floors have been inspected by duly-qualified personnel within the last year or as required by applicable law, and documentation is provided (i.e., tag on extinguisher or written inspection record) 4. Hazardous areas: All electrical rooms, mechanical rooms, breaker or fuse boxes, janitorial closets with cleaners/chemicals, and other 	School Support		

		<p>hazardous areas off limit to students are locked except when accessed by authorized personnel</p> <p>5. Evidence that the Department of Public Works has been contacted and a request has been made for the installation of school zone/speed limit signs</p> <p>6. Per NRS 388A.363, Evidence that the local police and fire department have been notified of the school’s existence and any action items required by public safety officers have been shared with authorizer and evidence of action taken provided</p> <ul style="list-style-type: none"> o Location of the school o Names of authorized contact persons for the charter school, including, without limitations, the principal and vice principal of the school; o The number of pupils enrolled in the charter school; o The maximum number of pupils that may enroll in the charter school. <p>NOTE: there are a number of requirements in statute that relate to emergency plans, school safety and drills. Please be sure to review these to make sure all appropriate requirements are met. See NRS 388.1343 – 14553; NRS 388.241 – 257; NRS 392.450; NRS 388A.363).</p> <p>For assistance creating a School Emergency Operations Plan see http://www.doe.nv.gov/Emergency_Management/Home/</p>			
7	Mandated Reporting	<p>1. Written assurances that the school has developed required policies related to Mandated Reporter Child Abuse policies.</p> <p>2. Written assurances that the school has conducted, or will conduct, annual training. (Provide copy of sign-in sheet upon completion of training.)</p>	Authorizing		
8	Foster Care and Mckinney-Vento	<p>1. Board-approved policies and procedures describing how the school identifies and provides supports for students eligible under the McKinney-Vento Homeless Assistance Act (per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act) and in compliance with applicable Nevada laws and regulations, including but not limited to SB147 from the 2019 Session of the Nevada Legislature.</p>	School Support		

		2. Board-approved policies and procedures describing how the school identifies and provides supports for students in foster care in compliance with federal and state laws and regulations, including but not limited to AB491 from the 2017 Session of the Nevada Legislature and SB147 from the 2019 Session of the Nevada Legislature.			
Academic Program, Instruction, and Curriculum					
1	Testing Calendar	Annual assessment calendar aligned with assessments identified in authorized charter application (i.e., SBAC, MAP)	Authorizing		
2	Instructional Materials & Supplies	Instructional materials and supplies are evident at time of the pre-opening visit or evidence that they will be in school in time for opening	Authorizing		
3	Electronic Data, Academic Dashboards and Other Systems	<ol style="list-style-type: none"> 1. Procedures are in place for creating, storing, securing, and using student academic, attendance, discipline, and test records 2. Evidence of a suitable electronic data system (i.e. Infinite Campus) 3. Confirmation that the following systems have been setup and are ready for the school/staff: <ul style="list-style-type: none"> o Infinite Campus o Bighorn o Epicenter o Brigance (purchased) o MAP (if used) o DRC WIDA 	Authorizing		
Facilities [NRS 388A.360]					
1	School Location	<ol style="list-style-type: none"> 1. Location identified and publicly known (i.e., on school website) 2. Copy of lease/deed with the physical address of the facility provided to Authority 3. Evidence that the operator has engaged with the local jurisdiction/municipality of logistical items such as traffic queuing, parking, outdoor recreation, school zones, etc. 	Authorizing		
2	School Ownership	Identification of who owns the facility you will be renting.	Authorizing		
3	Insurance coverage	Certificates of insurance for all required insurance coverage from an insurance company licensed to do business in Nevada.	Authorizing		

		NOTE: be sure that the SPCSA is appropriately captured on submitted policies.			
4	Adequate and accessible space	<ol style="list-style-type: none"> 1. Written procedures for accommodation of handicapped persons in compliance with ADA 2. Certification/re-certification that the building complies with the occupancy and fire statutes 3. Inspection at time of Pre-Opening Site Visit 	Authorizing		
5	Certificate of Occupancy & Other required Documentation	<ol style="list-style-type: none"> 1. Compliance with NRS 388A.360, which requires a school facility to be has been inspected and meets the requirements of any applicable building codes, codes for the prevention of fire, and codes pertaining to safety, health and sanitation. 2. Certificate of Occupancy 3. Zoning, land use, and building use permits and/or certification 4. State construction design release, if applicable 5. Documentation/permit from the state Fire Marshall 6. Documentation/permit from the county or relevant local health department 7. Confirmation that the facility meets the requirements of NRS 388A.360, including that the facility has been inspected and is operational at least 30 days prior to the start of school. 	School Support		
6	Student drop off/pick up procedures	Written, detailed plan with times and locations for student drop-off and pick-up before, during, and after school	School Support		
7	Accessibility	Inspection at time of Pre-Opening Site Visit: Clear procedure for entrance and egress from the building that ensures student safety	School Support		
8	Signage	<p>Inspection at time of Pre-Opening Site Visit</p> <ol style="list-style-type: none"> 1. Safety and evacuation plans in each classroom or where students may be present 2. Exit and fire/emergency evacuation signage are posted 3. Exterior signage identifying the charter school by name and address is in place 4. Space is free from all religious symbols, signs, or representations. (The school should bring to the Authority's attention, for review, any items that are architectural and cannot be reasonably covered or removed.) 	Authorizing		

9	Postings and Policies	<ol style="list-style-type: none"> 1. State and Federal Laws: Required state and federal employment laws are posted in an area that staff can readily access/review them. 2. Complaint Policy: A copy of the school’s complaint policy is on file in the school office and accessible to parents. 	School Support		
10	Student Records	<ol style="list-style-type: none"> 1. Locked Student Records: All student records (academic, IEP, health, etc.) are stored in lockable storage containers or password protected electronic storage system. 2. FERPA Access Log: Each student record file contains a FERPA Access Log to indicate who has the accessed the file. [For more information on Nevada’s FERPA practices, go here: http://www.doe.nv.gov/DataCenter/Education_Records_Requests/] 3. FERPA Staff Access: The school maintains a list of staff members that have access to student files. 4. FERPA Record List: The school maintains a FERPA list of records typically found in a student file. 5. IEPs in Locked Storage: School provides written assurances that copies of students IEPs will be distributed to classroom teachers and are kept in storage containers or password protected electronic storage systems. 	Authorizing (School Support for IEPs)		
11	Nurse’s Office	<ol style="list-style-type: none"> 1. Locked Storage for Medications: Written assurances and a designated location for all medications, including self-directed medications, assuring they will be locked unless permission has been given by a doctor to have the medication carried by the student (i.e., EpiPen, inhaler). A lockable refrigerator for medications is a requirement. 2. Adequate Space for Treatment and Storage of Medical Records. 3. Provision for the Disposal of Sharps, including needles, syringes, etc. <p><i>Note: During the pre-opening walk-through, SPCSA staff will visually confirm that the school has a locked storage space for medications, space for treatment, storage of medical records, and a method to dispose of sharp objects. It is the school’s responsibility to</i></p>	School Support		

		<i>ensure compliance with all student and medical safety requirements per the charter contract.</i>			
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