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ACTION MEMORANDUM

TO: New Charter Schools and Campuses Opening in the Fall of 2024
FROM: Melissa Mackedon, Executive Director
SUBJECT: Pre-Opening Checklist for Schools Opening in the Fall of 2024
DATE: December 8, 2023

Background

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. In addition, [NAC 388A.410](#) allows the State Public Charter School Authority to specify conditions when approving a new school or contract amendment. Finally, [NRS 388A.360](#) states that a charter school shall not commence operations and is not eligible to receive funding under the Pupil Center Funding Plan until the sponsor determines that all pre-opening requirements have been satisfied and that the facility meets the requirements of any applicable building, fire, health, and safety codes, which must occur at least 30 days prior to the first day of school.

The State Public Charter School Authority's (SPCSA's) Pre-Opening Checklist (attached) serves as a guide to support new and expanding schools during year 0 (known as the Incubation Year in new charter applications) in order to ensure a strong first day of school, both in terms of operations and instruction. The SPCSA firmly believes that fulfillment of these requirements maximizes the likelihood of a successful opening.

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.

Pre-Opening Process

The Pre-Opening Process for schools opening in the fall of 2024 will begin in late early December of 2023. During year 0, schools will be required to submit various documents and information to satisfy the Pre-Opening Checklist requirements. Unless there is a specific statutory deadline, documents and information will generally be due by the 15th of each month. SPCSA staff will review these documents within two weeks to determine if the evidence satisfies the checklist requirement or if additional information is needed.

Throughout year 0, school leaders and board members will meet approximately monthly with SPCSA staff to discuss progress as well as any challenges. In addition, SPCSA staff are available via phone and email should important and/or time-sensitive issues or updates arise. School leaders and board members are strongly encouraged to communicate proactively with SPCSA staff (see contact information on page 3).

Below is an overview of the timeline for the Pre-Opening Process:

Timeframe	Action Item	Responsible Party
December 2023	Pre-Opening Checklist provided to new and expanding schools	SPCSA Staff
December 2023	Pre-Opening kickoff calls with new and expanding schools	SPCSA Staff; School leaders and one board member participate
December 2023 – July 2024	Monthly meetings to discuss progress and challenges, review Pre-Opening Checklist, and discuss any revisions needed to submitted items	SPCSA Staff and School
December 2023 – July 2024	School submits documents and information by deadlines established in the Pre-Opening Checklist	School
December 2023 – July 2024	SPCSA reviews submitted items within 2 weeks and approves or provides feedback on additional information needed	SPCSA Staff
At least 30 days prior to first day of instruction	Evidence of TCO (Temporary Certificate of Occupancy) or COO (Certificate of Occupancy)	School
At least 10 days prior to first day of instruction	Pre-Opening Walkthrough	SPCSA Staff; School participates

Pre-Opening Submissions

For each item in the Pre-Opening Checklist there is a description of acceptable evidence, applicable resources/contacts, deadline, and SPCSA Team that is responsible for review. Schools are encouraged to plan ahead and ask questions about acceptable evidence and resources to ensure they are prepared to meet the requirements for each checklist item.

Unless there is a specific statutory deadline, documents and information will generally be due by the 15th of each month. Deadlines have been staggered to ensure schools distribute the work throughout the pre-opening year. In the event that a school requires an extension to a deadline, they should contact the appropriate SPCSA Team lead (see contacts below) and copy Jennifer King and Melissa Mackedon. SPCSA staff will review these documents within two weeks to determine if the evidence satisfies the checklist requirement or if additional information is needed.

Pre-Opening documents will be submitted via a shared Google folder that contains a specific folder labeled for each submission. The shared Google folder will also contain a live version of the Pre-Opening Checklist where SPCSA staff will track submission dates, approval dates, and any notes. This will allow SPCSA staff and the school to have a common understanding of the status of the school in meeting the pre-opening conditions. Each school’s Google folder will be set up and shared in December of 2022 and these folders will be managed by Jennifer King.

SPCSA Contacts

SPCSA Team	Contact	Email	Phone
Authorizing	Katie Broughton	kbroughton@spsca.nv.gov	775-399-3397
Finance & Operations	Jennifer Bauer	jenniferbauer@spsca.nv.gov	775-399-4193
School Support	Marinna Cutler	marinnacutler@spsca.nv.gov	702-423-3736
<i>Additional Contact</i>	Melissa Mackedon	mmackedon@spsca.nv.gov	775-546-3021
<i>Additional Contact</i>	Jennifer King	jennifer.king@spsca.nv.gov	702-486-8895

Failure to Meet Pre-Opening Requirements

While SPCSA staff are committed to the success of new and expanding schools, the burden of meeting the Pre-Opening Requirements rests with the school. Again, we encourage schools to communicate proactively if they have questions and/or face challenges in meeting these requirements.

In the unfortunate event that a school is unable to meet the Pre-Opening Requirements, the Authority may delay the opening of the school and/or revoke the charter¹. The SPCSA recognizes revocation is a grave decision and does not plan to take this action without clear evidence of a school’s failure to open successfully and in the interest of student safety and wellbeing.

¹ 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.