



# **Nevada State Public Charter School Authority**

**2019-2020**

## **Reporting Requirements Manual**

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## INTRODUCTION

This manual list and describes most, but not necessarily all, Nevada charter school reporting requirements. For complete reporting requirements, please refer to the Nevada Revised Statutes (NRS) Chapters 385-395, 399, and related Chapters 63, 288, 332, 354, and Sections 49.290, 49.291, 218E.600 to 218E.625, inclusive, and 236.015. Also see Nevada Administrative Code (NAC) Chapters 385-395.

Charter Schools are responsible for reading the applicable NRS and/or NAC for each report so that they know all details regarding each report.

The State Public Charter School Authority utilizes Epicenter for reporting requirement submissions; Epicenter is a web-based software system which assists in organizing and automating document submissions.

The “submission” column of the reporting requirements specifications identifies to which entity the document must be submitted. If “Epicenter Certification of Completion” is stated in the “Submission” column, submit the actual report to the Nevada Department of Education, Legislative Council Bureau, or Governor only, as applicable. Do not submit the actual report into Epicenter. Instead, the lead administrator must complete and submit the automated Epicenter Certification of Completion attesting that the charter school is in compliance with the required report or document for the current school year, as set forth in Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), as applicable.

*Due dates may fall on weekend or holidays. It is the charter school’s responsibility to ensure that compliance requirements are met on, or before, the due date listed in this manual.*

## PERMANENT REPORTING REQUIREMENTS

- **Contracts**
  - Contracts- Expiration <<mm-dd-yy>>
- **Facilities Management**
  - Facility Address
    - Facility Information NAC 386.140(2)
    - 3 year Asbestos Inspection- Expiration <<mm-dd-yy>>
    - Asbestos Management Plan- Expiration <<mm-dd-yy>>
    - Certificate of Occupancy
    - Facility Lease- Expiration <<mm-dd-yy>>
    - Facility Lease Amendment<<mm-dd-yy>>
    - Fire Permit Final
    - Health Permit-Final School
    - Health Permit-Final School Kitchen
    - OSHA 3-year Re-inspection-Expiration <<mm-dd-yy>>
    - OSHA Inspection- Expiration <<mm-dd-yy>>
    - OSHA Letter<<mm-dd-yy>>
    - Establishment of development committee for crisis/emergency
- **Board Member Information**
  - Board Roster<<mm-dd-yy>>
  - Board Member Affidavit
  - Board Member Resume
  - Request for Information – 18 questions
  -
- **Litigation and/or Formal Proceedings**
  - Litigation and/or Formal Proceedings<<mm-dd-yy>>
- **Curriculum**
  - Curriculum alignment attestation signed by Governing Body President and Lead School Administrator

## PERMANENT REPORTING REQUIREMENTS SPECIFICATIONS

PERMANENT REPORTING REQUIREMENTS SUMMARY	FORM	SUBMISSION
<b>CONTRACTS</b>		
File name: Contracts- Expiration <<mm-dd-yy>>. Copies of all contracts, except for governing body employee contracts that need to be in employees' files at the school, must be submitted. Submit contracts into the contracts folder using the file name. Note that NRS identifies prohibited provisions of contracts, including contracts with EMOs. Charter school boards are prohibited from entering into contracts containing any of the prohibited provisions.	No Form Provided	Epicenter , NDE
<b>FACILITIES MANAGEMENT</b>		
File name: 3 year Asbestos Inspection- Expiration <<mm-dd-yy>>. Submit documents into the active facility address folder using the file name.	No form Provided	Epicenter
File name: Asbestos Management Plan- Expiration <<mm-dd-yy>>. Submit documents into the active facility address folder using the file name.	No Form Provided	Epicenter
File name: Certificate of Occupancy. Submit documents into the active facility address folder using the file name.	No Form Provided	Epicenter
File name: Facility Lease- Expiration <<mm-dd-yy>>. Submit documents into the active facility address folder using the file name.	No Form Provided	Epicenter
File name: Facility Lease Amendment<<mm-dd-yy>>. Submit documents into the active facility address folder using the file name.	No Form Provided	Epicenter
File name: Fire Permit Final. Submit documents into the active facility address folder using the file name.	No Form Provided	Epicenter
File name: Health Permit-Final School. Submit documents into the active facility address folder using the file name.	No Form Provided	Epicenter
File name: Health Permit-Final School Kitchen. Submit documents into the active facility address folder using the file name.	No Form Provided	Epicenter
File name: OSHA Letter<<mm-dd-yy>>. Submit documents into the active facility address folder using the file name.	No Form Provided	Epicenter
File name: OSHA Inspection- Expiration <<mm-dd-yy>>. Submit documents into the active facility address folder using the file name.	No Form Provided	Epicenter
File name: OSHA 3-year Re-inspection-Expiration <<mm-dd-yy>>. Submit documents into the active facility address folder using the file name.	No Form Provided	Epicenter
File name: Facility Information. Submit documents into the active facility address folder using the file name.	No Form Provided	Epicenter
File name: Establishment of development committee for crisis/emergency. Submit documents into the active facility address folder using the file name.	No Form Provided	Epicenter
<b>BOARD MEMBER INFORMATION</b>		
Board Roster. Submit documents into Board Center . This is the source the SPCSA will turn to when staff need to know who is on your school's board, and who the officers are, so it's vital that you keep this information up to date. Please revise or replace the board roster in Board Center whenever the composition of your board changes or any of the board information below (see a-g) changes, within 10 working days of the change. This will fulfill your obligation under NRS to inform us of board changes within 10 working days of the change. Provide the following information under the following headings for each board member: (a) Name (b) Officer? (yes or no) If yes, which office? (c) Nevada county of residence or non-Nevada state of residence (d) Month and year began serving on the board (e) How many terms served on the board, including current term? (f) The membership category of the member, if applicable. Categories are educator (2 positions); parent of pupil enrolled in the school; accounting knowledge/experience, financial services knowledge/experience, law knowledge/experience, human resources knowledge/experience (2 positions); and (g) The member's home, work, and mobile phone numbers, full postal mailing address, and email.	Use Board Roster Form	Epicenter

PERMANENT REPORTING REQUIREMENTS SUMMARY	FORM	SUBMISSION
File name: Board Member Affidavit. Submit documents into the appropriate board members active folder using the file name. Criteria for Board Affidavits: (a) Current affidavit form is used. (b) All information requested by the affidavit form is provided. The affidavit form is signed by the board member and witnessed and signed by a notary public.	Use the affidavit form at <a href="http://www.doe.nv.gov/uploads/Files/ndedoenvgov/content/Charter_Schools/Documents/AFFIDAVITORSERVICE.pdf">http://www.doe.nv.gov/uploads/Files/ndedoenvgov/content/Charter_Schools/Documents/AFFIDAVITORSERVICE.pdf</a>	Epicenter
File name: Board Member Resume. Submit documents into the appropriate board members active folder using the file name. Criteria for Board Resumes: (a) Resume identifies all employment, elected/appointed office, and board membership during at least the prior ten years. (b) Resume identifies current employment or clearly indicates the member is not employed and identifies when the member's last employment ceased. (c) Resume identifies the member's highest level of education attained and from where it was attained. (d) Resume identifies teaching employment history, if applicable, including Nevada Licensure number, to enable the sponsor to determine the member's/board's compliance with NRS and NAC. Resume demonstrates member's qualifications as a person who possesses knowledge and experience in 1) accounting, 2) financial services, 3) law, and 4) human resources to comply with NRS if applicable to that member.	No Form Provided	Epicenter
File name: Criminal Background Checks Certificate of Completion. Certification of Completion must be completed in Epicenter attesting that the school has completed, and will continue to complete, all required background checks on all school board members, including those who hold teaching licenses.	No Form Provided	Epicenter
File name: Request for Information Each board member must provide answers to the questions in the "Board Member Information Form". Submit answers into the appropriate board member's active folder using the file name.	<a href="http://charter.schools.nv.gov/uploads/Files/CharterSchoolsnvgov/content/OpenASchool/Board%20Member%20Information%20Form%20(Tracks%20A.%20B%20and%20C).docx">http://charter.schools.nv.gov/uploads/Files/CharterSchoolsnvgov/content/OpenASchool/Board%20Member%20Information%20Form%20(Tracks%20A.%20B%20and%20C).docx</a>	Epicenter

PERMANENT REPORTING REQUIREMENTS SUMMARY	FORM	SUBMISSION
File name: Financial Policies<<mm-dd-yy>>. Submit documents into the policies folder using the file name. NAC requires a charter school to use the Chart of Accounts prescribed by the Nevada Department of Education. The Financial Policies would be a logical place for the school to declare its intention to comply with the regulation. NRS requires a charter school board to designate a person (or position) to draw all orders for the payment of money belonging to the school. The orders must be listed on cumulative voucher sheets. NRS requires a charter school board to prescribe the procedures by which the orders for the payment of money must be approved and the cumulative voucher sheets signed. NAC requires a charter school board with an educational management organization as defined by NRS to approve the appointment of all key personnel (school administrator(s) or person to draw orders for payment of the schools money) who are directly employed and provided to the school by an educational management organization (EMO). The Financial Policies would be a logical place for these requirements to be memorialized and publicized. Policies should be approved by the board.	No Form Provided	Epicenter
File name: Purchasing Policies<<mm-dd-yy>>. Submit documents into the policies folder using the file name. NRS requires a charter school board to designate a person (or position) to draw all orders for the payment of money belonging to the school. The orders must be listed on cumulative voucher sheets. NRS requires a charter school board to prescribe the procedures by which the orders for the payment of money must be approved and the cumulative voucher sheets signed. NAC requires a charter school board with an educational management organization as defined by NRS to approve the appointment of all key personnel (school administrator(s) or person to draw orders for payment of the schools money) who are directly employed and provided to the school by an educational management organization (EMO). The Purchasing Policies would be a logical place for these requirements to be memorialized and publicized. Policies should be approved by the board.	No Form Provided	Epicenter
File name: Conflict of Interest Policy<<mm-dd-yy>>. Submit documents into the policies folder using the file name. The State Public Charter School Authority (Authority) requires charter school governing bodies (boards) to develop, adopt and implement a Conflict of Interest Policy as part of its Code of Ethics. To assist boards in this effort, the Authority provides a model policy (see Model Conflict of Interest Policy) and guidance from the Nevada Commission on Ethics (see Nevada Conflict of Interest Guidance) both of which are provided on our website: <a href="http://charterschools.nv.gov/ForSchools/Resources/">http://charterschools.nv.gov/ForSchools/Resources/</a> Charter school boards are advised that model policies should never be wholly adopted without first determining the unique needs and situation of the board to which the policy will pertain. Also, models from other states should be reviewed for their applicability to Nevada law and regulation. Policies should be approved by the board. Charter school boards should consult with their legal counsel in developing policies, including Conflict of Interest policies. An additional source of information regarding Conflict of Interest Policies is <a href="http://www.councilofnonprofits.org/conflict-of-interest">http://www.councilofnonprofits.org/conflict-of-interest</a>	No Form Provided	Epicenter
<b>LITIGATION AND/OR FORMAL PROCEEDINGS</b>		
File name: Litigation and/or Formal Proceedings<<mm-dd-yy>>. Submit documents into the litigation and/or formal proceedings folder using the file name.	No Form Provided	Epicenter
<b>STAFF INFORMATION</b>		
File name: Criminal Background Checks Certificate of Completion. Certification of Completion must be completed in Epicenter attesting that the school has completed, and will continue to complete, all required background checks on all school staff and volunteers who come into contact with the school's students.	No Form Provided	Epicenter
File name: School administrator emergency information. Submit home, work, and mobile phone contact information into the Staff Information folder using the file name.	No Form Provided	Epicenter
File name: Teacher-Administrator License-Expires<<mm-dd-yy>>. For Nevada licenses provide the license number only. For non-Nevada licenses provide a copy of the license. Submit documents into the appropriate board members active folder using the file name.	No Form Provided	Epicenter
<b>CURRICULUM</b>		
File name: Attestation of Curriculum Alignment. Submit the Attestation of Curriculum Alignment signed by both the Governing Board President and the Lead School Administrator that the school has fully aligned to the Nevada Academic Content Standards (Common Core Standards), is ready for implementation of the Smarter Balanced Assessment Program, and is aware and ready to act on the New Generation of Science Standard as they become adopted by the State Board of Education.	Attestation of Curriculum Alignment in Epicenter	Epicenter



## YEARLY REPORTING REQUIREMENTS 2019-2020 MASTER CALENDAR

*Notes: If a school is in its first year of operation the document/report in italics is not required.*

July	August	September
<ul style="list-style-type: none"> <li>• <a href="#"><i>1<sup>st</sup> Epinephrine Dosage Report</i></a></li> <li>• <a href="#">1<sup>st</sup> Nevada Comprehensive Curriculum Audit</a></li> <li>• <a href="#">1<sup>st</sup> Local Data Plan Tables Submission of Assurances</a></li> <li>• <a href="#">1<sup>st</sup> Average Daily Enrollment Report</a></li> <li>• <a href="#">15<sup>th</sup> EMO Revenue Expenditure Report</a></li> <li>• <a href="#">30<sup>th</sup> Federal Sub Recipient Commitment Form</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">1<sup>st</sup> Quarterly Year to Date Financial Statements</a></li> <li>• <a href="#">1<sup>st</sup> Parent Handbook/ Student Handbook</a></li> <li>• <a href="#">15<sup>th</sup> R131-16 Volunteerism Compliance</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">1<sup>st</sup> Board Policy and Procedures Manual and Code of Ethics</a></li> <li>• <a href="#">15<sup>th</sup> Annual Testing Calendar</a></li> <li>• <a href="#">15<sup>th</sup> McKinney-Vento Attestation</a></li> <li>• <a href="#">15<sup>th</sup> McKinney-Vento Data Collection</a></li> <li>• <a href="#">15<sup>th</sup> Distance Education Report</a></li> <li>• <a href="#">15<sup>th</sup> Discipline and Firearms Incidents Report</a></li> <li>• <a href="#">15<sup>th</sup> Written Notice Regarding Examinations</a></li> <li>• <a href="#">15<sup>th</sup> Title III Attestation of Compliance</a></li> <li>• <a href="#">21<sup>st</sup> AB 49 Notice to Parents</a></li> <li>• <a href="#">30<sup>th</sup> Student Application Lottery</a></li> <li>• <a href="#">30<sup>th</sup> Authorization to Test Report</a></li> <li>• <a href="#">30<sup>th</sup> Establishment of the Committee for Crisis/Emergency</a></li> </ul>
October	November	December
<ul style="list-style-type: none"> <li>• <a href="#">1<sup>st</sup> Average Daily Enrollment Report</a></li> <li>• <a href="#">5<sup>th</sup> Test Security Plan</a></li> <li>• <a href="#">5<sup>th</sup> Employee Information</a></li> <li>• <a href="#">5<sup>th</sup> Income Verification Data</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">1<sup>st</sup> Quarterly Year to Date Financial Statements</a></li> <li>• <a href="#">1<sup>st</sup> Test Security Training Certification for Administrators, Teachers, and Staff</a></li> <li>• <a href="#"><i>1<sup>st</sup> Dissemination of the Nevada Report Card</i></a></li> <li>• <a href="#"><i>1<sup>st</sup> EMO Evaluation</i></a></li> <li>• <a href="#">1<sup>st</sup> Plan for Progressive Discipline</a></li> <li>• <a href="#"><i>1<sup>st</sup> Report of Budget</i></a></li> <li>• <a href="#">1<sup>st</sup> Quarterly Year to Date Financial Statements</a></li> <li>• <a href="#">1<sup>st</sup> School Performance Plan</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#"><i>1<sup>st</sup> Annual Independent Audit Report</i></a></li> <li>• <a href="#">15<sup>th</sup> Immunizations Certification</a></li> <li>• <a href="#">21<sup>st</sup> AB 49 Notice to Parents</a></li> </ul>

	<ul style="list-style-type: none"> <li>• <a href="#">1<sup>st</sup> Title III Semi-annual Monitoring</a></li> <li>• <a href="#">5<sup>th</sup> FRL Count by District of Residence</a></li> <li>• <a href="#">15<sup>th</sup> Title III English Learner Semi-Annual Monitoring Report</a></li> <li>• <a href="#">15<sup>th</sup> Student Address Validation Report</a></li> <li>• <a href="#">15<sup>th</sup> Zoom Annual Monitoring Tool</a></li> <li>• <a href="#">15<sup>th</sup> Semi-Annual Certifications</a></li> </ul>	
<b>January</b>	<b>February</b>	<b>March</b>
<ul style="list-style-type: none"> <li>• <a href="#">1<sup>st</sup> Average Daily Enrollment Report</a></li> <li>• <a href="#">15<sup>th</sup> Crisis Response Management Plan</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">1<sup>st</sup> Capital Improvement Plan</a></li> <li>• <a href="#">1<sup>st</sup> Quarterly Year to Date Financial Statements</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">1<sup>st</sup> Annual Emergency Drill Log</a></li> <li>• <a href="#">15<sup>th</sup> Semi-Annual Certifications</a></li> <li>• <a href="#">15<sup>th</sup> Zoom Annual Monitoring Tool</a></li> <li>• <a href="#">15<sup>th</sup> Immigrant Student Count</a></li> <li>• <a href="#">31<sup>st</sup> Federal Programs Inventory</a></li> </ul>
<b>April</b>	<b>May</b>	<b>June</b>
<ul style="list-style-type: none"> <li>• <a href="#">1<sup>st</sup> Average Daily Enrollment Report</a></li> <li>• <a href="#">10<sup>th</sup> NCES/F33 Report</a></li> <li>• <a href="#">15<sup>th</sup> Tentative Budget</a></li> <li>• <a href="#">15<sup>th</sup> Title III Semi-annual Monitoring</a></li> <li>• <a href="#">15<sup>th</sup> Title III English Learner Semi-Annual Monitoring Report</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">1<sup>st</sup> Board Meeting Calendar</a></li> <li>• <a href="#">1<sup>st</sup> Annual Asbestos Periodic Surveillance Log</a></li> <li>• <a href="#">1<sup>st</sup> Fire and Health Inspections</a></li> <li>• <a href="#">1<sup>st</sup> Quarterly Year to Date Financial Statements</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">8<sup>th</sup> Final Budget</a></li> <li>• <a href="#">15<sup>th</sup> Special Education Excess Cost Computation</a></li> <li>• <a href="#">15<sup>th</sup> Approved School Calendar</a></li> </ul>
<b>Monthly Requirements</b>		
<ul style="list-style-type: none"> <li>• <a href="#">Board Member Update Certification</a></li> <li>• <a href="#">Contact List</a></li> </ul>		

*Notes: If a school is in its first year of operation the document/report in italics is not required.*

## YEARLY REPORTING REQUIREMENTS BASED ON APPROVED SCHOOL AND BOARD MEETING CALENDARS

The following document due-dates are based on approved school and board meeting calendars. Any variance from the board meeting calendars must be reported prior to the meeting to the SPCSA. If the calendars have not been submitted, calendar year due dates will apply (Q1-9/30, Q2-12/30, Q3-3/30, Q4-6/30).

[Board Meeting Agenda](http://ag.nv.gov/About/Governmental_Affairs/OML/) - Submit the board meeting agendas no fewer than three business days prior to the meeting. Schools are required to hold board meetings at least quarterly. See the Nevada Attorney General's Open Meeting Law Manual for details [http://ag.nv.gov/About/Governmental\\_Affairs/OML/](http://ag.nv.gov/About/Governmental_Affairs/OML/)

[Board Meeting Draft Minutes](#) - Submit the board meeting draft minutes no later than thirty business days after each public meeting is held.

[Board Meeting Approved Minutes](#) - Submit the board meeting approved minutes no later than 10 days after each public meeting is held.

## YEARLY REPORTING REQUIREMENTS BASED ON EXPIRATION OF CURRENT SUBMISSION OR MONTHLY

[Proof of Insurance](#) – Submit the Affidavit of Insurance Coverage Form, Certificate of Worker's Compensation Coverage, Certificate of General Liability Coverage, and the Special Education Insurance or \$25K Set-Aside listing the SPCSA as additional insured. **If a school has more than one campus this reporting requirement must be submitted for each campus.**

[Special Education Insurance or \\$25K Set-aside](#) - A charter school shall obtain proof of Special Education due process claim coverage by submitting a copy of the attached affidavit notarized by an authorized insurance underwriter attesting that the school has coverage compliant with NAC 386.217 and the executed charter contract section 3.4.4. If coverage is not obtained a letter of guarantee stating that \$25,000.00 has been set-aside in lieu of coverage signed by both the governing body president and the lead administrator along with a copy of the bank statement must be submitted.

[Asbestos 3-Year Inspection](#) – Submit the Asbestos 3-Year Inspection. Schools that have no asbestos containing building material (ACBM) identified by testing or assumption, or have an architect statement that, to the best of their knowledge, no ACBM was used in the construction of the school building, are not required to conduct the three year re-inspection. In addition, the school is not required to give their maintenance and custodial staff asbestos awareness training, because theoretically there is no ACBM in the school. The schools must continue to have their management plan available for anyone to review, and must continue to send/post annual notifications to parents and school staff that the management plan is available to see. Schools that have ACBM identified in their management plan must conduct a three year re-inspection of the school building. The three year re-inspection is done by a certified asbestos consultant to review the condition of the ACBM originally identified in the management plan and also looks for ACBM that may have been missed in the original building inspection or may have been added since the last inspection/re-inspection. As you know asbestos is only dangerous if the fibers are released from damaged ACBM. Re-inspection reports are added to the management plan as proof that the re-inspection was conducted and contains the results of the re-inspection. Schools that have all of their ACBM abated are not required to conduct three year re-inspections, but must retain records of the abatement in their management plan as proof that the ACBM was removed. These schools can then follow the requirements of the previously described schools with no ACBM. **If a school has more than one campus this reporting requirement must be submitted for each campus.**

## YEARLY REPORTING REQUIREMENTS SPECIFICATIONS

DUE DATE	YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
1 <sup>st</sup> of Each Month	<u>Board Member Update Certification</u>  <u>Authorizing Team</u>	Epicenter	No Form Provided	Board Roster. Submit documents into Board Center . This is the source the SPCSA will turn to when staff need to know who is on your school's board, and who the officers are, so it's vital that you keep this information up to date. Please revise or replace the board roster in Board Center whenever the composition of your board changes or any of the board information below (see a-g) changes, within 10 working days of the change. This will fulfill your obligation under NRS to inform us of board changes within 10 working days of the change. Provide the following information under the following headings for each board member: (a) Name (b) Officer? (yes or no) If yes, which office? (c) Nevada county of residence or non-Nevada state of residence (d) Month and year began serving on the board (e) How many terms served on the board, including current term? (f) The membership category of the member, if applicable. Categories are educator (2 positions); parent of pupil enrolled in the school; accounting knowledge/experience, financial services knowledge/experience, law knowledge/experience, human resources knowledge/experience (2 positions); and (g) The member's phone number, full postal mailing address, and email.
Due Monthly	<u>Contact List</u>  <u>Authorizing Team</u>	Epicenter (accountability folder)	Contact List Template	Submit the completed Contact List Template provided in this Epicenter task. If no changes were made to the previous list, please include that in the narrative in Epicenter
Jul 1 <sup>st</sup>	<u>Epinephrine Dosage Report</u>  School Support	Epicenter (Student Information Folder)	Epinephrine Dosage Report	Per NRS 386.865, submit the Epinephrine Dosage Report to Epicenter. <b>This report is not required of first year schools, if the school is in its first year of operation submit a memo stating so.</b>
Jul 1 <sup>st</sup>	<u>Nevada Comprehensive Curriculum Audit</u>  School Support	LCB, NDE, Epicenter (Accountability Folder)	Forms located at: <a href="http://www.doe.nv.gov/SchoolImprove/ment/">http://www.doe.nv.gov/SchoolImprove/ment/</a>	Refer to Epicenter Submission Detail and Instructions for further information
Jul 1 <sup>st</sup>	<u>Local Data Plan Tables Submission of Assurances</u>	Epicenter	Epicenter Resource File	Refer to Epicenter Submission Detail and Instructions for further information.

DUE DATE	YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Jul 1 <sup>st</sup> Oct 1 <sup>st</sup> Jan 1 <sup>st</sup> Apr 1 <sup>st</sup>	<u>Average Daily Enrollment Report</u>  Finance/Operations	Bighorn, NDE, Epicenter (school calendar/enrollment folder)	NDE ADE Summary Report Template	Submit the quarterly average daily enrollment reports into Epicenter and Bighorn.
Jul 1 <sup>st</sup> Oct 1 <sup>st</sup> Jan 1 <sup>st</sup> Apr 1 <sup>st</sup>	<u>AB 292 Quarterly Bullying Report</u>	Department of Education	NDE Form	Please submit via email to Wendy Labon ( <a href="mailto:wlabon@doe.nv.gov">wlabon@doe.nv.gov</a> )
Jul 15 <sup>th</sup>	<u>EMO Revenue Expenditure Report</u>  Authorizing Team	On File at School, Schools Governing Body, Epicenter Certification of Completion (EMO Folder)	EMO Revenue and Expenditure Form	<p>Please submit a report that states the amount of money received by the EMO and expenditures of the EMO relating to carrying out the contract. The report must be in a format approved by the Superintendent of Public Instruction. An EMO must provide the report to the school's governing body.</p> <p>If your charter schools has a graduation rate below 67% or is considered 1 or 2 stars by the Nevada School Performance Framework, submit the entire evaluation and the approved meeting minutes when the evaluation was held.</p>
July 30 <sup>th</sup>	<u>Federal Sub Recipient Commitment Form</u>  Finance/Operations	Epicenter	Federal Sub recipient Commitment Form: Template	Complete and submit the attached Federal Sub Recipient Commitment Form.
Aug 1 <sup>st</sup> Nov 1 <sup>st</sup> Feb 1 <sup>st</sup> May 1 <sup>st</sup>	<u>Quarterly Year to Date Financial Statements</u>  Authorizing Team	Epicenter (Financial Folder)	Quarterly Financial Statement Template	Quarterly (Jul-Sept, Jul-Dec, Jul-Mar, Jul-Jun) unaudited year-to-date financial statements, including: (a) Statement of Net Assets (Balance Sheet) (b) Statement of Revenue & Expenditures (Income statement) showing quarterly actual, year-to-date actual, year-to-date budget, variance.
Aug. 1 <sup>st</sup>	<u>Parent Handbook/ Student Handbook</u>  Authorizing Team	Epicenter	No Form Provided	Parent/Student Handbook. Submit documents into the handbooks folder using the file name. NRS requires a charter school board to adopt rules for the academic retention of pupils. NRS requires a charter school board to adopt written rules of behavior and appropriate punishments for violation of the rules. Handbooks should be approved by the governing board of the school, reviewed and/or amended annually, and posted on the school website. Please provide a copy of the handbook and a link to where it is posted on the website. The Parent/Student Handbook also needs to abide with provisions set forth in R-131

DUE DATE	YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Aug 15 <sup>th</sup>	<u>R131-16 Volunteerism Compliance</u>  Authorizing Team	Epicenter	No Form Provided	<p>A written assurance, signed by both the Administrative Head of the charter school and Board Chair, verifying the following are true for your school per R131-16:</p> <ul style="list-style-type: none"> <li>Students are not penalized (e.g. banned from extracurricular activities) if their parents do not volunteer,</li> <li>Continued enrollment or reentry is not based on parent volunteerism,</li> <li>References to volunteering on your school website include a statement that volunteering is not required of parents or families</li> <li>References to volunteering within a student/parent handbook include a statement that volunteering is not required of parents or families;</li> <li>Monetary donations are optional and not required in lieu of volunteer hours,</li> <li>There are no requirements of enrollment, including but not limited to payment of fees and attendance at informational meetings; <b>and</b></li> <li>A copy of your adopted fee policy along with the meeting minutes for both the volunteer and fee policies were approved</li> </ul>
Sept 1 <sup>st</sup>	<u>Board Policy and Procedures Manual and Code of Ethics</u>  Authorizing Team/Legal Team	Epicenter	No Form Provided	Submit the charter school's board policy and procedures manual along with the date where the policy and procedures manual was adopted. Also, submit the charter school board's code of ethics.
Sept. 15 <sup>th</sup>	<u>Annual Testing Calendar</u>  School Support	Epicenter (Testing & Assessment Folder)	No form provided	Submit the school's annual testing calendar to Epicenter. <b><i>If a school has more than one campus this reporting requirement must be submitted for each campus.</i></b>
Sep 15 <sup>th</sup>	<u>McKinney-Vento Attestation</u>  School Support	Epicenter (Accountability Folder)	McKinney-Vento Attestation form	Attestation must be signed by the lead administrator and the school's McKinney-Vento advocate.

DUE DATE	YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Sep 15 <sup>th</sup>	<u>McKinney-Vento Data Collection</u>  School Support	Epicenter (Accountability Folder)	McKinney-Vento Data Collection form	Submit the McKinney-Vento Data Collection form.
Sep 15 <sup>th</sup>	<u>Distance Education Report</u>  School Support	School Districts, Epicenter Certification of Completion (Accountability Folder)	No form provided	Certification of Completion must be completed in Epicenter. Written notice(s) required by NRS 388.846(2) must be sent to school districts for all enrolled pupils prior to the pupil receiving services through the distance education program.
Sep 15 <sup>th</sup>	<u>Discipline and Firearms Incidents Report</u>  School Support	Epicenter (Student Information Folder)	Discipline and Firearms Incident Report form and Discipline and Firearms Incident Definitions	Some discipline items may fall under the revision of NRS 392.4644 is hereby amended to read as follows: The principal of each public school shall establish a plan to provide for the restorative discipline of pupils and on-site review of disciplinary decisions. The plan must provide restorative disciplinary practices which include, without limitation: <ol style="list-style-type: none"> <li>1. Holding a pupil accountable for his or her behavior;</li> <li>2. Restoration or remedies related to the behavior of the pupil;</li> <li>3. Relief for any victim of the pupil; and</li> <li>4. Changing the behavior of the pupil.</li> </ol>
Sep 15 <sup>th</sup>	<u>Written Notice Regarding Examinations</u>  School Support	On File at School, Epicenter Certification of Completion (Testing & Assessment Folder)	No form provided, <a href="#">NRS 390.270</a>	Certification of Completion must be completed in Epicenter. The governing body of each charter school shall provide a written notice regarding examinations to all teachers and educational personnel employed by the governing body who are involved in the administration of the examinations, all pupils who are required to take the examinations, and all parents and legal guardians of such pupils. The written notice must be prepared in a format that is easily understood and must include all elements described in <a href="#">NRS 390.270</a> .
Sept 15th	<u>Title III Attestation of Compliance</u>  School Support	Epicenter (Title III Folder)	Title III Attestation of Compliance Form	Submit the Title III Attestation of Compliance form signed by the lead administrator.
Sep 21 <sup>st</sup>	<u>NRS 388A.367 Notice to Parents</u>	Epicenter	No Form Provided	<b>Only applicable to qualified schools. Schools will be notified directly if this is applicable.</b> A charter school shall mail a written notification to the parent or legal guardian of each pupil enrolled in the charter school and post a notice prominently on the Internet website of the charter school within 5 business days after:

DUE DATE	YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
	<u>Authorizing Team</u>			<p>a) The Department reports that the charter school was rated in the lowest 5 percent of public schools in the State pursuant to the statewide system of accountability for public schools;</p> <p>b) The Department reports that the charter school received an annual rating established as one of the two lowest ratings possible indicating underperformance of a public school, as determined by the Department pursuant to the statewide system of accountability for public schools;</p> <p>Within 10 days after a charter school provides all notices required, the charter school shall certify compliance the sponsor of the charter school by uploading the notification sent to parents and the link to the notification on the website into Epicenter.</p> <p><i>A written notice provided to a parent or legal guardian must include a list of other public schools to which a pupil may transfer if the charter school closes or adopts changes which a parent or legal guardian finds unacceptable.</i></p> <p><i>Within 30 days after a charter school provides the notice on a date determined by the sponsor of the charter school, the charter school shall hold a public hearing to discuss a plan to correct any issue which caused the issuance of such a notice and to solicit suggestions to improve the performance of the charter school.</i></p>
Sept 30 <sup>th</sup>	<u>Student Application Lottery</u>  Authorizing Team	Epicenter	No Form Provided	Submit the proposed application used for students to submit names to the lottery for the 2020-2021 school year. This application should be compliant with NRS 388A.453 and NRS 388A.456 in addition to R131-16. An application should be uploaded to Epicenter for SPCSA staff review and approval.
Sep 30th	<u>Authorization to Test Report</u>  School Support	On File at School, Epicenter (Testing & Assessment Folder)	Authorization to Test form	<p>The designated form must be signed by the current school administrator. In order to participate in the Nevada Proficiency Testing, a completed 'Authorization for Private, Exempt and Other Non-District Affiliated Schools to Administer Tests in the Nevada Proficiency Examination Program' form must be submitted to Epicenter no later than September 30. If a school has more than one campus this reporting requirement must be submitted for each campus.</p> <p>.</p>



DUE DATE	YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Sep 30 <sup>th</sup>	<u>Establishment of the Committee for Crisis/Emergency</u>  School Support	Epicenter (Facility Management Folder)	No form provided	Submit documentation of the establishment of a development committee for crisis and emergency per requirements of <a href="#">NRS 388.241</a> and NRS <a href="#">NRS 388.243</a> <i>If a school has more than one campus this reporting requirement must be submitted for each campus.</i>
Oct 5 <sup>th</sup>	<u>Test Security Plan</u>  School Support	Epicenter (Testing & Assessment Folder)	Test Security Plan form and <a href="#">NRS 390.270</a> guidelines	Submit the Test Security Plan which must be consistent with both the State security plans and must include: the name of school, principal, and school year; names and titles of individuals responsible for carrying out the procedures of the School Test Security Plan; location of where test materials are stored; names and titles of individuals who have access to the secured testing materials; how, when, and where school personnel who administer tests to students are trained; procedures for the verification of the identity of secondary students participating in testing; procedures for collecting test materials from students after each testing session; procedures for collecting test materials from school personnel administering tests after each testing session; procedures for ordering and returning testing materials to vendor following each test administration; plan to address test security issues during an emergency situation; procedures for allowing additional testing time for students; procedures for ensuring compliance with student testing accommodation plans; and certification that computers are prepared for online testing. Accuracy is to be determined by the completeness of the plan. If a school has more than one campus this reporting requirement must be submitted for each campus.
Oct 5 <sup>th</sup>	<u>Income Verification Data</u>  School Support	Epicenter (Financial Folder)	No Form Provided	Submit the school's income verification data report by pulling student level data from your school's student information system. The SPCSA will schedule income verification audits during the first two weeks of October.

DUE DATE	YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Nov. 1	<u>Employee Information</u>  Finance & Operations	Staff Information Folder	Epicenter Resource File	Refer to Epicenter Submission Detail and Instructions for further information. Required for various federal programs.
Nov 1 <sup>st</sup>	<u>Test Security Training Certification for Administrators, Teachers, and Staff</u>  School Support	Epicenter	No form provided	Certification of Completion must be completed in Epicenter. Certifying that the administrators, testing coordinators, teachers, and staff of the school have participated in the Fall Test Security Training Presentation.
Nov 1 <sup>st</sup>	<u>Dissemination of the Nevada Report Card</u>  Authorizing Team	On File at School, Epicenter Certification of Completion (Accountability Folder)	No form provided	Certification of Completion must be completed in Epicenter. The school must publicly disseminate the Nevada Report Card to all parents of students attending the school in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand, and make the information widely available through public means, such as posting on the Internet, distribution to the media, and distribution through public agencies. <b>This report is not required of first year schools, if the school is in its first year of operation submit a memo stating so.</b> ESEA Subpart I, Sec. 1111 (h)(2)(a)

DUE DATE	YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Nov 1 <sup>st</sup>	<u>EMO Evaluation</u>  Authorizing Team	On File at School, Epicenter	No form provided	If the school contracts with any corporation, business, organization or other entity to assist with the operation, management or provision and implementation of educational services and programs of the charter school; or if the school contracts with any corporation, business, organization or other entity that directly employs and provides personnel to the school; or if the employer of the school's personnel is some entity other than the school's governing body' or if, in order to receive Public Employee Retirement System payments, an employee of the school who has retired from public employment is employed through an entity other than the school; then the school, by definition contracts with an Educational Management Organization (EMO). If the school contracts with an EMO, the school shall evaluate the performance and submit the evaluation to the SPCSA. <b>This report is not required of first year schools, if the school is in its first year of operation submit a memo stating so.</b>
Nov 1 <sup>st</sup>	<u>Plan for Progressive Discipline</u>  Authorizing Team	Epicenter (Accountability Folder)	Progressive Discipline School Form	The designated form must be filled out in full, signed, and all applicable documents attached. Annual review and revision of Discipline plan and approval of plan by Governing Board must be submitted into Epicenter. The SPCSA will serve as the Local Education Agency (LEA) for purposes of this report.
Nov 1 <sup>st</sup>	<u>Report of Budget</u>  Authorizing Team	NDE, Epicenter (Financial Folder)	NDE will email	Schools will receive instructions from NDE for completing this report <b>This report is not due from first year schools, if your school is in its first year of operation submit a memo stating so.</b>
Nov 1 <sup>st</sup>	<u>School Performance Plan</u>  School Support and Authorizing Team	LCB, NDE, Epicenter (Accountability Folder)	Forms located at: <a href="http://www.doe.nv.gov/SchoolImprovement/District_and_School_Performance_Planning_Resources/">http://www.doe.nv.gov/SchoolImprovement/District_and_School_Performance_Planning_Resources/</a>	Submit the annual School Performance Plan.
Nov 1 <sup>st</sup> and Apr 15 <sup>th</sup>	<u>Title III Semi-annual Monitoring</u>  School Support	Epicenter	Epicenter Resource File	Refer to Epicenter Submission Detail and Instructions for further information.

DUE DATE	YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Nov 5 <sup>th</sup>	<u>FRL Count by District of Residence</u>  Finance/Operations	Epicenter (Financial Folder)	FRL DOR Form	Submit the FRL count by district of residence into Epicenter.
Nov 15 <sup>th</sup> and Apr 15 <sup>th</sup>	<u>Title III English Learner Semi-Annual Monitoring Report</u>  School Support	Epicenter	Forms or templates provided in task	Required monitoring of Title III program and activities, including the language acquisition program implemented by the school. Specific requirements and directions will be available in the Epicenter task.
Nov 15 <sup>th</sup>	<u>Student Address Validation Report</u>  <u>Authorizing Team</u>	Epicenter	Student Validation Day File	The Student Validation Day File will require student-level information, such as physical (not post office) address and sending school, so as to calculate student comparison reporting metrics. SPCSA staff will provide a template in the coming months along with directions for this submission. This form should be completed for each network and submitted as one school.
Nov 15 <sup>th</sup> and Mar 15 <sup>th</sup>	<u>Zoom Annual Monitoring Tool</u>  School Support and Finance/Operations	Epicenter	Refer to Epicenter for Resource Files	Refer to Epicenter Submission Detail and Instructions for further information.
Nov 15 <sup>th</sup> And Mar 15 <sup>th</sup>	<u>Semi-Annual Certifications</u>  School Support and Finance/Operations	Epicenter	Annual Certification form	Submit the Semi-Annual Certifications for Pre-K, Special Education, Title I, Title II, Title III, Zoom, etc. if applicable for employees who have worked solely on a single federal or state award or cost objective. Charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification

DUE DATE	YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Dec 1 <sup>st</sup>	<u>Annual Independent Audit Report</u>  Authorizing Team	LCB, NDE, Epicenter (Financial Folder)	No form provided	Submit to Sponsor the final independent audit report. <b>This report is not due from first year schools, if your school is in its first year of operation submit a memo stating so.</b>
Dec 15 <sup>th</sup>	<u>Immunizations Certification</u>  School Support	Epicenter, Nevada State Division of Public and Behavioral Health (Student Information Folder)	Web form at: <a href="http://www.vfcnevada.org/for-schools/school-form/">http://www.vfcnevada.org/for-schools/school-form/</a>	Certify in Epicenter that the school's information has been submitted to the Nevada State Division of Public and Behavioral Health. The governing body of each charter school shall report the exact number of pupils who have completed the immunizations required for school entry before December 31 of each year to the Nevada State Division of Public and Behavioral Health, submitting the school's information through this web form at <a href="http://www.vfcnevada.org/for-schools/school-form/">http://www.vfcnevada.org/for-schools/school-form/</a> fulfills this statutory requirement.
Dec 21 <sup>st</sup>	<u>NRS 388A.367 Notice to Parents</u>	Epicenter	No Form Provided	<p><b>Only applicable to qualified High Schools.</b></p> <p>A charter school shall mail a written notification to the parent or legal guardian of each pupil enrolled in the charter school and post a notice prominently on the Internet website of the charter school within 5 business days after:</p> <p>a) The Department reports that the graduation rate of the charter school for that school year was less than 67 percent;</p> <p>Within 10 days after a charter school provides all notices required, the charter school shall certify compliance the sponsor of the charter school by uploading the notification sent to parents and the link to the notification on the website into Epicenter.</p> <p><i>A written notice provided to a parent or legal guardian must include a list of other public schools to which a pupil may transfer if the charter school closes or adopts changes which a parent or legal guardian finds unacceptable.</i></p> <p><i>Within 30 days after a charter school provides the notice on a date determined by the sponsor of the charter school, the charter school shall hold a public hearing to discuss a plan to correct any issue which caused the issuance of such a notice and to solicit suggestions to improve the performance of the charter school.</i></p>

DUE DATE	YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Jan 15 <sup>th</sup>	<u>Crisis Response Management Plan</u>  School Support	Nevada Dept. of Safety, Emergency Mgmt., Epicenter (Facilities Management Folder)	No form provided	Submit into Epicenter (a) documentation of the committee's yearly review (b) documentation of annual submittal to Department of Public Safety, Division of Emergency Management ( <a href="mailto:NDEMplanning@dps.state.nv.us">NDEMplanning@dps.state.nv.us</a> ) (c) crisis response management plan. Notification must be posted at the school showing the annual review to be complete (do not post the actual crisis response plan). <a href="#">NRS 388.245</a> . <b><i>If a school has more than one campus this reporting requirement must be submitted for each campus.</i></b>
Feb 1 <sup>st</sup>	<u>Capital Improvement Plan</u>  Authorizing Team	LCB, NDE, Epicenter (Financial Folder)	Capital Improvement Plan Form	The Capital Improvement Plan must be completed by all charters. This outlines the capital spending plans of all charters and is used in the budget process.
Mar 1 <sup>st</sup>	<u>Annual Emergency Drill Log</u>  School Support	Epicenter (Facilities Management Folder)	No form provided	Provide detailed information on the schedule for conducting drills, including proper procedures to be followed in the event of a fire or other emergency with not more than three of those drills to include instruction in the appropriate procedures to be followed in the event of a chemical explosion, related emergencies and other natural disasters other than fire drills. There must be an Emergency drill logged each and every month. Of the monthly drills performed, there are more than three of those drills that include instruction in the appropriate procedures to be followed in the event of a chemical explosion, related emergencies and other natural disasters. These fire drills are conducted with the presence of the local fire department. They will provide a signature as proof of their attendance. <b>Please refer to the Emergency Drill Guide (Epicenter Resource Document) for more detailed instructions. If a school has more than one campus this reporting requirement must be submitted for each campus.</b>
Mar 15 <sup>th</sup>	<u>Immigrant Student Count</u>  School Support	Epicenter (Student Information Folder)	Epicenter Resource File	Refer to Epicenter Submission Detail and Instructions for further information.

DUE DATE	YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Mar 31 <sup>st</sup>	<u>Federal Programs Inventory</u>  Finance/Operations	Epicenter (each federal program folder)	No form provided	Provide an inventory of equipment or assets purchased with federal program funds in accordance with 2 CFR 200.302(b)(4), §200.313. Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
Apr 10 <sup>th</sup>	<u>NCES/F33 Report</u>  Authorizing Team	LCB, NDE, Epicenter (Financial Folder)	NDE will email	Submit the report per Federal requirements on NCES website. <b>This is not required of 1<sup>st</sup> year schools</b> , if your school is in its first year of operation submit a memo stating so.
Apr 15 <sup>th</sup>	<u>Tentative Budget</u>  Authorizing Team	NDE, Epicenter (Financial Folder)	Forms located at: <a href="http://www.doe.nv.gov/Charter_Schools/">http://www.doe.nv.gov/Charter_Schools/</a>	Submit tentative budget for the ensuing fiscal year to their governing body and Department of Education.
May 1 <sup>st</sup>	<u>Board Meeting Calendar</u>  Authorizing Team	Epicenter (Board Meeting Information Folder)	No form provided	Submit a board approved board meeting calendar for the approaching school year. A minimum of one board meeting per quarter is required.
May 1 <sup>st</sup>	<u>Annual Asbestos Periodic Surveillance Log</u>  Authorizing Team	On file at school, Epicenter Certificate of Completion( Facilities Management Folder)	No form provided	Certification of Completion must be completed in Epicenter. The Annual Asbestos Periodic Surveillance Log is required by the Environmental Protection Agency. 40 CFR 763 Subpart E <a href="https://www.gpo.gov/fdsys/pkg/CFR-2011-title40-vol31/pdf/CFR-2011-title40-vol31-part763-subpartE.pdf">https://www.gpo.gov/fdsys/pkg/CFR-2011-title40-vol31/pdf/CFR-2011-title40-vol31-part763-subpartE.pdf</a> <a href="http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&amp;SID=e7325233e2080256dde59391dfb5ac6a&amp;n=40y32.0.1.1.19.2&amp;r=SUBPART&amp;ty=HTML">http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&amp;SID=e7325233e2080256dde59391dfb5ac6a&amp;n=40y32.0.1.1.19.2&amp;r=SUBPART&amp;ty=HTML</a> . <i>If a school has more than one campus this reporting requirement must be submitted for each campus.</i>

DUE DATE	YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
May 1 <sup>st</sup>	<u>Fire and Health Inspections</u>  Authorizing Team	On file at school, Epicenter Certificate of Completion (Facilities Management Folder)	No form provided	Certification of Completion must be completed in Epicenter. <i>If a school has more than one campus this reporting requirement must be submitted for each campus.</i>
Jun 8 <sup>th</sup>	<u>Final Budget</u>  Authorizing Team	LCB, NDE, Epicenter (Financial Folder)	Forms located at: <a href="http://www.doe.nv.gov/Charter_Schools/">http://www.doe.nv.gov/Charter_Schools/</a>	Adopt and submit a final budget for the ensuing fiscal year.
Jun 15 <sup>th</sup>	<u>Special Education Excess Cost Computation</u>	Epicenter (Special Education)	Epicenter Resource File	Refer to Epicenter Submission Detail and Instructions for further information.
Jun 15 <sup>th</sup>	<u>Approved School Calendar</u>  School Support	Epicenter (School Calendar /Enrollment Folder)	NDE will email	Submit the school calendar to <a href="#">NDE</a> by May 1 <sup>st</sup> and then submit the NDE approved school calendar for the upcoming school year into Epicenter.



DUE DATE	YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Based on Board Meeting Calendar	<u>Board Meeting Agenda</u>  Authorizing Team	Authority Board, Anyone requesting notification, Epicenter (Board Meeting Information Folder)	No form provided	<p>Charter school governing bodies (boards) must comply with the Nevada Open Meeting Law, including regarding notices/agendas of all meetings. See the Nevada Attorney General's Open Meeting Law Manual for details</p> <p><a href="http://ag.nv.gov/About/Governmental_Affairs/OML/">http://ag.nv.gov/About/Governmental_Affairs/OML/</a></p> <p>Notice/agendas must be sent to anyone who requests notification no fewer than 3 working days prior to the meeting, so they should be submitted to Epicenter within that time frame, regardless of the due date identified in Epicenter. Schools must also email the notices and agendas to each of the seven State Public Charter School Authority Board members. The submission to Epicenter is to Authority staff; the email is to Authority Board members. Any other member of the public who wants to be noticed (that is, notified of meetings and provided agendas at least three working days prior to meetings) needs to contact the school directly to make that request, and then the school needs to provide the notice/agenda directly to that member of the public. Agendas and minutes must correlate item for item. Agendas must contain a clear and complete statement of topics to be considered at the meeting. All action items must be identified. An opportunity for public comment must be included. If any portion of the meeting will be closed to consider an individual, the name of the person must be provided. If the board must consider whether to take action against someone, the name of the person must be provided.</p>

DUE DATE	YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Based on Board Meeting Calendar	<u>Board Meeting Draft and Final/Approved Minutes</u>  Authorizing Team	NDE, Epicenter (Board Meeting Information Folder)	No form provided	Boards must submit to Epicenter draft and final/approved minutes of all meetings pursuant to NAC. The timelines in the regulation must be complied with, regardless what due dates may be identified in Epicenter. They must not be later than 30 business days after each public meeting held by the governing body of a charter school; the governing body shall submit to the Department and to the sponsor of the charter school a copy of the minutes of the meeting. The minutes of each public meeting must be approved at the next meeting of the governing body and revised as necessary. If the minutes of a meeting have not been approved by the governing body when it submits the minutes pursuant to subsection 7, the governing body shall; submit a written statement, accompanying the minutes that are submitted pursuant to subsection 7, indicating that the minutes have not been approved and are subject to revision; and submit to the Department and the sponsor of the charter school a copy of the approved minutes not later than 10 days after such approval. Agendas and minutes must correlate item for item. The minutes must indicate the date, beginning and ending time, and place of the meeting. The minutes must indicate the members who were present and the members who were absent. The minutes must identify the substance of all matters proposed, discussed or decided. The names of the members making, and seconding motions must be provided. A statement of whether or not the motion carried must be provided. Written minutes must be kept for both open and closed meetings. If not, provide a statement clarifying that the board has determined that the matters discussed still require confidentiality and that the person who was discussed has not consented to their disclosure.

DUE DATE	YEARLY REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Based on Expiration of Insurance	<u>Proof of Insurance - Affidavit of Insurance Coverage, Certificate of General Liability Insurance, and Certificate of Worker's Compensation</u>  Authorizing Team	Epicenter (Facilities Management Folder)	Affidavit for Provision of Insurance Coverage	<p>A Charter School shall obtain insurance from an authorized insurer and submit the certificate showing additional insured (SPCSA) an including the additional insured form. Industrial insurance coverage in accordance with the applicable provisions of the Nevada Industrial Insurance Act, chapters 616A to 616D, inclusive, of NRS, except as otherwise provided in subsection 2, general liability insurance with a minimum coverage of \$1,000,000. The general liability insurance policy must include coverage for molestation and sexual abuse, and have a broad form policy, with the named insured's as follows: the sponsor of the charter school; all employees of the charter school, including, without limitation, former, present and future employees; volunteers at the charter school; and directors of the charter school, including, without limitation, executive directors. Umbrella liability insurance with a minimum coverage of \$3,000,000. Educators' legal liability insurance with a minimum coverage of \$1,000,000. Employment practices liability insurance with a minimum coverage of \$1,000,000. Employment benefits liability insurance with a minimum coverage of \$1,000,000. Insurance covering errors and omissions of the sponsor and governing body of the charter school with a minimum coverage of \$1,000,000. If applicable, motor vehicle liability insurance with a minimum coverage of \$1,000,000. If applicable, liability insurance for sports and athletic participation with a minimum coverage of \$1,000,000. The cost of insurance required by this subsection must be provided to the proposed sponsor by the authorized insurer and included in each budget submitted. <b>Note: general liability and workers compensation certificates must be submitted for all campuses, address for all campuses must be reflected in the "description of operations/location" section of the certificates.</b></p>
Based on Expiration of Insurance	<u>Special Education Insurance or \$25K Set-Aside</u>  Authorizing Team	Epicenter (Facilities Management Folder)	Special Education Insurance Affidavit Template	<p>A charter school shall obtain proof of Special Education due process claim coverage by submitting a copy of the attached affidavit notarized by an authorized insurance underwriter attesting that the school has coverage compliant with <a href="#">NAC 386.217</a> and the executed charter contract section 3.4.4. If coverage is not obtained a letter of guarantee stating that \$25,000.00 has been set-aside in lieu of coverage signed by both the governing body president and the lead administrator along with a copy of the bank statement must be submitted.</p>

### SPECIAL EDUCATION REPORTING REQUIREMENTS 2019-2020 MASTER CALENDAR

July	August	September
<ul style="list-style-type: none"> <li>• <a href="#">1<sup>st</sup> Memorandum of Understanding</a></li> </ul>		<ul style="list-style-type: none"> <li>• <a href="#">15<sup>th</sup> OT/PT Report (Odd number years only)</a></li> <li>• <a href="#">25<sup>th</sup> Gifted and Talented Plan Form</a></li> <li>• <a href="#">30<sup>th</sup> Aversive Intervention</a></li> </ul>
October	November	December
<ul style="list-style-type: none"> <li>• <a href="#">5<sup>th</sup> Child Count Report and Child Count Verification Form</a></li> <li>• <a href="#">5<sup>th</sup> Statewide Shortage Data</a></li> </ul>		
January	February	March
<ul style="list-style-type: none"> <li>• <a href="#">15<sup>th</sup> Special Education Semi-Annual Certification</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">1<sup>st</sup> Senior Exit Survey Data / SEARS Program</a></li> </ul>	
April	May	June
		<ul style="list-style-type: none"> <li>• <a href="#">15<sup>th</sup> AB 56/Restraint Report</a> <a href="#">Instructions will be sent annually to the school.</a></li> <li>• <a href="#">15<sup>th</sup> Local Data Plan Tables – Disciplinary Removal</a></li> <li>• <a href="#">15<sup>th</sup> Local Data Plan Tables – Early Intervening Services</a></li> <li>• <a href="#">15<sup>th</sup> Local Data Plan Tables – Parentally Placed Students</a></li> <li>• <a href="#">15<sup>th</sup> Local Data Plan Tables – Exiting Report</a></li> <li>• <a href="#">25<sup>th</sup> Gifted and Talented Report</a></li> <li>• <a href="#">30<sup>th</sup> Special Education Semi-Annual Certification</a></li> </ul>

**Notes:**

1. It is the responsibility of the Charter School to ensure that all Special Education documents, regardless of submission; are kept on file at the school for auditing purposes
2. This requirement is only applicable to schools that receive federal Special Education funding.

## SPECIAL EDUCATION REPORTING REQUIREMENTS SPECIFICATIONS

DUE DATE	SPECIAL EDUCATION REPORTING REQUIREMENTS DOCUMENT	SUBMISSION	FORM	GUIDELINES
Jul 1 <sup>st</sup>	<u>Memorandum of Understanding</u> School Support	Epicenter	Guidance Memo	Submit the Memorandum of Understanding signed by both the board president and the lead administrator.
Sep 15 <sup>th</sup>	<u>OT/PT Report</u> (Odd number years only, e.g., 2015, 2017, etc.) School Support	Posted to School Website, Epicenter	Special Education OT/PT Report Template and Special Education OT/PT NAC Requirement	
Sep 25 <sup>th</sup>	<u>Gifted and Talented Plan Form</u> School Support	Epicenter	Gifted and Talented Plan Form as prescribed by the Nevada Department of Education	See below:
Please use the Gifted and Talented Report Form as prescribed by the Nevada Department of Education detailing your school's Gifted and Talented Program Design-Spending Plan details, Student Identification details, Curriculum and Instruction details, Professional Development details, Family and Community Involvement details, and Program Evaluation details.				
Sept 30 <sup>th</sup>	<u>Aversive Intervention</u> School Support	Epicenter	Aversive Intervention Sign-In Sheet, AB56/280 Updated Reporting Procedures, NRS 388.471-388.515 Reference Document, Aversive Intervention Technical Assistance Document, Aversive Interventions, Physical and mechanical Restraints Power Point.	Submit the Aversive Intervention sign-in sheet. If you have the Aversive Intervention DVD please show it to your staff. If you do not, please use the PowerPoint presentation at the beginning of each school year to every staff member that will come into contact with students whether in a brick and mortar or virtual environment. The staff who viewed the DVE and/or PowerPoint must sign the Aversive Intervention sign in sheet. If a school has more than one campus, this reporting requirement must be submitted for each campus. <b><i>If a school has more than one campus this reporting requirement must be submitted for each campus.</i></b>
Oct 5 <sup>th</sup>	<u>Child Count Report and Child Count Verification Form</u> School Support	Epicenter	Special Education Child Count Report Template and Special Education Child Count Verification Form	See below:

The electronic report must be sent password protected and the password provided in a separate email. All children with disabilities receiving special education and related services (or special education services only) according to an IEP or a service plan in place on the count date must be included in column one under NAME without being duplicated. Every student's date of birth must be provided in column two under DOB in M/D/YYYY format. Every student's primary disability (or under the category of multiple impairment, if that category applies) must be listed under column three under DISABILITY (e.g. LD, DD, AU, AH, DB, TB, OI, HI, MU, SL, ME, VH, EH). Every student's placement code must be provided under column four under PLACEMENT. Every student's grade level (PK-12) must be provided in column five under GRADE. Every student's age must be provided in column six under AGE. Every student's school name must be provided in column seven under SCHOOL NAME. Every student's school code must be provided in column eight under STATE SCHOOL CODE. Every student's ethnicity code (American Indian or Alaskan Native=I7, Asian=A7, Black or African American=B7, Hispanic or Latino=H7, Native Hawaiian or Other Pacific Islander=P7, White=W7, and two or more races=M7) must be provided in column nine under ETHNICITY. Every student's gender must be provided as either "M" or "F" in column ten under GENDER. Every student's Limited English Proficiency (LEP) status must be provided in column eleven under LEP as either "NLEP" or "LEP". Every student's district of residence must be provided as 01-17, (as applicable) in the column under DOR. Gifted and Talented (GT) students should be counted on a separate page and NOT included on the same page with special education students.

Oct 5 <sup>th</sup>	<u>Statewide Shortage Data</u>  School Support	Epicenter	Special Education Statewide Shortage Data Form	See Below:
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The Statewide Shortage Data Request, which includes one data table for shortages in academic/content areas and another data table for information on Special Education and Related Service Providers as well as shortage information. This collected data information will be used to complete the written documentation required by the U.S. Department of Education (USDOE) in order to submit Nevada's "teacher shortage area" proposal for designation by the U.S. Department of Education (USDOE).

Feb 1 <sup>st</sup>	<u>Senior Exit Survey Data / SEARS Program</u>  Only for schools who offer 12 <sup>th</sup> grade.  School Support	Special Education Audit Reporting System (SEARS), Epicenter Certificate of Completion	No form provided	Certification of Completion must be completed in Epicenter. <b>Only for schools who offer 12<sup>th</sup> grade.</b>
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Jun 15 <sup>th</sup>	<u>AB 56/Restraint Report</u> Instructions will be sent annually to the school.  School Support	Epicenter	Special Education AB 56 Restraint Report Template and Special Education AB 56 Restraint Definitions	See Below:
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In accordance with [NRS 388.471-515](#) schools must prepare and submit a report that includes the following: 1. The number of instances in which physical restraint was used during the previous school year, which must indicate the number of instances per teacher and per pupil). 2. The number of instances in which mechanical restraint was used during the previous school year, which must indicate the number of instances per teacher and per pupil. 3. The number of violation of the statutes, by type of violation, which must indicate the number of violations per teacher and per pupil. The information gathered from each charter school on the school level template is compiled by the State Public Charter School Authority into one district report and submitted to the Nevada Department of Education (NDE). The district data obtained by NDE is then compiled to prepare a state report to be submitted by 10/1 to the following agencies: 1. In even-numbered years, the Director of the Legislative Counsel Bureau 2. In odd-numbered years, the Legislative Committee on Education. Templates #1 & #2 are provided as an example for the use of data collection at the school site level. Template #3 is a cumulative of templates #1 & #2.

Jun 15 <sup>th</sup>	<u>Local Data Plan Tables – IDEA Personnel</u>  School Support	Epicenter	Special Education Personnel Report Template	Refer to Epicenter details and instructions for further information.
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Jun 15 <sup>th</sup>	<u>Local Data Plan Tables – Disciplinary Removal</u>  School Support	Epicenter	Special Education Disciplinary Removal Template and Special Education Disciplinary Removal Data Definitions	Refer to Epicenter details and instructions for further information.
Jun 15 <sup>th</sup>	<u>Local Data Plan Tables – Early Intervening Services</u>  School Support	Epicenter	Special Education Early Intervening Services Report Template	See below:

**Early Intervening Services:** The purpose of this form is to collect data from schools regarding the use of IDEA funds for Early Intervening Services (EIS). The statutory authority for this data collection can be found in IDEA 2004 ([20 USC 1413 \(f\)](#)). In general, schools using IDEA funds must report annually to the state the number of students who received EIS services; and, the number of students who received EIS services and subsequently receive special education and related services during the two-year period after receiving EIS. You may only use federal funds for EIS if you “met requirements” in your most recent Report Card under the SPP/APR requirements. The Report Card issued in May each year controls whether a school may use federal funds for EIS in the following school year. To assist in understanding this data collection, consider the following: 1. Did your school use IDEA funds for Early Intervening Services (EIS) during the current school year? EIS can include “professional development (which may be provided by entities other than local educational agencies) for teachers and other school staff to enable such personnel to deliver scientifically based academic instruction and behavioral interventions, including scientifically based literacy instruction, and, where appropriate, instruction on the use of adaptive and instructional software; and providing educational and behavioral evaluations, services, and supports, including scientifically based literacy instruction” ([20 USC 1413 \(f\)\(2\)](#)). If your school used IDEA funds (up to 15%) for EIS, please select “Yes” and continue on to #2. If your school district did not do this, please select “No.” 2. How many students received EIS paid for with IDEA funds during the current school year? Please enter the total number of students who received EIS paid for with IDEA funds during the current school year. Schools may provide EIS to “students in kindergarten through grade 12 (with a particular emphasis on students in kindergarten through grade 3) who have not been identified as needing special education or related services but who need additional academic and behavioral support to succeed in a general education environment” ([20 USC 1413 \(f\)\(1\)](#)). 3. How many students were found eligible for special education during the current school year who: a. Received EIS paid for with IDEA funds during the current school year? Please enter the total number of students who received EIS in the current school year who were subsequently identified as eligible for special education and related services during the current school year. b. Received EIS paid for with IDEA funds during the prior school year? Please enter the total number of students who received EIS in the prior school year who were subsequently identified as eligible for special education and related services during the current school year. c. Received EIS paid for with IDEA funds during the year before the prior school year? Please enter the total number of students who received EIS in the year before the prior school year who were subsequently identified as eligible for special education and related services during the current school year.

Jun 15 <sup>th</sup>	<u>Local Data Plan Tables – Parentally Placed Students</u>  School Support	Epicenter	Special Education Parentally Placed Student Report Template	See below:
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**Parentally Placed Students:** Section A. Enter the number of parentally-placed private school students who were evaluated (A.1), found eligible (A.2), and provided services through a Services Plan during the current school year (A.3). Provide the total number of parentally-placed private school students with disabilities located in the school during the current school year as of the date the school used to count such students for purposes of calculating the proportionate share of federal funding to be spent on services for some or all of these students (A.4). Section B. Enter the number of home-schooled students who were evaluated (B.1), found eligible (B.2), and provided services through a Services Plan during the current school year (B.3). Provide the total number of home-schooled students with disabilities located in the school during the current school year as of the date the district used to count such students for purposes of calculating the proportionate share of federal funding to be spent on services for some or all of these students (B.4).

Jun 15 <sup>th</sup>	<u>Local Data Plan Tables – Exiting Report</u>  School Support	Epicenter	Special Education Exiting Report Template and Special Education Exiting Data Definitions	See below:
<u>Exiting:</u> To be included on the special education exiting report, a student must: <ul style="list-style-type: none"> <li>• Report pulls enrollments with Service Type = P or N.</li> <li>• Student must have a Special Ed Exit Date within the Date Range of the extract editor.</li> <li>• Student must be at least 14 years of age as of the Special Ed Exit Date.</li> <li>• The unduplicated number of children with disabilities (IDEA) who are ages 14 through 21 and were in special education at the start of the reporting period and were not in special education at the end of the reporting period.</li> </ul>				
Jun 25 <sup>th</sup>	<u>Gifted and Talented Report</u>  School Support	Epicenter	SB 515 Gifted and Talented Funding Report	See below:
Please use the Gifted and Talented Report Form as prescribed by the Nevada Department of Education detailing your school's Gifted and Talented Program Design-Spending Plan details, Student Identification details, Curriculum and Instruction details, Professional Development details, Family and Community Involvement details, and Program Evaluation details. *Note: this requirement is only applicable to schools that receive SB 515 Gifted and Talented funding from the Nevada Department of Education. If the charter school does not receive this funding submit a memo stating so.				
Jun 30 <sup>th</sup> & Jan 15 <sup>th</sup>	<u>Special Education Semi-Annual Certification</u>  School Support and Finance/Operations	Epicenter	Special Education Semi-Annual Certification form	See Below:
Submit the Special Education semi-annual certification for employees who have worked solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. OMB Circular A-87.				

### **TITLE I REPORTING REQUIREMENTS SPECIFICATIONS**

Details will be provided in the SPCSA Grants Manual which will be available to schools by September 30, 2019.

### **TITLE II REPORTING REQUIREMENTS SPECIFICATIONS**

Details will be provided in the SPCSA Grants Manual which will be available to schools by September 30, 2019.

### **TITLE III REPORTING REQUIREMENTS SPECIFICATIONS**

Details will be provided in the SPCSA Grants Manual which will be available to schools by September 30, 2019.