

Tasks Requiring Board Approval

Task Name	Due Date	Notes	
Child Personal Safety Report (AB 261, 2019)	1-Aug	*Per NRS 388A.515, the governing body needs to report that the training was conducted to NDE.	
Parent and Student Handbook	1-Aug	NRS 392.463 and 392.4644 requires a charter school board to adopt rules for the academic retention of pupils and 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 and reviewed and/or amended annually as well as posted on the school website and distributed to students at the beginning of the school year. The Parent and Student Handbook also needs to abide with provisions set forth in R-131. Please provide a copy of the handbook and a direct link to where it is posted on the school's website	
Emergency Operations Plan	15-Aug	Submit documentation of the Development Committee's annual review	
Notice of Intent to Renew Charter Contract	1-Sep	The Letter of Intent should include the following information: School Leader and signature School Board Chair and signature Grades served during the charter term Planned grades for the upcoming charter term Planned facility/address	*Note: This task is only due on the final year of the charter contract.
Special Education Insurance Coverage or \$25k Set-Aside	1-Sep	Per NAC 388A.195, a charter school shall obtain proof of Special Education due process claim coverage by submitting a copy of the affidavit attached to the task and have it notarized by an authorized insurance underwriter attesting that the school has coverage . 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.	
NDE Desktop Monitoring: EL Component 02 - EL Policy	10-Sep	If your charter holder has multiple campuses that use the same policy you only need to submit one copy of the manual and one review form. If your charter holder has multiple campuses that have different policies, you must submit a copy of the manual and a separate review form for each campus	Policies are board approved and are only required to be re-approved if revised
Annual Test Security Plan Submission- Charter Holder Level	30-Sep	Per NRS 390.275: On or before September 30 of each school year, the board of trustees of each school district and the governing body of each charter school shall provide a written notice regarding the examinations and assessments to all teachers and educational personnel employed by the school district or governing body, all personnel employed by the school district or governing body who are involved in the administration of the examinations and assessments, all pupils who are required to take the examinations or assessments and all parents and legal guardians of such pupils.	
Annual Written Test Security Notice Certification	30-Sep	Per NRS 390.275: On or before September 30 of each school year, the board of trustees of each school district and the governing body of each charter school shall provide a written notice regarding the examinations and assessments to all teachers and educational personnel employed by the school district or governing body, all personnel employed by the school district or governing body who are involved in the administration of the examinations and assessments, all pupils who are required to take the examinations or assessments and all parents and legal guardians of such pupils.	
Board Policy & Procedure Manual, Code of Ethics, & Bylaws	30-Sep	Must include the date where the Policy and Procedures Manual was adopted.	Policies are board approved and only re-approved if revised
Fiscal Policies and Procedures & Self-Assessment Checklist- Onsite Monitoring	30-Sep	Fiscal Policies and Procedures must be compliant with Uniform Guidance 2 C.F.R. Part 200	
Student Lottery Application, Policy, and Lottery Date	30-Sep	Submit the proposed application to be used for students to submit names to the lottery for the upcoming school year. This application should be compliant with NRS 388A.453 and NRS 388A.456 in addition to R131-16. Please also submit the board-approved lottery policy, listing the date of approval in the notes section of Epicenter and provide the lottery opening date, lottery closing date, and the date the lottery will be held. These key dates will be posted on the SPCSA website and should be easily accessible on individual school websites as well.	Policies are board approved and are only required to be re-approved if revised
RBG3 - Grade 3 Intervention Services & Intensive Instruction Report	16-Oct	Per AB 289, Section 10 (2019), NRS 388.157, and NRS 388A.487.2a1: The governing body of each charter school that operates as an elementary school shall prepare this report.	
Foster Care Policy	29-Oct	Board approval is recommended, and may be required in future years	

McKinney-Vento Policy	29-Oct	If your charter holder has multiple campuses that use the same policy you only need to submit one copy of the manual and one review form. If your charter holder has multiple campuses that have different policies, you must submit a copy of the manual and a separate review form for each campus	Policies are board approved and are only required to be re-approved if revised
Title 1: School-Parent-Family Engagement Policy	29-Oct	Update your school's School-Parent-Family Engagement Policy to be sure that it is up to date for the current year, and meets all of the requirements set by NDE in the Title I Family Engagement Handbook (Templates begin on Page 65). *This isn't explicit in the instructions however all policies need to be board approved.	Policies are board approved and are only required to be re-approved if revised
EMO Evaluation Report-if Applicable	1-Nov	If your charter school 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 board meeting minutes when the evaluation was held. This report is not required of first year schools; if the school is in its first year of operation, submit a memo on school letterhead stating that.	
NRS 388A.345 Annual Report of Budget	1-Nov	The governing body of each charter school shall submit this report on or before the due date. This report is not required of first-year schools; if the school is in its first year of operation, submit a memo stating that. (NRS 388A.345)	
Annual Independent Audit	1-Dec	Per NAC 387.775: The governing body of a charter school or university school for profoundly gifted pupils shall cause the charter school or university school for profoundly gifted pupils to be audited on an annual basis. The contract between the auditor and the governing body of a charter school or a university school for profoundly gifted pupils must: Be approved by the governing body not more than 1 month after the close of the fiscal year for which the annual audit is conducted.	
Special Education Policies and Procedures Manual and Forms	1-Dec	Submit a Governing Body approved Charter School Special Education Guidance Manual (Policies and Procedures) and custom forms, that are not included in the Infinite Campus module, used by your charter school's Special Education Program.	Policies are board approved and are only required to be re-approved if revised
Gender Identity Policy and Training	31-Jan	Per NRS 388.880, the Governing Body shall adopt a policy and receive annual training.	Policies are board approved and are only required to be re-approved if revised
Budget- Tentative	15-Apr	Complete your Tentative Budget for the upcoming fiscal year to present to the school's Board for review, then submit the file to the Department of Taxation, Department of Education, AND Epicenter for SPCSA staff review.	
Charter School Board Chair SafeVoice Training Certification	15-Apr	*The Chair has to complete this training, but it is approved by the School	
Board Meeting Calendar	1-May	SPCSA will schedule in Epicenter	
Draft School Calendar Certification	1-May	This is a certification that the Board approved Calendar has been submitted to NDE.	
Charter School Board Member information and Disclosure	Within 10 days of appointment for new members, and annually by 6/1 for all returning members	*Not Board approved but required by all Board Members annually	
Budget-Final	8-Jun	You may use the same file that was submitted to the Budget - Tentative task in April with any applicable data changes. Be sure to update Tab Sch1 to "Final."	*Note: The due date may change if it falls on a weekend.
Organizational Performance Framework Self-Certification Form	30-Jun	The certification must be approved at a scheduled board meeting.	
Board Meeting Agenda	3 working days before the Board Meeting	Per Open Meeting Law et al (NRS 241.020, NRS 241.035, NAC 388A.525)	*Note: The Agenda is set by the Board Chair and not approved by the full board.
Board Meeting Draft Minutes	To be approved by the board at the next board meeting or within 45 days, whichever is later.		
Budget- Amended	TBD	Submit amended budgets for the current fiscal year, which have been approved by the governing body, to Epicenter. Please use the Note section to indicate the date the amended budget was approved.	
Charter Amendment	TBD	NRS 388A.276: The governing body of a charter school may submit to the sponsor of the charter school a written request for an amendment of the charter contract.	