

| Tasks Requiring Board Approval                                                |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                      |
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| Task Name                                                                     | Due Date | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                      |
| Parent and Student Handbook                                                   | 1-Aug    | NAC 388A and NRS 392 require that schools adopt written rules in compliance with certain policies and protocols in the form of a Parent and Student Handbook, which must be annually reviewed and/or amended, then approved by the school's governing board. The handbook must be distributed to families at the start of each school year and posted on the school's website. A checklist is provided in the task resources of what must be included in the handbook.                                                                                                                                                                                                                                                                                                                                              |                                                                                      |
| Emergency Operations Plan                                                     | 15-Aug   | Submit documentation of the Development Committee's annual review                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                      |
| Annual Test Security Plan Submission- Charter Holder Level                    | 15-Aug   | Per NRS 390.275, charter school governing bodies must adopt and enforce a single charter holder (district) test security plan that applies to all campuses under the charter. The district plan must be consistent with the NDE Test Security Procedures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                      |
| EMO Evaluation Report (if applicable)                                         | 30-Aug   | If the school contracts with an Educational Management Organization (EMO) as defined in NRS 388A.030, the governing body shall, not later than 60 days after the end of the school year, review the performance of the EMO and submit an evaluation to the SPCSA. NAC 388A.580, NRS 388A.354 <b>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.</b>                                                                                                                                                                                                                                                                                                                                                            |                                                                                      |
| Notice of Intent to Renew Charter Contract                                    | 1-Sep    | The Letter of Intent should include the following information:<br>School Leader and signature School Board Chair and signature<br>Grades served during the charter term Planned grades for the upcoming charter term<br>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.                                                                                                                                                                                                                                                                                          |                                                                                      |
| Fiscal Policies and Procedures & Self-Assessment Checklist- Onsite Monitoring | 11-Sep   | Fiscal Policies and Procedures must be compliant with Uniform Guidance 2 C.F.R. Part 200                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                      |
| Annual Written Test Security Notice Certification                             | 26-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 dates when the Policy and Procedures Manual and Bylaws were adopted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Policies are board approved and only re-approved if revised                          |
| 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.453-456. An application should be uploaded to Epicenter for SPCSA staff review and approval. (Do NOT submit a link to a third-party platform.)<br>Additionally, submit the board-approved lottery policy; using the "Date" submission tag, enter the date the school's board approved the policy. NOTE: This should be a policy, not a process document.<br>Along with the lottery application and policy, please 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 Local Literacy Plan (LLP)                                                | 15-Oct   | Certify your school's Read by Grade 3 (RBG3) Local Literacy Plan (LLP) submission to the Plan 4 Learning (P4L) application. The LLP is uploaded as a SIP PLAN ADDENDUM under manage plan settings. Please select "Upload Read by Grade 3/Local Literacy" box when uploading in P4L.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Board approval required only if changes were made to the plan from the previous year |
| NDE Desktop Monitoring: EL Policy                                             | 24-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       |
| NDE Desktop Monitoring: Title I School-Parent-Family Engagement Policy        | 24-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       |
| Charter School Board Chair SafeVoice Training Certification                   | 31-Oct   | *The Chair has to complete this training, but it is approved by the School                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                      |
| 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)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                      |
| Child Personal Safety Report (AB 261, 2019)                                   | 7-Nov    | *Per NRS 388A.515, the governing body needs to report that the training was conducted to NDE.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                      |

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| NDE Desktop Monitoring: Foster Care Policy                   | 28-Nov                                                                                              | 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  |
| NDE Desktop Monitoring: McKinney-Vento Policy                | 28-Nov                                                                                              | 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 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-Feb (due date may be extended)                                                                    | 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  |
| Budget- Tentative                                            | 15-Apr                                                                                              | Please use the attached Excel file to complete your Tentative Budget for the upcoming fiscal year to present to the school's Board for review, then submit the file to NDE AND Epicenter for SPCSA staff review.                                                                                                                                                                                                                                                                                      |                                                                                 |
| Board Meeting Calendar                                       | 1-May                                                                                               | SPCSA will schedule meeting tasks 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 1-Jun for all returning members      | *Not Board approved but required by all Board Members annually                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                 |
| Budget-Final                                                 | 8-Jun                                                                                               | Complete your Final Budget for the upcoming fiscal year to present to the school's Board for review, then submit the file to the Legislative Counsel Bureau, Nevada Department of Education, AND Epicenter for SPCSA staff review.                                                                                                                                                                                                                                                                    | *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, <b>whichever is later.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                 |
| 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.                                                                                                                                                                                                                                                                                                                                      |                                                                                 |
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