

Tasks Requiring Board Approval			
Task Name	Due Date	Notes	
Parent and Student Handbook	1-Aug	NRS 392.463 and 392.464 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	12-Aug	Submit documentation of the Development Committee's annual review and ensure all required members attend the review meeting.	
Annual Test Security Plan Submission- Charter Holder Level	14-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.	
AB398 Teacher Raises	15-Aug	AB398 Teacher Raise Allocation Workbook signed by both the organization's leader and board chair.	*Applicable depending on fund availability.
EMO Evaluation Report-if Applicable	30-Aug	If the school contracts with an Educational Management Organization (EMO) as defined in NRS 388A.030, "a for-profit entity that contracts with and is accountable to the governing body of a charter school to provide centralized support or operations, including, without limitation, educational, administrative, management, compliance or instructional services or staff, to the charter school," 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 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.	
Child Personal Safety Report (AB 261, 2019)	1-Sep	*Per NRS 388A.515, the governing body needs to report that the training was conducted to NDE.	
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 Policy	18-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.	
Annual Written Test Security Notice Certification	25-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 Bylaws	30-Sep	Must include the final approved board bylaws with signature(s) and date of last approval/revision.	The SPCSA strongly recommends that boards review their current bylaws with their legal counsel prior to submission to ensure compliance and alignment with the board's mission and actions,
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.	
NDE Desktop Monitoring: Title I Monitoring & Compliance (Consolidated)	23-Oct	Pursuant to the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), Title I schools are required to maintain documentation demonstrating compliance with federal requirements related to parent and family engagement, educator qualifications, schoolwide and targeted assistance planning, professional development, comprehensive needs assessment, and program implementation. To streamline compliance and better prepare schools for NDE's Title I Desktop Monitoring process, the SPCSA has consolidated all required Title I compliance submissions into one Epicenter task. Schools must upload all required documentation listed below by October 23, 2026. If any required component is missing or incomplete, the task will be returned for revision. The Parent and Family Meeting must occur within the first 30 days of school.	
NDE Desktop Monitoring: McKinney-Vento and Foster Care Policy Compliance	23-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	

NDE Desktop Monitoring: EL Component 02 - Language Assistance Program	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	*Note: Will not be due for the 26/27 SY.
Charter School Board Chair SafeVoice Training Certification	31-Oct	*The Chair has to complete this training, but it is approved by the School	
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.	
NRS 388A.345 Annual Report of Budget	22-Dec	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)	
Budget- Tentative Board Meeting Calendar	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, <u>AND</u> Epicenter for SPCSA staff review.	
Draft School Calendar Certification	1-May	SPCSA will schedule in Epicenter	
	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-June for all returning members	*Not Board approved but required by all Board Members annually	
Budget-Final	8-Jun	Use the provided Excel file in the task to 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 (reports@lcb.state.nv.us), Nevada Department of Education (areid@doe.nv.gov and grantsinfo@doe.nv.gov), <u>AND</u> Epicenter for SPCSA staff review. (Highlight on the file "Final" where indicated.) NRS 354.598	*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 on or before the due date.	
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 Approved Minutes	Approved Minutes are due to be submitted within 10 business days (NAC 388A.525, revised by LCB File No. R055-23) from the date they are approved.	Approved Minutes are due to be submitted within 10 business days (NAC 388A.525, revised by LCB File No. R055-23) from the date they are approved AND must be posted to the school's website. Ensure the minutes are signed, as applicable, or otherwise marked as approved.	
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.	
Fiscal Policies and Procedures & Self-Assessment Checklist- Onsite Monitoring	TBD	Fiscal Policies and Procedures must be compliant with Uniform Guidance 2 C.F.R. Part 200	
Special Education Policies and Procedures Manual and Forms	TBD	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.	