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ACTION MEMORANDUM

TO: New Charter Schools and Campuses Opening in the Fall of 2026
FROM: Katie Broughton, Director of Authorizing
SUBJECT: Pre-Opening Checklist for Schools Opening in the Fall of 2026
DATE: September 25, 2025

Background

Pursuant to [NRS 388A.270](#), the charter sponsor (the Authority) can establish pre-opening conditions to ensure the charter school meets all building, health, safety, insurance, and other legal requirements. In addition, [NAC 388A.410](#) allows the State Public Charter School Authority to specify conditions when approving a new school or contract amendment. Finally, [NRS 388A.360](#) states that a charter school shall not commence operations and is not eligible to receive funding under the Pupil Center Funding Plan until the sponsor determines that all pre-opening requirements have been satisfied and that the facility meets the requirements of any applicable building, fire, health, and safety codes, which must occur at least 30 days prior to the first day of school.

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

Additionally, schools with conditional approval may have additional items and tasks as part of their pre-opening readiness process. These schools should refer to their authorization terms and conditions for which these standard actions items are in addition to not in lieu of.

Pre-Opening Process

The Pre-Opening Process for schools opening in the fall of 2026 will begin in November of 2025. During Year 0, schools will be required to submit various documents and information to satisfy the Pre-Opening Checklist requirements. Unless there is a specific statutory deadline, documents and information will generally be due by the 15th of each month. SPCSA staff will review these documents within two weeks to determine if the evidence satisfies the checklist requirement or if additional information is needed.

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

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

Timeframe	Action Item	Responsible Party
September 2025	Pre-Opening Checklist provided to new and expanding schools.	SPCSA Staff
November 2025	Pre-Opening kickoff virtual meeting	SPCSA Staff; School leaders and one board member participate
January 2026—July 2026	Monthly meetings to discuss progress and challenges, review the Pre-Opening Checklist, and discuss any revisions needed to submitted items.	SPCSA Staff; School leaders and one board member participate
January 2026—July 2026	School submits documents and information by deadlines established in the Pre-Opening Checklist.	School
January 2026—July 2026	SPCSA reviews submitted items within 2 weeks and approves or provides feedback on additional information needed.	SPCSA Staff
December 2025 – September 2026	SPCSA hosts a series of trainings for new schools	SPCSA Staff; School leaders, board members, and staff participate
At least 30 days prior to first day of instruction	Evidence of Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (COO)	School
At least 10 days prior to first day of instruction	Pre-Opening Walkthrough	SPCSA Staff; School participates

Pre-Opening Submissions

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

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

Pre-Opening documents must be submitted through Epicenter, the SPCSA's online document platform. Schools will receive feedback directly within each corresponding Epicenter task. The Pre-Opening Checklist may be updated as requirements or reporting obligations change, and any revisions will be reflected in Epicenter.

SPCSA Contacts

SPCSA Team	Contact	Email	Phone
Authorizing	Katie Broughton	kbroughton@spcsa.nv.gov	775-399-3397
Finance & Operations	Jen Villanueva	jenniferv@spcsa.nv.gov	775-541-7023
School Support	Marinna Cutler	marinnacutler@spcsa.nv.gov	702-423-3736
<i>Additional Contact</i>	Melissa Mackedon	mmackedon@spcsa.nv.gov	775-546-3021
<i>Additional Contact</i>	Molly Burkhardt	mburkhardt@spcsa.nv.gov	725-531-3389

Failure to Meet Pre-Opening Requirements

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

In the unfortunate event that a school is unable to meet the Pre-Opening Requirements, the Authority may delay the opening of the school and/or revoke the charter¹. The SPCSA recognizes that revocation is a serious action and does not intend to pursue it without clear evidence of significant concerns regarding a school's ability to operate effectively or in a manner that protects the best interests, safety, and well-being of students.

¹ Pursuant to Section 1.9 of the Charter Agreement, failure to timely fulfill any material term of the Pre-Opening Conditions shall be considered a breach of material compliance with the Charter Contract pursuant to NRS 388A.330 and shall be grounds for Authority intervention, including, but not limited to, delayed opening and/or charter revocation.