

SPCSA Pre-Opening Checklist - 2024

Item #	Category	Item Description	Acceptable Evidence	Resources/External Contacts	SPCSA Team	Deadline
1	Planning and Preparation	Incubation Year Plan	Updated version of incubation year plan which includes all items in the pre-opening checklist		Authorizing	1/15/2024
2	Planning and Preparation	SPCSA Training	Participate in all training required by the SPCSA for new schools to be outlined in <i>New School Training</i> guidance		All	Ongoing
3	Board Governance	Open Meeting Law Compliance	Board meetings during the incubation year were properly posted to the school's website and notice.nv.gov	https://notice.nv.gov/	Authorizing	1/15/2024
4	Board Governance	Board Meeting Schedule for Year 1	Board meetings for the upcoming school year are scheduled, and dates are publicly available.		Authorizing	1/15/2024
5	Board Governance	Board Roster and Resumes	Board roster is updated in Epicenter and forms have been submitted for new board members (those added since application).		Authorizing	1/15/2024
6	Board Governance	Board Contact Info for Public	Link to school's webpage listing board members and board contact info (i.e., email address)		Authorizing	1/15/2024
7	Board Governance	Bylaws	Copy of the approved bylaws		Authorizing	1/15/2024
8	Board Governance	Board Policy - Conflict of Interest	Copy of approved conflict of interest policy		Authorizing	1/15/2024
9	Board Governance	Board Policy - Criminal Background Check	Copy of approved criminal background check policy		Authorizing	1/15/2024
10	Board Governance	Non-profit Incorporation	Copy of charter holder's certificate of incorporation of similar documentation, if applicable	https://www.nvsos.gov/sos/businesses	Authorizing	1/15/2024
11	Board Governance	Federal Tax Exemption Status	Copy of tax-exempt letter and federal tax identification number from IRS		Authorizing	1/15/2024
12	Board Governance	Board Meetings Minutes for Incubation Year	Meeting minutes from all board meetings since authorization		Authorizing	2/15/2024
13	Board Governance	Management Contract with CMO or EMO, if applicable	Copy of board approved, signed management contract with a CMO or EMO (as applicable)		Authorizing	3/15/2024
14	Enrollment, Students, and Families	Monthly Enrollment Report	Complete the survey monthly to provide data regarding student enrollment.		Authorizing	15th of each month
15	Enrollment, Students, and Families	Lottery and Admissions Policy	Board approved lottery and admissions policy		Authorizing	1/15/2024

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16	Enrollment, Students, and Families	EL Policies and Handbook	Board-approved policies and procedures describing how the school will provide services to English Learners in compliance with state and federal laws and regulations.	SPCSA Model Handbook	School Support	2/15/2024
17	Enrollment, Students, and Families	Notification to Households within a 2-mile radius	Evidence that the school has complied with NRS 388A.450 and provided notification to households within 2 miles of the school (ex. mailer and receipt for mailings)	NRS 388A.450	Authorizing	2/15/2024
18	Enrollment, Students, and Families	Parent/Student Handbook	Board-approved Parent/Student Handbook(s) posted to school website. Handbook(s) should include: - Restorative Discipline policy, including students with disabilities - Complaint policy, including how to file a formal complaint - No fee or required donation for student to attend charter school - FERPA policy - FOIL/Public Records policy - Health policies, including those for administering medicine - School calendar and schedule - Rights of individuals to attend Board meetings		Authorizing (School Support to Review Restorative Justice/Discipline Plan)	3/15/2024
19	Enrollment, Students, and Families	Special Education Policies and Handbook	Board-approved policies and procedures describing how the school will provide special education services in compliance with IDEA and applicable Nevada laws and regulations.	SPCSA Model Handbook	School Support	3/15/2024
20	Enrollment, Students, and Families	Mckinney-Vento Policy	Board-approved policies and procedures describing how the school identifies and provides supports for students eligible under the McKinney-Vento Homeless Assistance Act (per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act). For high schools, policies must address partial credit and the awarding of high school diplomas pursuant to NRS 389.320-389-330.	NRS 389.320-389-330	School Support	3/15/2024

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21	Enrollment, Students, and Families	Foster Care Policy	Board-approved policies and procedures describing how the school identifies and provides supports for students in foster care. For high schools, policies must address partial credit and the awarding of high school diplomas pursuant to NRS 389.320-389-330.	NRS 389.320-389-330	School Support	3/15/2024
22	Enrollment, Students, and Families	Volunteering	Approved policies for volunteers, including any background checks, training, or school check-in practices, as aligned with NAC 388A.538.	NAC 388A.538	Authorizing	3/15/2024
23	Enrollment, Students, and Families	School Calendar	Board-approved school calendar submitted to NDE and Epicenter.	NAC 387.120; forms and templates to be provided via email	Authorizing	5/1/2024
24	Enrollment, Students, and Families	Policy Regarding Diverse Gender Identities and Expressions	Approved policy regarding the rights and needs of persons with diverse gender identities or expressions	NRS 388.133 and NAC 388.880	Authorizing	5/15/2024
25	Enrollment, Students, and Families	Enrollment Audit	Enrollment Audit completed by SPCSA staff and all paperwork signed.	The default first PCFP payment is August 1, however, in accordance with NRS 387.1241, a charter school may request the first payment to occur on July 1 and the Superintendent of Public Instruction may approve such a request. If requesting an early payment, the school enrollment audit is also conducted 1 month earlier and the deadline will be 5/9/2024	School Support	6/15/2024
26	Management: Administration, Staff, Personnel	Staff Evaluation Measures and Process	Written evidence of the performance evaluation criteria, designed evaluation, and outlined process, with timetable, for: - School leader - Other school administrators and non-instructional staff - Teachers		Authorizing	1/15/2024
27	Management: Administration, Staff, Personnel	Employee Handbook	Board-approved Employee Handbook and evidence of employee receipt		Authorizing	3/15/2024

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28	Management: Administration, Staff, Personnel	Identification of School Contacts in Epicenter	Update Epicenter with all required school contacts. - School Leader - Financial Officer - Grant Contact - McKinney Vento Contact - SPED Contact - Foster Contact - EL Contact - Assessment and Accountability Contact - Title I Contact - Emergency Contact - Board Members	SPCSA contact groups are based on the contacts that schools assign in Epicenter. Schools are required to update or confirm these are up-to-date each month. For information on how to add and maintain contacts in Epicenter, please refer to this Epicenter Resource.	Authorizing	3/15/2024
29	Management: Administration, Staff, Personnel	Registration with Department of Public Safety	Evidence that account has been created with Department of Public Safety to conduct Background Checks.	Add info here	Authorizing	4/15/2024
30	Management: Administration, Staff, Personnel	Staffing Directory	Complete staff directory, in accordance with the staffing plan in the charter application. For teachers, including grade, subjects taught, and certification expiration date. Include non-instructional staff and contract employees (i.e., special education consultants, cafeteria workers, security) used by the school.		Authorizing	7/15/2024
31	Management: Administration, Staff, Personnel	Teacher Licensure	Copy of each administrator's and teachers' Nevada License or License Number demonstrating compliance with NRS 388A.518.	NRS 388A.518	Authorizing	7/15/2024
32	Management: Administration, Staff, Personnel	Completed background checks	Signed assurance that charter school has completed background checks for each employee and any identified student-facing volunteers.		Authorizing	7/15/2024

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33	Management: Administration, Staff, Personnel	Employee Contracts/Job Agreements	Contract template or sample of a signed employee contract with position description and employment terms.		Authorizing	7/15/2024
34	Management: Administration, Staff, Personnel	Staff Professional Development and Orientation	Written evidence that orientation has taken place for staff to familiarize them with mission and program of school and to clarify their roles and responsibilities (i.e., agendas, sign-in sheets, etc.)		School Support	7/15/2024
35	Financial Management	PERS	Confirmation from Public Employee Retirement System (PERS) that the school is setup appropriately for the first year of operation.	https://www.nvpers.org/front	Authorizing	2/15/2024
36	Financial Management	Financial Policies and Procedures	Board-approved fiscal policies and procedures if not part of the authorized charter application		Authorizing	2/15/2024
37	Financial Management	State Chart of Accounts	Evidence of or attestation that school will use the state chart of accounts		Authorizing	2/15/2024
38	Financial Management	Payroll	Evidence of or attestation that school will use the state chart of accounts		Authorizing	2/15/2024
39	Financial Management	Grant Management System	Access to SPCSA's Grant Management System (GMS)	https://forms.monday.com/forms/00a1ad40444f377ed114efa1618298d7?r=use1	Finance and Operations	3/15/2024
40	Financial Management	Nevada Bank Account	Letter or document demonstrating school has an established bank account in Nevada to receive funds.		Authorizing	3/15/2024
41	Financial Management	Tentative Fiscal-year Budget	1. Tentative Budget for the fiscal year with detailed assumptions for all key revenues and expenditures 2. Evidence the Budget has been made available to the public 3. Scheduled Budget Hearing during the 2nd or 3rd week in May (can be in conjunction with a board meeting)	NAC 387.720	Authorizing	4/15/2024

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Item #	Category	Item Description	Acceptable Evidence	Resources/External Contacts	SPCSA Team	Deadline
42	Financial Management	Federal Grant Registration	School's Unique Entity Identifier (UEI)	https://sam.gov/content/entity-registration	Finance and Operations	4/15/2024
43	Financial Management	Accounting System	1. Evidence of accounting system with internal controls and fiscal policies 2. Documentation of employment of or contract with an accountant, bookkeeper, or other person or entity to handle fiscal duties at the school	NAC 387.785	Authorizing	4/15/2024
44	Financial Management	New and Expanding School Grant Information	Provide enrollment projections, including special populations, and complete any required paperwork to qualify for new/expanding school provision under federal grants.	Forms will be emailed to schools	Finance and Operations	5/15/2024
45	Financial Management	Final Fiscal-year Budget	Board-approved budget for the fiscal year with detailed assumptions for all key revenues and expenditures	NAC 387.725	Authorizing	6/8/2024
46	Financial Management	Nevada State Vendor Registration	Nevada State Vendor Number	Register as a vendor with the Nevada State Controller's Office https://controller.nv.gov/Buttons/ElectronicVendorReg/	Finance and Operations	6/15/2024
47	Financial Management	Five-year Budget	Copy of board-approved five-year budget aligned to provisions of approved charter application		Authorizing	6/15/2024
48	Financial Management	Detailed monthly cash-flow projection for first-year of operations	Copy of monthly cash flow projections for the first year of operations.		Authorizing	6/15/2024
49	Operations	Health Services	Written plan for the provision of required health services (i.e., hearing and vision screenings). Plan should include internal practices and procedures for monitoring student health needs and administering prescription and non-prescription medication, including auto-injectable epinephrine pursuant to NRS 388A.547.		School Support	4/15/2024

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Item #	Category	Item Description	Acceptable Evidence	Resources/External Contacts	SPCSA Team	Deadline
50	Operations	Notification to local police and fire departments	<p>Evidence that the local police and fire department have been notified of the school's existence and any action items required by public safety officers have been shared with authorizer and evidence of action taken provided</p> <ul style="list-style-type: none"> - Location of the school - Names of authorized contact persons for the charter school, including, without limitations, the principal and vice principal of the school; - The number of pupils enrolled in the charter school; - The maximum number of pupils that may enroll in the charter school. 	NRS 388A.363	Authorizing	5/15/2024
51	Operations	Food Services Contract	Copy of food/vendor services contract		School Support	6/15/2024
52	Operations	NSLP Registration	Registration with the Nevada Department of Agriculture as a School Food Agency		School Support	6/15/2024
53	Operations	Transportation	<p>If providing transportation:</p> <ol style="list-style-type: none"> 1. Copy of contract with bus company. 2. Transportation plan, including copy of health and safety certificates and copies of background check for transportation provider 3. Proof of appropriate and required insurance that meets local and statutory requirements 4. Evidence of approvals for NDE and Nevada Department of Transportation 	<p><u>NDE Website: https://doe.nv.gov/Pupil_Transportation/Home/</u></p>	Authorizing	6/15/2024
54	Operations	School Committee for Emergency Operations Plan	List of participants that complies with NRS 388.247 and evidence of meeting held (ex. sign in sheet)	NRS 388.247-388.249	School Support	6/15/2024

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Item #	Category	Item Description	Acceptable Evidence	Resources/External Contacts	SPCSA Team	Deadline
55	Operations	Emergency Operations Plan	Emergency Operations Plan submitted to Nevada Division of Emergency Management and Notice of Completion Submitted to NDE	Information regarding development of Emergency Operations Plan can be found on the NDE website: https://doe.nv.gov/Emergency_Management/Home/ Use the Nevada DEM Emergency Response Plan Portal to submit your plan: https://app.smartsheet.com/b/form/fe0550dd7b254b80b3467901e2883291 (2) Submit the EOP Notice of Completion to NDE using the Notice of Completion Portal: https://app.smartsheet.com/b/form/21b8d50b32dc4469861513782f615afb	School Support	6/30/2024
56	Operations	Student Records	Student record-keeping policies and procedures.		School Support	7/15/2024
57	Operations	School Nurse	Written evidence the school has made arrangements to be staffed with a school nurse and has procedures for administering medicine		School Support	7/15/2024
58	Operations	Mandated Reporting	Mandated Reporting policies and evidence of training conducted (ex. sign-in sheet)		Authorizing	At Walkthrough
59	Academic Program, Instruction, and Curriculum	Data and Reporting Systems	Evidence that the following data and reporting systems are set up and ready to be used: - Infinite Campus - Bighorn - Epicenter		Authorizing	2/15/2024
60	Academic Program, Instruction, and Curriculum	Assessment Materials and Systems	Evidence that the following assessment materials have been purchased and/or the school has set up the online assessment system: - Brigance (purchased) - MAP (if used) - DRC WIDA		Authorizing	2/15/2024
61	Academic Program, Instruction, and Curriculum	Assessment Calendar	Annual assessment calendar aligned with assessments identified in authorized charter application (i.e., SBAC, MAP)		Authorizing	5/15/2024

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62	Academic Program, Instruction, and Curriculum	Learning Management System	Evidence that the following learning management system setup has been completed: - Canvas <i>Schools need to be sure that user accounts for students have been created in Infinite Campus for Canvas Implementation to function. The SPCSA will setup the API. Note that schools are not required to use student accounts.</i>	Setup Student Accounts in Infinite Campus (you don't need to actually give students the accounts - they just need to exist) instructions are found here: https://kb.infinitecampus.com/help/user-account-batch-wizard#UserAccountBatchWizard-CreatingStudentAccounts	School Support	7/15/2024
63	Facilities	Entitlements	Zoning permits and land use approval.		Authorizing	2/15/2024
64	Facilities	Traffic Study	Traffic study approval.		Authorizing	3/15/2024
65	Facilities	Building Permits	Building permits for any construction and/or renovation.		Authorizing	3/15/2024
66	Facilities	Construction Schedule	Copy of construction schedule demonstrating that school will have a TCO or COO in place 30 days before the first day of school.		Authorizing	3/15/2024
67	Facilities	School Location	Location identified and publicly known (i.e., on school website)		Authorizing	6/15/2024
68	Facilities	School Ownership	Copy of lease/deed with the physical address of the facility		Authorizing	6/15/2024
69	Facilities	Insurance coverage	Certificates of insurance for all required insurance coverage from an insurance company licensed to do business in Nevada. SPCSA should be listed as the certificate holder and as additional insured.	NAC 388A.190-388A.195	Authorizing	6/15/2024
70	Facilities	Certificate of Occupancy	Certificate of Occupancy or Temporary Certificate of Occupancy demonstrating compliance with NRS 388A.360, which requires a school facility to be inspected and meets the requirements of any applicable building codes, codes for the prevention of fire, and codes pertaining to safety, health and sanitation.	NRS 388A.360	Authorizing	30 days before first day of school
71	Facilities	Adequate and accessible space	Written procedures for accommodation of handicapped persons in compliance with ADA		Authorizing	7/15/2024
72	Facilities	Health Inspection	Health permit, including kitchen if offering school lunch		Authorizing	7/15/2024

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Item #	Category	Item Description	Acceptable Evidence	Resources/External Contacts	SPCSA Team	Deadline
73	Facilities	Student drop off/pick up procedures	Written, detailed plan with times and locations for student drop-off and pick-up before, during, and after school		Authorizing	7/15/2024
74	Walkthrough	Instructional Materials & Supplies	Instructional materials and supplies are visible and evident		Authorizing	At Walkthrough
75	Walkthrough	Accessibility	Clear procedure for entrance and egress from the building that ensures student safety		Authorizing	At Walkthrough
76	Walkthrough	Fire Extinguishers	Fire extinguishers on all floors have been inspected and tagged.		Authorizing	At Walkthrough
77	Walkthrough	Elevators	Current Elevator permits are posted		Authorizing	At Walkthrough
78	Walkthrough	Hazardous Areas	All electrical rooms, mechanical rooms, breaker or fuse boxes, janitorial closets with cleaners/chemicals, and other hazardous areas off limit to students are locked except when accessed by authorized personnel		Authorizing	At Walkthrough
79	Walkthrough	Informational/Directional Signage	Exterior signage identifying the school name and address and interior signage for rooms, bathrooms, and directions.		Authorizing	At Walkthrough

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80	Walkthrough	Safety Signage	Exit and fire/evacuation signage posted; classrooms have posted evacuation plans.		Authorizing	At Walkthrough
81	Walkthrough	Symbols/Signs	Space is free from all religious symbols, signs, or representations.		Authorizing	At Walkthrough
82	Walkthrough	Postings and Policies	Required state and federal employment laws are posted in an area that staff can readily access/review them.		Authorizing	At Walkthrough
83	Walkthrough	Securing Student Records	All student records (academic, IEP, health, etc.) are stored in lockable storage containers or password protected electronic storage system.		Authorizing	At Walkthrough
84	Walkthrough	Nurse's office	<ol style="list-style-type: none"> 1. Adequate Space for Treatment and Storage of Medical Records. 2. Locking medical cabinet and lockable refrigerator. 3. Sharps container for the disposal of sharps, including needles, syringes, etc. 		School Support	At Walkthrough