

	Action Items	SPCSA Team	Submission Date (Jen K to enter)	Date Signed off	SPCSA Staff Member who signed off (enter initials)	Notes from SPCSA Staff	
Planning and Preparation	Incubation Year Plan	Authorizing					
	Training	All					
Board Governance	Management Contract w/ EMO/CMO (if applicable)	Authorizing			N/A - no EMO or CMO		
	Board Meeting Minutes	Authorizing	3/31/22	4/9/22	MDM	Posted on website?	
	Board Roster and Resumes	Authorizing	3/31/22	4/9/22	MDM	Timeline for remaining seats? Post	
	Board Contact Info for public	Authorizing	4/27/22	5/4/22	MDM	Posted on website? Will there be.	
	Bylaws	Authorizing	3/31/22	4/9/22	MDM		
	Board Policies	Authorizing				On 6/7 agenda	
	Governing Board Meeting Calendar	Authorizing					
	OMLS	Authorizing	4/6/22	5/4/22	MDM	On 6/7 agenda	
	Non-profit incorporation	Authorizing	3/31/22	4/9/22	MDM		
	Federal Tax Exemption status	Authorizing	3/31/22	5/4/22	MDM		
Enrollment, Students, and Families	Monthly Enrollment Report	Authorizing					
	School Calendar	Authorizing				On 6/7 agenda	
	Parent/Student Handbook	Authorizing (School Support for Restorative Discipline)				On 6/7 agenda	
	SpEd and EL Policies and Handbook	School Support				On 6/7 agenda	
	Educational & Admissions Policy	Authorizing					
	Enrollment Audit	School Support					
	Volunteering	Authorizing				On 6/7 agenda	
	Policy Regarding Diverse Gender Identities and Expressions	Authorizing				On 6/7 agenda	
	Employee Handbook	Authorizing					
	Staffing Directory	Authorizing					
	Teacher Certification/Licensure	School Support					
	Completed Background Checks	Authorizing					
	Employee Contracts/Job Agreements	Authorizing					
	Staff PD and Orientation	School Support					
	Management: Administration, Staff, Personnel	Identification of School Contacts in EpiCenter	Authorizing and School Support				
Evaluation Measures and Process		Authorizing					
Fiscal-year Budget		Authorizing				On 6/7 agenda	
State Vendor and Fiscal Info Items		Finance and Operat	5/3/22	5/20/22	JB		
New and Expanding School Grant Info		Finance and Operat	5/23/22	5/23/22	JB		
Five-year Budget		Authorizing					
Detailed Monthly Cash-Flow projection for 1st year		Authorizing					
Accounting System		Authorizing (Finand	5/31/22		6/1	MM	Evidence of COA, EdTech/controlle
Payroll		Authorizing					
Financial Management		Student Records	School Support				
	School Nurse	School Support					
	Health Services	School Support				On 6/7 agenda	
	Food Services	School Support					
	Transportation	School Support				Bus pass plan needed	
	Safety	School Support					
Operations							

	Mandated Reporting	School Support				
	Foster Care and McKinney-Vento	School Support				
	Testing Calendar	Authorizing				
	Instructional Materials & Supplies	Authorizing				
	Electronic Data, Academic Dashboards and other systems	Authorizing				
	School Location	Authorizing				
	School Ownership	Authorizing				
	Insurance Coverage	School Support				
	Adequate and Accessible Space	School Support				
	COO & other req'd docs	School Support				
	Student drop off/pick up procedures	School Support				
	Accessibility	School Support				
	Signage	Authorizing				
	Postings and Policies	School Support				
	Securing Students Records	Authorizing (School Support for IEPs)				
	Nurse's Office	School Support				
	1. By March 1, 2022, and before the school begins accepting student applications, provide an updated lottery policy that complies with Nevada Revised Statutes and Nevada Administrative Code.					
	2. By March 1, 2022, provide evidence that the Executive Director has been hired.				3/24 MM	Approved per Danielle's email on 3/24
	3. By April 30, 2022, provide fully-executed copies of the contracts with key service providers identified in the resubmission: TNTP, Dual Language education of New Mexico (DLeNM) and Bambee.				3/2/22 MM	Approved per Tammy's email on 3/2/22
	4. Provide evidence that the school is compliant with all statutes and regulations related to student transportation, including NRS 386.815 – 386.840 which comprises a number of requirements for the school to fulfill. SPCSA staff will work with the Nevada Department of Education and the school to monitor progress so that requirements are met approximately 30-days prior to the start of school.			4/27		
	5. By November 30, 2022, provide evidence that a long-term facility has been secured.				5/1 MM	Approved via email. Contracts on 5/1
	6. Complete the SPCSA pre-opening process for new charter schools.					
Academic Program, Instruction, and Curriculum						
Facilities						
Unique Conditions						