

	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	Need to be posted on school's web
	Board Roster and Resumes	Authorizing	3/31/22	4/9/22	MDM	
	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	6/28/22			On 6/7 agenda
	Governing Board Meeting Calendar	Authorizing	6/11/22	7/12/22	MDM	Needs to be posted on school's web
	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	6/6/22	6/6/22	MDM	
	Parent/Student Handbook	Authorizing (School	6/11/22	7/12/22	MDM	Should be posted on website
	SpEd and EL Policies and Handbook	School Support	6/11/22			On 6/7 agenda
	Educational & Admissions Policy	Authorizing	6/11/22	7/12/22	MDM	Should be posted on website
	Enrollment Audit	School Support	6/27/22	6/27/2022	SJ	
	Volunteering	Authorizing	6/16/22	7/12/22		In handbook
	Policy Regarding Diverse Gender Identities and Expressions	Authorizing	6/11/22	7/12/22		
Management: Administration, Staff, Personnel	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				
	Identification of School Contacts in EpiCenter	Authorizing and School Support				
Evaluation Measures and Process	Authorizing					
Financial Management	Fiscal-year Budget	Authorizing	6/11/22	7/12/22	MDM	
	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 (Financ	5/31/22	6/1	MDM	Evidence of COA, EdTech/controlle
	Payroll	Authorizing	5/31/22			
Operations	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				

	Mandated Reporting	School Support					
	Foster Care and McKinney-Vento	School Support					
Academic Program, Instruction, and Curriculum	Testing Calendar	Authorizing					
	Instructional Materials & Supplies	Authorizing					
	Electronic Data, Academic Dashboards and other systems	Authorizing					
Facilities	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						
Unique Conditions	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.				3/24	MM	Approved per Danielle's email on 3/24/22
	2. By March 1, 2022, provide evidence that the Executive Director has been hired.				3/2/22	MM	Approved per Tammy's email on 3/2/22
	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.			4/27	5/1	MM	Approved via email. Contracts on 5/1/22
	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.						
	5. By November 30, 2022, provide evidence that a long-term facility has been secured.						
	6. Complete the SPCSA pre-opening process for new charter schools.						