FY2020 PRE-OPENING CHECKLIST
for State Charter Schools

Contents

INSTRUCTIONS

Pursuant to its charter contract, a state charter school must demonstrate its preparation for operations by making significant progress in completing the SCSC Pre-Opening Checklist. The SCSC Pre-Opening Checklist is comprised of Key Decisions, Priority Milestones, and Ongoing Obligations. **A state charter school must evidence the completion of all Priority Milestones prior to its opening.** A state charter school must demonstrate the completion of Priority Milestones by uploading evidence of completion or providing assurances in Fluid Review at www.scsc-portal.fluidreview.com. The school's governing board chair has received SCSC Portal login information from SCSC staff. If the governing board chair has not received SCSC Portal login information, the chair should contact Kristen Easterbrook at Kristen.easterbrook@scsc.georgia.gov as soon as possible. Importantly, each school only receives **one account** to access the SCSC Portal.

If a state charter school fails to demonstrate that it has met **all** Priority Milestones by their respective timelines, the SCSC may suspend the opening of the charter school until a time after the charter school demonstrates its ability to meet its obligations under its charter contract.

All deadlines for Priority Milestones occur after the charter school executes its charter contract and prior to the school serving students. The deadlines for Priority Milestones reflect the **latest date** that the school may accomplish the associated task to remain on schedule for a successful school opening; however, schools are encouraged to complete all Priority Milestones as early as practicable. Upon completing a Priority Milestone, the school must submit the requested evidence of its completion within one calendar week. Failure to complete Priority Milestones and/or failure to submit required evidence of completion will impact the ability of the school to open for the 2020-2021 school year. **The SCSC may suspend the opening of a state charter school if Priority Milestones remain outstanding.**

Key Decisions and Ongoing Obligations are actions the state charter school should take to ensure a successful school opening but do not require evidence of their completion to be submitted. Priority Milestones are highlighted in blue and Key Decisions and Ongoing Obligations are in light blue.

Importantly, this checklist will not ensure successful operation as many factors contribute to a school's overall success, but all items on the checklist must be completed to remain operationally compliant. **The SCSC reviews Pre-Opening Checklist submissions broadly to ensure that they meet SCSC expectations. The SCSC's acceptance of the school's policies or procedures for the Pre-Opening Checklist does not indicate legal compliance or SCSC approval of the policies.**

The final appendix in the Pre-Opening Checklist contains a chart listing the deadlines for Priority Milestones in chronological order to assist your school in planning.

Please email SCSC New Schools Program Manager Kristen Easterbrook at Kristen.easterbrook@scsc.georgia.gov if you have any questions or problems using Fluid Review.

KEY DECISIONS

The following items do not have required submissions attached to them; however, they are important decisions regarding your school's operations that should be made by the prescribed deadline.

Decision Item	Additional Information	Timeline
Determine if your school will provide transportation to students	• If transportation will be provided, contact GaDOE's Pupil Transportation Division Director Pat Schofill at pschofill@doe.k12.ga.us for more information	As soon as practicable
Determine if your school will elect to participate in the State Health Benefit Plan	• Charter schools have only one opportunity to elect to participate in the State Health Benefit Plan and must do so within six months of the effective date of their charter • Must complete application form here • Coordinate with Department of Community Health's Rhonda Manning at rmanning@dch.ga.gov	Within six months after their initial charter is approved
Determine if and how food service will be provided	• If food service will be provided, contact GaDOE's School Nutrition Division for appropriate processes and approvals • Coordinate with GaDOE School Nutrition Division nutritioninfo@doe.k12.ga.us	As soon as practicable
Determine if your school will participate in the E-Rate program	• GaDOE's E-Rate program provides discounted internet services to schools • Coordinate with GaDOE Director Internal Technology Chris Shealy at cshealy@doe.k12.ga.us	As soon as practicable

GOVERNANCE

Priority Milestones – MANDATORY	Additional Information	Deadline	Required Submission
Ratify By-laws		November 4, 2019	By-laws; Minutes of the meeting at which they were approved
Formally approve board policies	Board policies must include (at a minimum): • Conflicts of Interest Policies; • Grievance Policies; and • Criminal Background Checks of Board Members	November 4, 2019	Policies; Minutes of the meeting(s) at which they were approved
Provide current board member listing and contact information	Pursuant to SCSC Rule 691-2-.03, the governing board membership and procedure for contacting the school's governing board must be easily accessible on the school's website	November 4, 2019	Board member roster
Provide updated board member listing and contact information	Pursuant to SCSC Rule 691-2-.03, the governing board membership and procedure for contacting the school's governing board must be easily accessible on the school's website	July 1, 2020	Board member roster
Participate in monthly check-in calls with the SCSC staff	The SCSC staff will coordinate with the school to ascertain availability and determine appropriate dates for mandatory check-in calls.	Ongoing (Dates TBD)	SCSC will consult its records to determine participation
Ongoing Obligations	**Additional Information**	**Timeline**	
Maintain evidence of regular board meetings and minutes	• All meetings after the execution of the charter contract must adhere to the Georgia Open Meetings Act (O.C.G.A. § 50-14-1 et. seq.) • This includes, but is not limited to, proper notice of regular and called meetings, record of meeting minutes, and access for the public • Pursuant to SCSC Rule 691-2-.03, the governing board meeting calendar, meeting agendas for upcoming meetings, and meeting minutes for past meetings must be easily accessible on the school's website See SCSC guidance document *Public Access to Information on State Charter School Websites* for additional information	Immediately upon approval	

FACILITIES

Priority Milestones – MANDATORY	Additional Information	Deadline	Required Submission
Finalize facility location	After finalizing facility, school must complete the following: • Obtain site approval and architectural review; • Obtain a Certificate of Occupancy; • Obtain evidence of all necessary inspections; • Obtain evidence of insurance as stipulated in the charter contract; and • Receive facility approval from GaDOE See GaDOE's *Facility Services Resources* for additional information	As soon as practicable *(all must be completed to obtain a School Code)*	Copy of GaDOE facility approval
Finalize lease or purchase agreement for school facility	SCSC Rule 691-2-.06 requires state charter schools to: • Submit a final draft lease to the SCSC Executive Director **prior to execution of the lease**; • Submit a copy of the note or bond to the SCSC Executive Director **within 30 days of closing on a facility's purchase when using proceeds of a loan or bond to purchase a facility**; and • Notify the SCSC Executive Director prior to changing any facility See SCSC Guidance document *Selecting a Facility: General Guidance and Considerations* for additional information	January 13, 2020	Lease or deed
Obtain a School Code once the facility is approved by GaDOE	• GaDOE issues school codes upon final approval of a school's facility • A school code is required to access systems administered by GaDOE and GaPSC, including, but not limited to, the MyGaDOE Portal, PC Genesis, and TeachGeorgia	May 4, 2020	School code
Ongoing Obligations	**Additional Information**	**Timeline**	
Prepare a Safety and Emergency plan	The Safety and Emergency plan must be submitted to the school's local emergency management agency pursuant to O.C.G.A. § 20-2-1185 Contact your region's Georgia Emergency Management Agency (GEMA) Homeland Security Coordinators here.	May 4, 2020	
Create a plan and procedures to control access to the building		Ongoing	
Ensure adequate signage; ensure that the building is numbered for emergency response		Ongoing	
Provide office furniture, supplies, and technology to support school administration	You can purchase surplus property through the Department of Administrative Services (DOAS)	Ongoing	

STUDENTS & PARENTS

Priority Milestones – MANDATORY	Additional Information	Deadline	Required Submission
Adopt policies related to enrollment and student lotteries	• Enrollment policies must be consistent with open enrollment requirements of law and State Board of Education Rule • Admissions application must be available and easily accessible on the school's website pursuant to SCSC Rule 691-2-.03 • Lottery policies should detail how the school will conduct lotteries in the event enrollment exceeds capacity. These should include, procedures for informing the public of enrollment opportunities; the use of enrollment priorities; maintaining a waitlist; and accepting enrollment offers See the SCSC's *Charter School Enrollment and Lottery Procedures* guidance document for additional information	December 2, 2019	Policies; Minutes of the meeting(s) at which they were approved
Adopt a Student Handbook and related policies	Student policies must include (at a minimum): • Discipline policies and due process procedures; • Attendance policies; • Grievance procedure required under federal laws; • Policies required under FERPA and PPRA; and • Technology and Acceptable Use policies See the SCSC's *FERPA Overview* and *Legal Obligations of a State Charter School* for additional information	May 4, 2020	Student Handbook and Policies; Minutes of the meeting(s) at which they were approved
Adopt policies and procedures for serving special populations	Special population policies must include (at a minimum): • Intake process for serving students with disabilities that have existing IEPs; • Identification and Eligibility procedures for students with disabilities; • Home language survey and assessment process for English learners; • Monitoring and service procedures for English learners; and • Notification and service procedures for homeless students. See the SCSC's *Legal Obligations of a State Charter School* for additional information	May 4, 2020	Policies; Minutes of the meeting(s) at which they were approved
Establish policies and procedures for nursing programs, required health services, and screenings, evaluating immunization records	Health policies must include (at a minimum): • School nursing policy; • Vision, Hearing, Dental, and Nutrition Screening; • Diabetes Medical Management; and	May 4, 2020	Policies; Minutes of the meeting(s) at which they were approved

	• Immunization Records See Georgia Department of Public Health's *Immunization Guidelines for Schools and Childcare Facilities* for additional information.		
Ongoing Obligations	**Additional Information**	**Timeline**	
Market your opening to students and parents to ensure adequate student enrollment	See the National Charter School Resource Center's toolkit on marketing your charter school to parents and families.	As soon as practicable	
Develop a plan to involve parents and the community in key aspects of the school	See the GaDOE's *Title I, Part A Systemic Family Engagement Guide 2017-2018* for additional information.	Ongoing	

FINANCES

Priority Milestones – MANDATORY	Additional Information	Deadline	Required Submission
Submit expected enrollment for <u>federal programs allocation.</u>	• To receive an allocation from federal programs, you must provide the number of students that you expect to attend your school in the fall. • To receive federal funds, the school must have a DUNS number. See GaDOE's *Implementing Title I in Georgia Schools* handbook and contact GaDOE Federal Programs Director John Wright at jwight@doe.k12.ga.us for additional information. See Grants.gov's guide for receiving a DUNS number.	TBD (Spring 2020)	Copy of submission and school's DUNS number
Establish fiscal and internal control policies that ensure board oversight over financial management	Financial policies must include (at a minimum): • Budget Adoption/Amendment policies (must be adopted prior to adopting a budget); • Procurement/Purchasing policies; • Expenditure policies; • Inventory/Asset Management policies • Internal controls and segregation of duties; and • Reflect appropriate governing board oversight and should not overly rely on or allow undue access for a contracted vendor See the GaDOE's *Financial Management for Georgia Local Units of Administration Manual (LUAs Manual)* for additional information	June 1, 2020	Policies; Minutes of the meeting(s) at which they were approved
Finalize a budget based on expected enrollment	• Must be approved by the governing board • Budgets must be adjusted as necessary to reflect changing enrollment • A budget that is adopted but not followed will not meet the requirements of this milestone • Prior to adopting or amending an operational budget, a state charter school must provide at least two opportunities for public input pursuant to O.C.G.A. § 20-2-167.1 • The state charter school must also make a summary of its annual operating budget proposed and adopted by the governing board on a publicly available area of the school's website pursuant to O.C.G.A. § 20-2-167.1 See the SCSC's *Legal Obligations of a State Charter School* for additional information.	June 1, 2020	Budget(s); Minutes of the meeting(s) at which they were approved

Verify expected enrollment for <u>state allocation.</u>	• To be verify a student for enrollment, the school must obtain the following:
	  o GTID for a student that has previously been enrolled in a Georgia public school
	  o Name, address, and birthdate for a student who has not been previously enrolled in a Georgia public school
	• A school's verified enrollment count must be at least 85% of the enrollment target for year one as outlined in its charter contract
	
	Contact SCSC's Financial Accountability Manager Terence Washington at terence.washington@scsc.georgia.gov for additional information
		TBD (mid-June 2020)	Student Roster

Ongoing Obligations	**Additional Information**	**Timeline**	
Prior to approving the school's budget, the school must hold two public meetings (that do not occur within the same week) to provide an opportunity for public input.	• A state charter school may utilize regularly scheduled meetings or meetings held for other purposes if the school also utilizes a portion of the meeting to allow public comment on the proposed budget • The two meetings must be advertised in a local newspaper of general circulation in which other legal announcements for the jurisdiction are advertised. A state charter school with a statewide attendance zone and students residing in 25% or more of the state's counties or students residing in at least three counties that are not geographically contiguous must conduct one meeting in a virtual manner and one meeting in the county in which its primary business office is located See the SCSC's *Legal Obligations of a State Charter School* for additional information	As soon as practicable (before July 1, 2020)	
Finalize any potential grant program application(s)	Check the SCSC website for grant opportunities	Varies depending on grant	

OPERATIONS

Priority Milestones – MANDATORY	Additional Information	Deadline	Required Submission

Provide written notification via USPS mail and email to the Georgia Department of Education (GaDOE) of the charter school's opening	• Pursuant to 34 C.F.R. § 76.788, if the school provides this notification at least 120 days prior to the school's opening and responds to reasonably requests for information, the SEA must provide federal funding to the school within 5 months of its opening date
	• This notice should be mailed and emailed to the following individuals:
	  o Superintendent of Schools, Richard Woods: state.superintendent@doe.k12.ga.us
	  o GaDOE Chief Financial Officer, Ted Beck: tbeck@doe.k12.ga.us
	  o GaDOE Deputy Superintendent for Federal Programs, Nakeba Rahming: nrahming@doe.k12.ga.us
	  o GaDOE Chief Information Officer, Robert Swiggum: rswiggum@doe.k12.ga.us
	  o GaDOE Associate Superintendent for Policy, Charter Schools, District Flexibility, and Governmental Affairs, Louis Erste: lerste@doe.k12.ga.us
		April 3, 2020	A copy of the letter sent to GaDOE

Establish an official school email system	• This is required to access systems administered by GaDOE and the GaPSC, including the MyGaDOE Portal, and PC Genesis • The system must be compatible with GaDOE portal requirements and cannot be generic web-based email solutions (e.g., Gmail or Yahoo) Contact the MyGaDOE Help Desk with any problems or questions at dticket@doe.k12.ga.us, or at 1-800-869-1011.	April 3, 2020	Receipt for purchase of email solution
Ongoing Obligations		**Timeline**	
Identify legal counsel		As soon as practicable	
Become familiar with the SCSC guidance, including reporting timelines and monthly newsletters • Sign up for the SCSC's monthly newsletters here • Read SCSC guidance here		Ongoing	

SCHOOL PERSONNEL

Priority Milestones – MANDATORY	Additional Information	Deadline	Required Submission
Adopt a Personnel Handbook and related policies	Personnel policies must include (at a minimum): • Job descriptions for personnel; • Discipline, due process, and termination procedures; • Grievance procedures; • Attendance and Leave policies; and • Acceptable Use policies	April 3, 2020	Personnel Handbook and Policies; Minutes of the meeting(s) at which they were approved
Hire a qualified school leader that meets the requirements of the charter contract	Schools are strongly encouraged to engage a school leader prior to opening student enrollment	June 1, 2020	Resume of School Leader; Minutes of the meeting at which the school leader was hired
Establish necessary accounts with the Teachers Retirement System of Georgia	The initial TRS contact for new state charter schools is Cherie Brown. Cherie's email address is (Cherie.Brown@trsga.com)	July 1, 2020	Evidence of enrollment in TRS
Recruit and hire adequate number of teachers and support personnel to match assignments and staffing plan	• Rules of the State Board of Education and Georgia Professional Standards Commission **requires all charter school educators to obtain a clearance certificate issued by GaPSC** • If a state charter school has not ensured that all staff have received clearance certificates prior to serving students, the *SCSC will require the state charter school to complete additional corrective action* • **All school personnel (including non-instructional staff) must have criminal background checks and fingerprinting as required by O.C.G.A. § 20-2-211.1**	July 1, 2020	Organizational Chart; Staffing Plan; Employee Roster; Procedure for obtaining criminal record checks; Credentialing Certificates
Ensure the school leader receives access to the MyGaDOE data portal and can provide necessary data provisioning rights to school personnel in a manner consistent with the school's student data policy	• Failure to gain access to the MyGaDOE portal in a timely manner will affect the availability of funding for the school, inhibit the ability of the school to adhere to important data reporting deadlines that will affect the school's performance on the SCSC's Comprehensive Performance Framework, and prevent the school from receiving critical communications from GaDOE • As noted in the Facilities section, a school must have finalized its facility approval and received a school code to access the MyGaDOE Portal • Once given the school receives access to the MyGaDOE Portal, it must identify individuals that will serve key roles and ensure each has appropriate access and data provisioning rights in the MyGaDOE Portal. The school should designate in the MyGaDOE Portal and	July 1, 2020	Assurance

	communicate to applicable GaDOE divisions the school personnel following roles: ○ Testing Coordinator ○ Chief Financial Officer ○ Accountability contact ○ Title I Director ○ Special Education Director ○ Charter School Administrator (highest level school administrator)	
Ongoing Obligations	**Additional Information**	**Timeline**
Board members and staff attend TKES/LKES training	• Ensure at least two board members are credentialed in the Leader Keys Evaluation System (LKES) • Ensure that the school leader and another school administrator are credentialed in the Teacher Keys Evaluation System (TKES) If appropriate board members and staff are not credentialed in TKES/LKES prior to serving students, the SCSC will require the state charter school to complete additional corrective action Note: if the school does not receive TKES/LKES training by the designated GaDOE deadline, the school will be responsible for paying for its TKES/LKES training. Contact GaDOE Training/Development Specialist for Teacher and Leader Support and Development, Katherine Gerbis, kgerbis@doe.k12.ga.us for additional information.	Coordinate compliance with TKES/LKES with GaDOE
Finalize teacher contracts (if applicable)		Prior to hiring staff
Ensure that personnel records are adequately safeguarded		Ongoing
Ensure all staff is appropriately trained	In addition to professional development training designated by the school, staff should also be trained areas such as: • Identifying and appropriately serving students with disabilities; • Identifying cases and reporting procedures for suspected instances of child abuse and neglect; • Suicide prevention strategies; and • Emergency and severe weather response • Specific laws require the training of all staff on an annual basis on certain topics (such as child abuse and suicide prevention) while others require schools to have a certain number of trained individuals (such as diabetes management) • Consult your school's legal counsel as well as the SCSC's Legal Obligations of a State Charter	Ongoing

	School for more information and specific requirements		

ACADEMIC PROGRAM

Priority Milestones – MANDATORY	Additional Information	Deadline	Required Submission
Adopt a school calendar	• The school calendar must include the instructional equivalent of 180 school days • An established school calendar is an essential tool for student recruitment and enrollment • Schools should be aware that starting later than surrounding districts will hinder student enrollment in the charter school and provide the school less instructional time prior to state assessments	December 2, 2019	School Calendar; Minutes of the meeting(s) at which it was approved
Obtain a Student Information System	• Contact GaDOE to ensure the SIS you choose is compatible with the State Longitudinal Data System (SLDS) • Operational state charter schools frequently site establishing an SIS, tying into SLDS and getting training on SLDS, as one of the most critical steps in preparing for operations. Doing so as early as possible increases efficiency and alleviates duplicated efforts as the school begins serving students As a reminder: The Statewide Longitudinal Data System (SLDS) is designed to help districts, schools, and teachers make informed, data-driven decisions to improve student learning. SLDS is a free application that is accessed via a link in the district's Student Information System (SIS). Contact the MyGaDOE Help Desk with any problems or questions at dticket@doe.k12.ga.us, or at 1-800-869-1011.	June 1, 2020	Receipt for purchase of SIS
Develop a strategic plan and timeline for implementation of the curriculum and instructional methods	The Appendix includes the requirements and guidelines for the requested submission	June 1, 2020	Educational Program Update
Ongoing Obligations	Additional Information	Timeline	
Choose/draft/adopt necessary student learning objectives (SLO), or similar Pre to Post measures that allow the school to measure growth, in order to implement TKES/LKES	Contact GaDOE Training/Development Specialist for Teacher and Leader Support and Development, Katherine Gerbis, kgerbis@doe.k12.ga.us for additional information.	Coordinate compliance with TKES/LKES with GaDOE	
Begin drafting your Comprehensive Needs Assessment (CNA)	• Parental involvement is required to create your draft plan • The due date for the final plan will be set by GaDOE's Federal Program office	Coordinate compliance with Federal Programs with GaDOE	

TRAINING

Priority Milestones – MANDATORY	Additional Information	Deadline	Required Submission
Ensure all governing board members attend SCSC governance training	All governing board members **MUST** receive <u>annual</u> governance training in compliance with O.C.G.A. § 20-2-2084(f). Year 0 schools are **required** to <u>attend SCSC governance training</u> in the **2020 fiscal year** by SCSC Rule 691-2-.03(4)(b)	Training held in November 2019 and February 2020	N/A *SCSC will consult with its records to determine if school attended*
Attend the SCSC's New School Orientation	The SCSC strongly encourages **all governing board members attend**. Nevertheless, a majority of governing board members **must attend**.	Training held in January 2020	N/A *SCSC will consult with its records to determine if school attended*
Register school leader and data management personnel to attend the 2020 GaDOE Data Collections Conference	Attendance at the GaDOE Data Collections Conference is required as part of the school's charter contract.	Required submission due July 17, 2020 *Conference will be held in August 2020*	Registration confirmation
Ongoing Obligations	**Additional Information**	**Timeline**	
Ensure appropriate special education personnel attend the IDEAS Conference sponsored by GaDOE and Georgia CEC	Contact GaDOE for details	Conference held in June 2020	
Ensure appropriate federal program personnel attend the Statewide Title Programs Conference	Contact GaDOE for details	Conference held in June 2020	
Attend the SCSC's LEA Reporting Training	Training conducted by GaDOE specifically for SCSC schools to assist administrators in navigating the MyGaDOE portal	Training held in July 2020	
Attend SCSC offered trainings	The SCSC trainings calendar is available here: https://scsc.georgia.gov/resources-guidance/training-opportunities	Ongoing	

APPENDIX

Educational Program Update

To ensure state charter schools are prepared to operate high quality academic programs in year one of the charter contract term, the SCSC requires newly approved state charter schools to submit an educational program update illustrating the school has made the necessary plans to achieve SCSC expectations.

Please submit a copy of the school's implementation timeline as outlined below and respond to the questions that follow.

Implementation Timeline
The implementation timeline is meant to illustrate the school has accomplished or is on track to accomplish the necessary tasks required to ensure a successful implementation of the educational program. There is no specified format for this document, however, the timeline should include: the "owner" of the task (i.e. the individual responsible for the task's completion) and the date in which it was/will be accomplished. At a minimum, the timeline should track the school's completion of the following key tasks:
- select and procure curriculum
- develop/acquire benchmark assessments
- develop/acquire lesson plans
- define the grading structure
- create a professional development schedule
- develop a system and process to analyze assessment data and other educational outcomes (refer to the SCSC CPF for academic goals)

Questions
In addition to submitting the above documents, please respond to the questions below in 300 words or less.
1. Have any changes in the educational program occurred since the execution of your charter? (i.e. changes in curriculum, instructional methods, innovative features)
   - If changes have been made to the curriculum, please describe the steps you took to ensure that it is aligned to state standards and aligned with the school's overall mission.
   - If changes have been made to the instructional methods or innovative features, please describe the steps you took to ensure the staff are prepared to utilize the new methods/features and how the they align the school's overall mission.
2. The SCSC recognizes that it may be difficult to execute all components of certain educational programs in the school's first year of operations. For example, STEM programs may require the procurement of equipment that is not budgeted for until year two of the charter. Please describe any delays the school foresees in rolling out the educational program and the rationale for the timing of implementation.

Timeline of Submissions

The chart below outlines all the required submissions in the SCSC's Pre-Opening Checklist in chronological order.

Deadline	Area of Requirement	Requirement
As soon as practicable	Facilities	Finalize facility location
November 2019	Training	Ensure all governing board members attend SCSC Governance Training
November 4, 2019	Governance	Ratify by-laws
		Formally approve board policies
		Provide current board member listing and contact information
December 2, 2019	Academic Program	Adopt a School Calendar
	Students & Parents	Adopt policies related to enrollment and student lotteries
January 2020	Training	Attend SCSC New School Orientation
January 13, 2020	Facilities	Finalize lease or purchase agreement for school facility
February 2020	Training	Ensure all governing board members attend SCSC Governance Training
Spring 2020	Finances	Submit expected enrollment for federal programs allocation
April 3, 2020	Operations	Provide written notification via USPS mail and email to GaDOE of the charter school's opening
		Establish an official school email system
	School Personnel	Adopt a Personnel Handbook and related policies
May 4, 2020	Students and Parents	Adopt a Student Handbook and related policies
		Adopt policies and procedures for serving special populations
		Establish policies and procedures for nursing programs, required health services, and screenings, evaluating immunization records
	Facilities	Obtain a school code once facility is approved by GaDOE
June 1, 2020	Finances	Establish fiscal and internal control policies that ensure board oversight over financial management
		Finalize a budget based on expected enrollment
	School Personnel	Hire a qualified school leader that meets the requirements of the charter contract
	Academic Program	Develop a strategic plan and timeline for implementation of the curriculum and instructional methods
		Obtain a student information system
TBD – Mid June 2020	Finances	Verify expected enrollment for state allocation
July 1, 2020	Governance	Provide updated board member listing and contact information
	School Personnel	Recruit and hire adequate number of teachers and support personnel to match assignments and staffing plan
		Ensure the school leader receives access to the MyGaDOE data portal and can provide necessary data provisioning rights to school personnel in a manner consistent with the school's student data policy
		Establish necessary accounts with the Teachers Retirement System of Georgia
July 17, 2020	Training	Register school leader and data management personnel to attend 2020 GaDOE Data Collections Conference