



FY2022 PRE-OPENING CHECKLIST

for State Charter Schools

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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 2021-2022 school year. **The SCSC may suspend the opening of a state charter school if Priority Milestones remain outstanding.** Please note that the SCSC reserves the right to amend the Pre-Opening Checklist during the pre-opening year.

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 Charter Development 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Charter schools have only one opportunity to elect to participate in the State Health Benefit Plan and must do so within six (6) months after the initial charter is approved Charter Schools must complete the application form here. After the application is completed, SHBP Employer Services will reach out to the Charter School. In addition to completing the application, Charter Schools must meet SHBP’s onboarding process to become a new SHBP Employing Entity which generally takes 2 – 3 months, and includes User Acceptance Testing for its internal system to transmit employee eligibility records. If your Charter School is interested in participating in the SHBP, please complete the application form here within six (6) months after the initial charter is approved. 	<p>Application Timeframe: Within six months after their initial charter is approved</p> <p>Onboarding Timeframe: 2 – 3 months after initial application is approved</p> <p>Coverage Effective Dates: January 1 or July 1</p>
Determine if and how food service will be provided	<ul style="list-style-type: none"> If food service will be provided, contact GaDOE’s School Nutrition Division for appropriate processes and approvals Coordinate with GaDOE School Nutrition Division fuelingga@gadoe.org Please note that the School Nutrition Program process takes between six to twelve months to complete 	As soon as practicable
Determine if your school will participate in the E-Rate program	<ul style="list-style-type: none"> 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 5, 2021	By-laws; Minutes of the meeting at which they were approved
Formally approve board policies	Board policies must include (at a minimum): <ul style="list-style-type: none"> Conflicts of Interest Policies; Grievance Policies; and Criminal Background Checks of Board Members 	November 5, 2021	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 5, 2021	Board member roster
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	February 25, 2022	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, 2022	Board member roster
Ongoing Obligations	Additional Information	Timeline	
Maintain evidence of regular board meetings and minutes	<ul style="list-style-type: none"> 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 <p>See SCSC guidance document Public Access to Information on State Charter School Websites for additional information</p>	Immediately upon approval	
Notify the SCSC in the event that there are members who join or resign from the governing board	<ul style="list-style-type: none"> The SCSC frequently communicates with Pre-Opening school boards so updated contact information is vital Please note that the failure of the school to notify the SCSC of any board changes or substantially change board make-up from the approved petition may result in the SCSC suspending the opening of the charter school 	Within 30 days of the member joining or resigning from the governing board	

FACILITIES

Priority Milestones – MANDATORY	Additional Information	Deadline	Required Submission
Finalize lease or purchase agreement for school facility	<p>SCSC Rule 691-2-.06 requires state charter schools to:</p> <ul style="list-style-type: none"> 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 <p>See SCSC Guidance document Selecting a Facility: General Guidance and Considerations for additional information</p>	December 17, 2021	Lease or deed
Finalize facility location	<p>After finalizing facility, school must complete the following:</p> <ul style="list-style-type: none"> 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 	<p>May 6, 2022</p> <p><i>(all must be completed to obtain a School Code)</i></p>	Copy of GaDOE facility approval; Copy of the Certificate of Occupancy
Obtain a School Code once the facility is approved by GaDOE	<ul style="list-style-type: none"> 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 6, 2022	School code
Complete a site visit with SCSC staff	<ul style="list-style-type: none"> SCSC staff will conduct a pre-opening site visit to verify that the school is ready to open its doors to students The school will need to contact the SCSC in order to schedule this visit 	June 1, 2022	SCSC will consult its records to determine compliance
Ongoing Obligations	Additional Information	Timeline	
Prepare a Safety and Emergency plan	<p>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</p> <p>Contact your region's Georgia Emergency Management Agency (GEMA) Homeland Security Coordinators here.</p>	May 6, 2022	
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	

SUDENTS & PARENTS

Priority Milestones – MANDATORY	Additional Information	Deadline	Required Submission
Adopt policies related to enrollment and student lotteries	<ul style="list-style-type: none"> 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 <p>See the SCSC’s Charter School Enrollment and Lottery Procedures guidance document for additional information</p>	December 3, 2021	Policies; Minutes of the meeting(s) at which they were approved
Provide evidence that the School has received applications from students equivalent to at least 65% of the school’s enrollment target	<ul style="list-style-type: none"> Enrollment targets should be based on what was submitted in the School’s petition. Application numbers should include all eligible students who have applied to attend the School even if they have not yet completed an enrollment packet. 	April 1, 2022	Breakdown of applications received by grade level
Provide evidence that the School has received applications from students equivalent to at least 85% of the enrollment target AND evidence that the School has received completed enrollment packets from at least 50% of the school’s enrollment target	<ul style="list-style-type: none"> Enrollment targets should be based on what was submitted in the School’s petition. Application numbers should include all eligible students who have applied to attend the School even if they have not yet completed an enrollment packet. Enrollment numbers should only include students who have completed an enrollment packet for the school. 	May 6, 2022	Breakdown of applications AND enrollments received by grade level
Adopt a Student Handbook and related policies	<p>Student policies must include (at a minimum):</p> <ul style="list-style-type: none"> 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 <p>See the SCSC’s FERPA Overview and Legal Obligations of a State Charter School for additional information</p>	May 6, 2022	Student Handbook and Policies; Minutes of the meeting(s) at which they were approved
Adopt policies and procedures for serving special populations	<p>Special population policies must include (at a minimum):</p> <ul style="list-style-type: none"> Intake process for serving students with disabilities that have existing IEPs; Identification and Eligibility procedures for students with disabilities; 	May 6, 2022	Policies; Minutes of the meeting(s) at which they were approved

	<ul style="list-style-type: none"> • Home language survey and assessment process for English learners; • Monitoring and service procedures for English learners; and • Notification and service procedures for homeless students. <p>See the SCSC’s Legal Obligations of a State Charter School for additional information</p>		
Establish policies and procedures for nursing programs, required health services, and screenings, evaluating immunization records	<p>Health policies must include (at a minimum):</p> <ul style="list-style-type: none"> • School nursing policy; • Vision, Hearing, Dental, and Nutrition Screening; • Diabetes Medical Management; and • Immunization Records <p>See Georgia Department of Public Health’s Immunization Guidelines for Schools and Childcare Facilities for additional information.</p>	May 6, 2022	Policies; Minutes of the meeting(s) at which they were approved
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 Vendor Management Form and W9 for School.	<ul style="list-style-type: none"> To receive payments for GaDOE, you must complete a Vendor Management Form (VMF) and W9 for the school. The school will also need to submit a copy of a voided check in order to be set up for direct deposit. 	November 5, 2021	Copy of VMF, W9, and voided check
Submit expected enrollment for <u>federal programs allocation.</u>	<ul style="list-style-type: none"> To receive an allocation from federal programs, you must provide the number of students that you expect to attend your school in the fall. Further, you must be prepared to provide the number of enrolled student eligible for TANF, the number of enrolled students eligible for FRPL and the number of ineligible students for both TANF and FRPL. To receive federal funds, the school must have a DUNS number. <p>See GaDOE’s Implementing Title I in Georgia Schools handbook and contact GaDOE Federal Programs Director John Wright at jwright@doe.k12.ga.us for additional information.</p> <p>See Grants.gov’s guide for receiving a DUNS number.</p>	TBD (Spring 2022)	Copy of submission and school’s DUNS number
Establish fiscal and internal control policies that ensure board oversight over financial management	<p>Financial policies must include (at a minimum):</p> <ul style="list-style-type: none"> 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 <p>See the GaDOE’s Financial Management for Georgia Local Units of Administration Manual (LUAs Manual) for additional information</p>	June 1, 2022	Policies; Minutes of the meeting(s) at which they were approved
Finalize a budget based on expected enrollment	<ul style="list-style-type: none"> 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 <p>See the SCSC’s Legal Obligations of a State Charter School for additional information.</p>	June 1, 2022	Budget(s); Minutes of the meeting(s) at which they were approved

<p>Verify expected enrollment for <u>state allocation</u>.</p>	<ul style="list-style-type: none"> • To be verify a student for enrollment, the school must obtain the following: <ul style="list-style-type: none"> ○ GTID for a student that has previously been enrolled in a Georgia public school ○ Please note that the school will need to have access to GUIDE in the MyGaDOE portal in order to access GTID information ○ 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 <p>Contact SCSC’s Director of Research and Evaluation, Katie Manthey at katie.manthey@scsc.georgia.gov for additional information</p>	<p>May 2022</p>	<p>Data Collections Template</p>
<p>Ongoing Obligations</p>	<p>Additional Information</p>	<p>Timeline</p>	
<p>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.</p>	<ul style="list-style-type: none"> • 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 <p>See the SCSC’s Legal Obligations of a State Charter School for additional information</p>	<p>As soon as practicable (before June 1, 2022)</p>	
<p>Finalize any potential grant program application(s)</p>	<p>Check the SCSC website for grant opportunities</p>	<p>Varies depending on grant</p>	

OPERATIONS

Priority Milestones – MANDATORY	Additional Information	Deadline	Required Submission
<p>Provide written notification via USPS mail and email to the Georgia Department of Education (GaDOE) of the charter school’s opening</p>	<ul style="list-style-type: none"> • 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 reasonable 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: <ul style="list-style-type: none"> ○ Superintendent of Schools, Richard Woods: state.superintendent@doe.k12.ga.us ○ GaDOE Chief Financial Officer, Rusk Roam: rroam@doe.k12.ga.us ○ GaDOE Deputy Superintendent for Federal Programs, Shaun Owen: sowen@doe.k12.ga.us ○ GaDOE Chief Information Officer, Keith Osborn: kosburn@doe.k12.ga.us ○ GaDOE Director of District Flexibility and Charter Schools Division, Allen Mueller: amueller@doe.k12.ga.us 	<p>April 1, 2022</p>	<p>A copy of the letter sent to GaDOE</p>
<p>Establish an official school email system</p>	<ul style="list-style-type: none"> • 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) <p>Contact the MyGaDOE Help Desk with any problems or questions at dticket@doe.k12.ga.us, or at 1-800-869-1011.</p>	<p>April 1, 2022</p>	<p>Receipt for purchase of email solution</p>
Ongoing Obligations		Timeline	
<p>Identify legal counsel</p>		<p>As soon as practicable</p>	
<p>Become familiar with the SCSC guidance, including reporting timelines and monthly newsletters</p> <ul style="list-style-type: none"> • Sign up for the SCSC’s monthly newsletters here • Read SCSC guidance here 		<p>Ongoing</p>	

SCHOOL PERSONNEL

Priority Milestones – MANDATORY	Additional Information	Deadline	Required Submission
Adopt a Personnel Handbook and related policies	Personnel policies must include (at a minimum): <ul style="list-style-type: none"> • Job descriptions for personnel; • Discipline, due process, and termination procedures; • Grievance procedures; • Attendance and Leave policies; and • Acceptable Use policies 	April 1, 2022	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	April 15, 2022	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, 2022	Evidence of enrollment in TRS
Recruit and hire adequate number of teachers and support personnel to match assignments and staffing plan	<ul style="list-style-type: none"> • 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, 2022	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	<ul style="list-style-type: none"> • 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 <u>designate in the MyGaDOE Portal and communicate to applicable GaDOE divisions the school personnel following roles:</u> <ul style="list-style-type: none"> ○ Testing Coordinator ○ Chief Financial Officer 	May 6, 2022	Assurance

	<ul style="list-style-type: none"> ○ Accountability contact ○ Title I Director ○ Special Education Director ○ Charter School Administrator (highest level school administrator) <p>In order to receive access to the MyGaDOE portal, please email</p>		
Ongoing Obligations	Additional Information	Timeline	
Board members and staff attend TKES/LKES training	<ul style="list-style-type: none"> ● 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) <p>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</p> <p>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.</p> <p>Contact GaDOE Training/Development Specialist for Teacher and Leader Support and Development, Katherine Gerbis, kgerbis@doe.k12.ga.us for additional information.</p>	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	<p>In addition to professional development training designated by the school, staff should also be trained areas such as:</p> <ul style="list-style-type: none"> ● 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 School for more information and specific requirements 	Ongoing	

ACADEMIC PROGRAM

Priority Milestones – MANDATORY	Additional Information	Deadline	Required Submission
Adopt a school calendar	<ul style="list-style-type: none"> 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 3, 2021	School Calendar; Minutes of the meeting(s) at which it was approved
Obtain a Student Information System	<ul style="list-style-type: none"> 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 <p>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.</p>	June 1, 2022	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	July 1, 2022	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)	<ul style="list-style-type: none"> 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 2022 fiscal year by SCSC Rule 691-2-.03(4)(b)	Training held in November 2021, February 2022, and April 2022	N/A <i>SCSC will consult with its records to determine if school attended</i>
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 .	Trainings held in January and March 2022	N/A <i>SCSC will consult with its records to determine if school attended</i>
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 2022	N/A <i>SCSC will consult with its records to determine if school attended</i>
Register school leader and data management personnel to attend the 2021 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 15, 2022 <i>Conference will be held in August 2022</i>	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 2022	
Attend SCSC offered trainings	The SCSC trainings calendar is available here: https://scsc.georgia.gov/resources-guidance/training-opportunities	Ongoing	

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. If upon submission the reported completion date for a task has passed, please note whether the related task has indeed been completed. For all tasks that are not complete upon submission of this update, please include details regarding what actions are underway in order meet the established timeline. 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 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
November 2020	Training	Ensure all governing board members attend SCSC Governance Training
November 5, 2021	Governance	Ratify by-laws
		Formally approve board policies
		Provide current board member listing and contact information
	Finances	Submit Vendor Management Form and W9 for school
December 3, 2021	Academic Program	Adopt a School Calendar
	Students & Parents	Adopt policies related to enrollment and student lotteries
December 17, 2021	Facilities	Finalize lease or purchase agreement for school facility
January 2022	Training	Attend SCSC New School Orientation pt. 1
February 25, 2022	Governance	Provide current board member listing and contact information
February 2022	Training	Ensure all governing board members attend SCSC Governance Training
March 2022	Training	Attend SCSC New School Orientation pt. 2
Spring 2022	Finances	Submit expected enrollment for federal programs allocation
April 2022	Training	Ensure all governing board members attend SCSC Governance Training
April 1, 2022	Students & Parents	Provide evidence that the School has received applications from students equivalent to at least 65% of the school's enrollment target
	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
April 15, 2022	School Personnel	Hire a qualified school leader that meets the requirements of the charter contract
May 6, 2022	Students & 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
		Provide evidence that the School has received applications from students equivalent to at least 85% of the enrollment target AND evidence that the School has received completed enrollment packets from at least 50% of the school's enrollment target
	Facilities	Obtain a school code once facility is approved by GaDOE
		Finalize facility location
	School Personnel	Ensure the school leader receives access to the MyGaDOE data portal and can provide necessary data provisioning rights to school personnel
May 2022	Finance	Verify expected enrollment for state allocation
June 1, 2022	Facilities	Complete a site visit with SCSC staff
	Finances	Establish fiscal and internal control policies that ensure board oversight over financial management
		Finalize a budget based on expected enrollment
	Academic Program	Obtain a student information system
July 2022	Training	Attend SCSC LEA Reporting Training
July 1, 2022	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
		Establish necessary accounts with the Teachers Retirement System of Georgia
	Academic Program	Develop a strategic plan and timeline for implementation of the curriculum and instructional methods
July 15, 2022	Training	Register school leader and data management personnel to attend 2021 GaDOE Data Collections Conference