



Community Choice Schools Commission Meeting

September 9, 2026

8:30 a.m. to 3:30 p.m.

Montana State Capitol, Helena MT

Room 455

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The vision of the Community Choice Schools Commission is to develop the full educational potential of each student by fostering a diverse and dynamic public education landscape.



Our Promise

As duly appointed Members of the Montana Community Choice Schools Commission, we embrace our responsibility to serve as stewards of educational opportunity and the public trust. We are committed to helping realize the full promise of our Constitution for every student, in every community.

Our Guiding Principles

- 1. Students First, Always:** Student success is our north star. We want every student to experience the transformative power of education.
- 2. Stewards of the Public Trust:** We exercise our authority with transparency, discipline, and humility. Credibility is foundational and we understand that trust must be earned, not assumed. We seek to build enduring trust with families, educators, communities, tribes, and policymakers through every decision we make.
- 3. Authorizing for Systems Change:** We don't just authorize schools, we help foster a more responsive, innovative, and effective public education system.
- 4. Excellence is the Expectation:** Students deserve our best. That's why we set a high bar for schools, boards, authorizers, and ourselves.
- 5. Community-Centered Innovation:** We listen to and elevate local voices and context, especially in rural and tribal communities, in order to create the conditions where excellence can thrive.
- 6. Clarity and Courage in Decision-Making:** We lead transparently and act with integrity. We face difficult decisions with moral clarity and constitutional conviction.

Core Values & Commitments

Courage

We make bold decisions in the best interests of students, even under pressure.

Respect

We communicate. We honor the dignity of students, families, educators, communities, and tribes.

Integrity

We follow through. We are fair, honest, and grounded in our principles and purpose.

Service

We act with intention and humility. We exist to serve the people, not ourselves.

Transparency

We share our rationale, invite public understanding, and welcome accountability.

Learning

We grow through reflection, data, feedback, and the wisdom of Montana's people.

Our Core Purpose

- 1.** To authorize, oversee, and hold accountable public community choice schools for fulfilling the terms of their contracts.
- 2.** To approve, oversee, and evaluate the effectiveness of public community choice school authorizers.



**MONTANA
COMMUNITY
CHOICE SCHOOLS**

Community Choice Schools Commission

Meeting Minutes

April 22, 2026

Zoom Webinar

Call to Order – (Recording Time Stamp) 00:00:48

Chair Schreiber called the meeting to order at 8:00 a.m. The Chair led the Commission in the Pledge of Allegiance, Cathy Kincheloe took Roll Call, and the Chair read the Statement of Public Participation and welcomed guests.

Commission members present: Trish Schreiber, Chair; Jon Rutt, Vice Chair; Chip Lindenlaub, Treasurer; Mark Hufstetler, Dr. Katey Franklin, Taylor Ramos; Barbara Forrester-Frank; Commission Director of Planning, Cathy Kincheloe; Board of Public Education (Board) staff present: McCall Flynn, Executive Director, and Kris Stockton, Administrative Specialist.

Guests: Lea Ann Munkres, Rain Turcotte.

Public Comment – 00:02:47

None offered.

Item 1 Approve Consent Agenda – 00:03:34

Member Ramos moved to approve the Consent Agenda containing the February 18, 2026 Minutes. Motion seconded by Member Lindenlaub.

No discussion. Motion passed unanimously.

Approve Agenda – 00:04:28

Member Lindenlaub moved to adopt the agenda for April 22, 2026. Motion seconded by Member Hufstetler.

No discussion. Motion passed unanimously.

Item 2 Chairperson Welcome Statement - 00:05:11

Chair Schreiber welcomed attendees and thanked Members for taking the time to contribute to the important work in today's meeting. She also encouraged the public to make comments.

Item 3 Discussion and Business: – 00:06:20

- 1) Legal counsel review of special education policy compliance.

Chair Schreiber moved to direct funds to legal counsel for review of the Commission's Special Education model policy.

Motion seconded by Member Hufstetler.

Chair Schreiber opened public comment. No comments offered.

Motion passed unanimously.

2) Authorizing Authorizers Policy

Chair Schreiber called for a motion..

Member Lindenlaub moved to adopt the Authorizing Authorizers Policy.

Motion seconded by Member Schreiber.

Chair Schreiber opened public comment. No comment offered.

Motion passed unanimously.

3) Pre-Approved Standardized Assessments

Chair Schreiber called for a motion..

Member Rutt moved to approve the Pre-Approved Standardized Assessments.

Motion seconded by Member Lindenlaub.

Chair Schreiber opened public comment. No comment offered.

Motion passed unanimously.

4) Standardized Assessment Administration Plan Requirements

Chair Schreiber called for a motion..

Member Rutt moved to adopt the Standardized Assessment Administration Plan Requirements.

Motion seconded by Member Lindenlaub.

Chair Schreiber opened public comment. No comment offered.

Motion passed unanimously.

5) Proposed Choice School Application Refinements

Chair Schreiber called for a motion..

Member Lindenlaub moved to adopt the Proposed Choice School Application Refinements.

Motion seconded by Member Hufstetler.

Member Forrester-Frank moved to amend the motion to adopt the Proposed Choice School Application Refinements with Indian Education for All moved from Section VIII, Optional Supplemental Information, to the Required Section III, Academic Program and Performance.

Amended motion seconded by Member Franklin.

Chair Schreiber opened public comment. No comment offered.

Amendment failed by a vote of 2 in favor, 5 opposed.

Chair Schreiber opened public comment. No comment offered.

Main Motion passed to adopt the Proposed Choice School Application Refinements as presented by a vote of 5 in favor, 2 opposed.

6) Choice School Performance Framework Refinements

Chair Schreiber called for a motion.

Member Rutt made a motion to adopt the Choice School Performance Framework refinements. Motion seconded by Member Lindenlaub.

Chair Schreiber opened public comment. No comment offered.

Motion passed unanimously.

7) Choice School Contract Refinements

Chair Schreiber called for a motion.

Member Lindenlaub made a motion to adopt the Choice School Contract refinements. Motion seconded by Member Hufstetler.

Chair Schreiber opened public comment. No comment offered.

Motion passed unanimously.

8) Collaborative Goal Setting Policy

Chair Schreiber called for a motion.

Member Rutt made a motion to adopt the Collaborative Goal Setting Policy. Motion seconded by Member Lindenlaub.

Chair Schreiber opened public comment. No comment offered.

Motion passed unanimously.

9) Background Check Policy

Chair Schreiber called for a motion.

Chair Schreiber made a motion to adopt the Background Check Policy. Motion seconded by Member Rutt.

Chair Schreiber opened public comment. No comment offered.

Motion passed unanimously.

Item 4 Reports – 1:20:20

Member Lindenlaub presented the **Treasurer Report** detailing the revenue and expenditures

since the last report with a remaining budget in the Commission's general fund of \$20,296.20. In the 2025 grant fund approximately \$31,000 remains which will go into a retainer for needed legal policy. An additional \$200,000 is now available from the 2026 grant.

In the **Fundraising Subcommittee Report**, Taylor Ramos reported on a plan for a fundraising campaign to support Special Education policy compliance.

In the **Director of Planning Report** Cathy Kincheloe updated the Commission on policy, public relations, and administrative work. With the policies approved at this meeting, the Commission is fully prepared with all policy for Choice Schools and local school district authorizers. The next phase of work is building out the start-up year workshops and resources. Director Kincheloe shared that she had presented to the Education Interim Committee and Education Budget Interim Committees as well as the Board of Public Education in their regular meetings. The Commission is now approved by the U.S. Government to apply for federal grants, permitting the potential application for the Charter School Program grant when the time is right to apply.

Item 6 Board of Public Education Executive Director Report and Discussion – 01:31:41

Executive Director McCall Flynn walked the Commission through the Board of Public Education's annual agenda calendar, highlighting various topics of importance and how it all informs the BPE's legislative work.

Public Comment – 01:52:44

Adjourn

Meeting adjourned at - 01:54:10



**MONTANA
COMMUNITY
CHOICE SCHOOLS**

Community Choice Schools Commission

Special Meeting Minutes

June 17, 2026

Zoom Webinar

Call to Order – (Recording Time Stamp) 00:00:00

Chair Schreiber called the meeting to order at 11:00 a.m. She then turned the meeting over to Vice Chair Jon Rutt to act as chair. Chair Rutt led the Commission in the Pledge of Allegiance, Cathy Kincheloe took Roll Call, and Chair Rutt welcomed guests and encouraged public comment.

Commission members present: Trish Schreiber; Jon Rutt, acting Chair; Chip Lindenlaub, Treasurer; Mark Hufstetler, Taylor Ramos; Commission Director of Planning, Cathy Kincheloe; Board of Public Education (Board) staff present: McCall Flynn, Executive Director, and Kris Stockton, Administrative Specialist.

Guests: Derrick White

Public Comment and Welcome of Visitors – 00:02:05

None offered.

Item 1 Approve Agenda – 00:03:33

Member Lindenlaub moved to adopt the agenda for June 17, 2026. Motion seconded by Member Ramos.

No discussion. Motion passed unanimously.

Item 2 Discussion and Business: – 00:04:24

- 1) Intent to Sole Source for Special Education policy training and resources.

Member Schreiber moved the Commission follow through on the Intent to Sole Source to seek policy development and training on federal Special Education law.

Motion seconded by Member Lindenlaub.

Motion passed unanimously.

Chair Rutt opened public comment. No comments offered.

Public Comment – 00:14:33

Adjourn

Meeting adjourned at - 00:15:13



Montana Community Choice Schools Commission

Meeting Agenda

September 9, 2026

Montana State Capitol - Room 455

8:30 a.m. to 3:30 p.m.

	Estimated Time	Details
Call to Order	8:30 a.m.	1. Pledge of Allegiance 2. Roll Call 3. Statement of Public Participation 4. Welcome and Introduction of Visitors
Note to the Public		1. Action may be taken on any item listed on the Choice Commission agenda. Per §2-3-103 MCA, <i>the Choice Commission encourages public comment on any item prior to final action.</i> 2. All times are approximate and may change as reasonably necessary.
Agenda		
Item 1	8:35 a.m.	◊ Action: Consent Agenda Adoption ○ Minutes from 4/22/2026 ○ Minutes from 6/17/2026 ◊ Action: Agenda Adoption for 9/9/2026
Item 2	8:40 a.m.	Chairperson Welcome Statement
Item 3	8:45 a.m.	Presentation/Discussion/Training: Michele Henson - Tribal Student Achievement Specialist, Michael Jette - Indian Education Specialist, Matthew Bell - Language and Culture Specialist - from the Office of Public Instruction Indian Education for All and Tribal Achievement ● The Essential Understandings ● Montana's American Indian Achievement Gap ● Indian Education for All Framework and Requirements of Law
	10:45 a.m.	Break
Item 4	11:00 a.m.	Presentation/Discussion/Training: Gina Post - Director of Membership and Consulting Services, National Association for Charter School Authorizers ● State Models for Authorizing
	12:00 p.m.	Break: <i>lunch will be provided for Commission Members and BPE Staff & Members</i>
Item 5	12:30 p.m.	Introduction: Lauren Morando Rhim and Paul O'Neil of Sightline Education Advisory ● consultants providing Special Education training and resources
Item 6	1:00 p.m.	Business: ◊ Action on Design to Launch Program Overview ◊ Action on Policy for Pre-Opening Conditions ◊ Action on Ready to Open Checklist ◊ Action on Pre-Opening Site Visit Checklist

Item 7	1:45 p.m.	Presentation/Discussion: Cathy Kincheloe, Director of Planning ● Preview drafts of Design to Launch Modules for Feedback from Commission Members ○ Initial Orientation Session ○ Mission ○ Academics ○ Environment
Item 8	2:30 p.m.	Reports: 1. Chair Report: Trish Schreiber 2. Treasurer Report: Chip Lindenlaub 3. Policy Subcommittee: Jon Rutt 4. Fundraising Subcommittee: Taylor Ramos 5. Director of Planning Report: Cathy Kincheloe
Item 9	3:00 p.m.	Board of Public Education Executive Director Report and Discussion
Public Comment	3:15 p.m.	This time will be provided for public comment on items not listed on the agenda. This meeting is open to the public electronically. For those wishing to give virtual public comment, please contact cathy.kincheloe@mt.gov to request the Zoom link for the meeting. Written public comment may be submitted to the Director of Planning at cathy.kincheloe@mt.gov and will be shared with the Commission members and included as part of the official public record.
Adjourn	3:30 p.m.	
<i>Note to the Public</i>		**Agenda items are handled in the order listed on the approved agenda. Items may be rearranged unless listed “time certain.” Public comment is welcome on all items listed as “Action” and as noted at the end of each meeting. **The Choice Commission will make reasonable accommodations for known disabilities that may interfere with an individual’s ability to participate in the meeting. Individuals who require such accommodations should make requests to the Director of Planning as soon as possible prior to the meeting start date. You may email cathy.kincheloe@mt.gov or phone at 406-407-0727.



Montana Community Choice Schools Commission

Project Objective

Develop foundational resources for the Montana Community Choice Schools Commission to prepare Commission members to assess whether charter school applicants have the requisite understanding and skills to provide a free, appropriate public education to students with disabilities who enroll in the charter schools authorized by the Commission, and develop resources to assist these schools in building ongoing capacity to educate students with disabilities.

Proposed Scope of Work

To meet the project objectives, the scope of work will consist of three tasks leading to distinct deliverables: 1) training modules for Commissioners, 2) Montana Authorization Special Education Primer, and 3) Montana New School Special Education Primer. A brief description of each of these is provided below.

1. **Commissioner Training.** Develop and present a two-part virtual training sequence for Montana Community Choice School Commission members. The first module will focus on “Special Education 101” and outline core concepts of federal special education law and how it translates into practice in charter schools in Montana. The second module will focus on the application of the law through the lens of authorizing— specifically, the authorizer’s role in ensuring schools are prepared to enroll and educate students with disabilities during the application, operations, and reauthorization phases. Particular attention will be given to identifying the benchmarks Commissioners should look for related to anticipated enrollment and budgeting to ensure schools are prepared to provide high-quality and compliant special education services.

The two 90-minute trainings will be delivered virtually via Zoom and recorded during the scheduled December Commission meeting.

2. **Montana Authorization Special Education Primer.** Develop a Montana-specific authorization primer that Commissioners and staff will use to establish expectations for applicants to articulate their vision for educating students with disabilities, conduct applicant interviews, develop monitoring plans that include potential indicators of distress, forecast corrective action options, and outline technical assistance structures.

3. **Montana New School Special Education Implementation Primer.** To ensure new charter schools operating as autonomous local education agencies are open and prepared to enroll and educate the diverse range of students who may enroll, we will develop a high-level implementation primer outlining the roles, responsibilities, and strategies to fulfill these obligations. Examples of toolkit contents include, but are not limited to: Special Education Laws 101, Enrollment Policies and Procedures, Discipline Guidance, and Developing a High Quality IEP.

Project Timeline and Fee

The following table provides an estimated timeline for the project phases.

<i>Task</i>	<i>Start</i>	<i>End</i>	<i>Key Deliverable</i>	<i>Fee*</i>
1. Commission Training Part I & II	9/1/26	12/1/26	Development and delivery of MCCSC training modules and supporting materials	\$5,000
1. Montana Authorization Special Education Primer	9/1/26	11/15/26	Montana-specific authorizer resources	\$12,000
1. Montana New School Special Education Implementation Primer	9/1/26	11/15/26	Montana-specific school leader special education planning and implementation resources	\$15,000

*Assumptions

- At the initiation of the project, the Sightline team will meet with the Commission leadership team to confirm expectations related to the

relationship between the Commission and schools in the portfolio (e.g., extent of technical assistance that may be provided)

- The estimate assumes at least one round of edits on each of the two written deliverables, given the evolving nature of the work in Montana.
- Sightline will submit format-ready deliverables, but graphic design work is not part of the scope of work.

Contact Information:

Lauren Morando Rhim, Ph.D. President

Sightline Education Advisory

lmrhim@sightlineadvisory.com, (301) 655-1992

Sightline Education Advisory, LLC

Inspired by the Founder's lifelong love of swimming—particularly open water swimming—the name *Sightline* reflects the practice of “sighting”: identifying your destination and regularly checking your position to ensure you stay on course. It's a metaphor for the work Sightline does: helping organizational leaders and their teams navigate complexity, stay on course, and make clear decisions.

Project Key Personnel

Lauren Morando Rhim is a high-impact, strategic, and collaborative leader with 20+ years' experience in nonprofit and education leadership, nationally recognized for influence in K-12 education. She is passionate about improving opportunities for underserved communities and is an effective bridge-builder and creative, pragmatic problem-solver deeply committed to leveraging data to inform policy. Morando Rhim analyzes and evaluates programs, recommends strategic improvements, and builds, motivates, and guides high-performing teams to serve communities. She consults frequently with federal, state, and local advocates, policy leaders, funders, authorizers, and practitioners regarding pressing issues influencing the education of students with disabilities in the charter sector.

She co-founded and led the [Center for Learner Equity](#) (CLE) for 12 years and served as a Senior Advisor, providing interim leadership through its planned transition. As Executive Director and Co-Founder of CLE, Lauren provided strategic vision and oversaw research, advocacy, coalition development, and capacity-building efforts. She frequently presented at conferences and has served as an advisor to organizations including but not limited to the Council of Chief State School Officers, MIT Blueprint Labs, National Association of Charter School Authorizers, National Center on Learning Disabilities, New Hampshire State Legislature, Special Education Leadership Fellows, True Measure Special Education Collaborative, Tennessee State

Education Advisory Council.

She holds a BA from the University of Vermont, an MA from The George Washington University, a PhD in education policy from the University of Maryland, and a Professional Business Certificate in Leadership & Management from the University of Vermont.

Paul O'Neill is an education attorney, professor, and author. He has extensive experience in guiding education organizations through challenges and growth. Throughout his career, he has advised schools, authorizers, networks, non-profit organizations, government agencies, and philanthropies on the rules and complexities that apply to educational organizations, as well as on effective board governance. He served as General Counsel of the SUNY Charter Schools Institute, one of the nation's leading charter school authorizing offices. He has also served for years as a lawyer in private practice, for boutique law firms specializing in education law as well as large corporate law firms, and as in-house counsel for a large school management organization.

Paul is currently President of Tugboat Education, a consultancy that advises authorizers and other education stakeholders in numerous states on best practices, and serves as a Partner and Co-Chair of the Education Law practice group at Barton Gilman LLP in NY. He is a former Associate. Director of the Newgrange School and Educational Outreach Center in New Jersey, which serves individuals with learning disabilities, and co-founder of the Center for Learner Equity. On the academic side, Paul has served for 25 years as an Adjunct Professor at Columbia University's Teachers College, where he teaches courses on education law and policy. He is the author of several books and numerous scholarly and professional articles. Paul holds a B.A. from Oberlin College, a J.D. from the University of Virginia, and an M.Ed. from Teachers College.

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The next agenda item document follows.



Design to Launch Program Overview



Policy

20-11-112. Charter contract -- terms.

(1) An initial charter contract must be granted for a term of 5 operating years, commencing on the community choice school's first day of operation. **An approved choice school may delay its opening for 1 school year to plan and prepare for the school's opening.** If the school requires an opening delay of more than 1 school year, the school shall request an extension from its authorizer. The authorizer may grant or deny the extension depending on the school's circumstances. **(7) Authorizers may establish reasonable pre-opening requirements or conditions to monitor the startup progress of a newly approved choice school to ensure that the school is prepared to open smoothly on the date agreed and to ensure that each school meets all building, health, safety, insurance, and other legal requirements for school opening.**

The Goal of the Program is to ensure the Choice School is prepared to:

1. Offer a quality education program;
2. Provided in a safe environment for students;
3. In alignment with its mission and contractual requirements.

Program Description

The Design to Launch (D2L) Program is an opportunity for school leaders to engage in guided planning to ensure their school is ready to open. The Program takes place over the year prior to opening consisting of a cohort of school leaders engaging in workshops to lead them through accomplishment of the key milestones to ensure a successful launch to their school. School leaders will work to fully build out their school model as outlined in their application and contract aligned with the modules of the Performance Framework: Mission, Academics, Environment, Operations, and Finance. The year will be driven by the Ready to Open Checklist with guidance for the school leader offered in workshops providing training and resources, 1-1 sessions with the Commission Director, and residency in existing Choice Schools (as available). The Program is an integral component to the long-term success of Community Choice Schools.

Modules

School leaders will simultaneously engage in building out their school model according to their application and contract around these six modules:

1. Mission: Delivering on the Promise
2. Academics: Designing for Academic Success
3. Environment: Creating a Safe and Welcoming Environment Conducive to Learning
4. Governance: Proper Oversight of a Successful Choice School
5. Operations: Ensuring an Effective and Viable Organization
6. Finance: Establishing Systems for Sound Fiscal Management

Ready to Open Checklist

The Ready to Open (R2O) Checklist encompasses all deliverables according to the Choice School's application and contract critical to a successful opening and first year of operations. It is a shared document between the Choice School and the Commission intended as a resource for schools/governing boards to use in managing the key deliverables of their Start-up Plan. The R2O details key timebound milestones that must be met.

Obligation

Regardless of the school leader's ability or the governing board's choice to participate in the Program, the deliverables outlined in the Ready to Open Checklist and the Pre-Opening Checklist must be met. The workshops and the resources in the Program are an integral component to the long-term success of Community Choice Schools.

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The next agenda item document follows.



Policy for Pre-Opening Requirements and Conditions



Policy

20-11-112. Charter contract -- terms. (1) An initial charter contract must be granted for a term of 5 operating years, commencing on the community choice school's first day of operation. An approved choice school may delay its opening for 1 school year to plan and prepare for the school's opening. **If the school requires an opening delay of more than 1 school year, the school shall request an extension from its authorizer. The authorizer may grant or deny the extension depending on the school's circumstances.**

20-11-112. Charter contract -- terms. (7) Authorizers may establish **reasonable pre-opening requirements or conditions** to monitor the startup progress of a newly approved choice school to ensure that the school is prepared to open smoothly on the date agreed and to ensure that each **school meets all building, health, safety, insurance, and other legal requirements for school opening.**

Procedure to Determine Satisfaction of Requirements and Conditions

The Ready to Open (R2O) Checklist encompasses all deliverables according to the Choice School's application and contract critical to a successful opening and first year of operations. The R2O details key timebound milestones that must be met. These include all building, health, safety, insurance, and other legal requirements for school opening.

Readiness to Open Requirements and Conditions

1. Enrollment and Budget Requirements
 - a. The school must have evidence of at least 50% of planned student enrollment met three months prior to the first day of school. If it is not, the Choice School must revise the budget proving it can manage with fewer students and still maintain financial viability.
 - b. The school must have evidence of at least 80% of planned student enrollment met one month prior to the first day of school. If it is not, the Choice School must revise the budget proving it can manage with fewer students and still maintain financial viability.
2. Operational Requirements
 - a. The School shall provide the Commission copies of any lease, purchase agreement, financing arrangements, and/or other such facility agreements and such certificates and permissions as are necessary to operate the Choice School in the facility. The School shall comply with all applicable state laws, regulations, and building codes, and shall obtain all requisite use permits and certificates of occupancy.
 - i. Lease or Warranty Deed by April 1 of pre-opening year
 - ii. Financing Agreement by April 1 of pre-opening year
 - iii. Certificate of Occupancy by July 1 of pre-opening year
 - b. The Choice School will purchase insurance protecting the School and its Board, employees, and volunteers, and the Commission where appropriate, consisting of comprehensive general liability insurance, errors and omissions liability insurance (also known as school entity liability insurance), and auto liability insurance if applicable. The Choice School will also purchase statutory workers' compensation insurance coverage. Valid and complete insurance must be active and on file with the Commission prior to any staff and/or students being in the building.
 - i. Insurance Policy by July 1 of pre-opening year
3. Other Circumstances
 - a. Delays in construction, materials procurement, staffing vacancies, etc. may be considered if the school team is able to present contingency plans that satisfy the professional judgment of the Commission. The plans must ensure the school is able to offer a quality education program; provided in a safe environment for students; in alignment with its mission and contractual requirements.

Satisfaction of Ready to Open Site Visit

The final Ready to Open Site Visit Checklist shall be satisfied no later than ten business days prior to the first day of school and serves as the final check to indicate the school is cleared to open. If any required deliverables are not satisfied per the requirements, the school may request an extension with the Commission. The Commission may grant or deny the extension depending on the school's circumstances and the Commission's professional judgement.

draft

This page indicates the end of the preceding document.

The next agenda item document follows.

☰ Sub-Category	☰ Due Date	☰ Status	Deliverable Required to Submit to Epicenter	Epicenter Instructions/Criteria
ACADEMICS	B - April 1st	NOT STARTED	SPED Policy/IDEA & Sec 504 Implementation Plan	Board Meeting Minutes Verif...
ACADEMICS	B - April 1st	NOT STARTED	ELL Implementation Plan	Board Meeting Minutes Verif...
ACADEMICS	B - April 1st	NOT STARTED	Indian Education for All Implementation Plan	Board Meeting Minutes Verif...
ACADEMICS	B - April 1st	NOT STARTED	Final Graduation Requirements	Board Meeting Minutes Verif...
ACADEMICS	B - April 1st	NOT STARTED	Academic Standards	
ACADEMICS	D - Aug 1st	NOT STARTED	Assessment Administration Plan	Board Meeting Minutes Verif...
ACADEMICS	E - 10 business days prior to opening	NOT STARTED	Student Master Schedule	Board Meeting Minutes Verif...
ACADEMICS	B - April 1st	NOT STARTED	Staff Professional Development Plan	
ENVIRONMENT	D - Aug 1st	NOT STARTED	Student Engagement & Discipline Plan	Board Meeting Minutes Verif...
ENVIRONMENT	D - Aug 1st	NOT STARTED	Extracurricular Programs	Board Meeting Minutes Verif...
ENVIRONMENT	A - Nov 1st	NOT STARTED	Student Recruitment & Enrollment Plan	Board Meeting Minutes Verif...
ENVIRONMENT	A - Nov 1st	NOT STARTED	Staff Recruitment & Retention Plan	Board Meeting Minutes Verif...
ENVIRONMENT	B - April 1st	NOT STARTED	School Community Engagement Plan	Board Meeting Minutes Verif...
ENVIRONMENT	D - Aug 1st	NOT STARTED	Promotion of Student and Staff Wellbeing	Board Meeting Minutes Veri...
ENVIRONMENT	C - July 1st	NOT STARTED	Student & Family Handbook	Board Meeting Minutes Verif...
FACILITY	B - April 1st	NOT STARTED	Lease/Warranty Deed	Board Meeting Minutes Verif... Board Signed Contract
FACILITY	B - April 1st	NOT STARTED	Facility Financing Terms	Board Meeting Minutes Verif... Board Signed Contract
FACILITY	C - July 1st	NOT STARTED	Certificate of Occupancy	
FACILITY	D - Aug 1st	NOT STARTED	Schedule Final Facility Site Visit	
FACILITY	E - 10 business days prior to opening	NOT STARTED	Final Site Visit Checklist Walk-through	
FINANCE	A - Nov 1st	NOT STARTED	Draft Budget (including Start-Up)	Board Meeting Minutes Verif...
FINANCE	AB - March 1 (then weekly)	NOT STARTED	Enrollment Tracker	Board Meeting Minutes Verif...
FINANCE	C - July 1st	NOT STARTED	Final Approved Budget	Board Meeting Minutes Verif...
FINANCE	A - Nov 1st	NOT STARTED	Procurement & Contracting Plan	Board Meeting Minutes Verif...
FINANCE	A - Nov 1st	NOT STARTED	Purchasing Procedures	Board Meeting Minutes Verif...
FINANCE	D - June 1	NOT STARTED	Roster of Enrolled Students (50%)	
FINANCE	F - Aug 1st	NOT STARTED	Roster of Enrolled Students (80%)	
GOVERNANCE	A - Nov 1st	NOT STARTED	Certificate of Final Approval for Board 501(c)(3) Registration & Tax ID#	
GOVERNANCE	A - Nov 1st	NOT STARTED	Board Articles of Incorporation	Board Meeting Minutes Verif...

☰ Sub-Category	☰ Due Date	☰ Status	Deliverable Required to Submit to Epicenter	Epicenter Instructions/Criteria
GOVERNANCE	A - Nov 1st	NOT STARTED	Board Bylaws	Board Meeting Minutes Verif...
GOVERNANCE	A - Nov 1st	NOT STARTED	Board Member Background Checks Submitted to Commission for Approval	
GOVERNANCE	A - Nov 1st	NOT STARTED	Board Officers	Board Meeting Minutes Verif...
GOVERNANCE	A - Nov 1st	NOT STARTED	Board Contact List	
GOVERNANCE	A - Nov 1st	NOT STARTED	Conflict of Interest Statements	
GOVERNANCE	A - Nov 1st	NOT STARTED	Board Meeting Dates	Board Meeting Minutes Verif...
GOVERNANCE	A - Nov 1st	NOT STARTED	Board Development Plan	Board Meeting Minutes Verif...
GOVERNANCE	A - Nov 1st	NOT STARTED	Board Established as Agency to Provide Background Checks	Board Meeting Minutes Verif...
GOVERNANCE	A - Nov 1st	NOT STARTED	Bank Account Established	Board Meeting Minutes Verif...
GOVERNANCE	A - Nov 1st	NOT STARTED	Signatory Assigned to Bank Account	Board Meeting Minutes Verif...
GOVERNANCE	A - Nov 1st	NOT STARTED	Legal Counsel Retained	Board Meeting Minutes Verif... Board Signed Contract
GOVERNANCE	A - Nov 1st	NOT STARTED	School Leader Hired	Board Meeting Minutes Verif...
GOVERNANCE	A - Nov 1st	NOT STARTED	Educational Service Provider Agreement (as applicable)	Board Meeting Minutes Verif... Board Signed Contract
GOVERNANCE	A - Nov 1st	NOT STARTED	Start-up Plan: Ready to Open Checklist Implementation Plan	
GOVERNANCE	C - April 1st	NOT STARTED	Board Strategic Plan	
GOVERNANCE	C - April 1st	NOT STARTED	Designation of Individual Responsible for FOIA Requests	Board Meeting Minutes Verif...
GOVERNANCE	A - Nov 1st	NOT STARTED	Designation of Individual Responsible for Communicating with Media	Board Meeting Minutes Verif...
GOVERNANCE	C - April 1st	NOT STARTED	Designation of Individual Responsible for McKinney Vento Act	Board Meeting Minutes Verif...
MISSION	B - April 1st	NOT STARTED	Draft Strategic Plan	
MISSION	D - Aug 1st	NOT STARTED	Final Strategic Plan	
OPERATIONS	D - Aug 1st	NOT STARTED	Staff Performance Review Plan	Board Meeting Minutes Verifyin
OPERATIONS	D - Aug 1st	NOT STARTED	School Safety Plan	Board Meeting Minutes Verif...
OPERATIONS	A - Nov 1st	NOT STARTED	Lottery Procedures	Board Meeting Minutes Verif...
OPERATIONS	A - Nov 1st	NOT STARTED	HR Procedures	Board Meeting Minutes Verifyin
OPERATIONS	B - April 1st	NOT STARTED	Insurance Policy	Board Meeting Minutes Verif... Board Signed Contract
OPERATIONS	B - April 1st	NOT STARTED	Final School Year Calendar	Board Meeting Minutes Verif...
OPERATIONS	B - April 1st	NOT STARTED	Transportation Plan	Board Meeting Minutes Verif... Board Signed Contract
OPERATIONS	B - April 1st	NOT STARTED	Food Service Plan	Board Meeting Minutes Verif... Board Signed Contract
OPERATIONS	B - April 1st	NOT STARTED	Admissions and Enrollment Policy	Board Meeting Minutes Verif...
OPERATIONS	D - Aug 1st	NOT STARTED	Staff Handbook	Board Meeting Minutes Verif...
OPERATIONS	D - Aug 1st	NOT STARTED	Organizational Chart	Board Meeting Minutes Verif...

☰ Sub-Category	☰ Due Date	☰ Status	Deliverable Required to Submit to Epicenter	Epicenter Instructions/Criteria
OPERATIONS	F - Upon Receipt	NOT STARTED	Background Check Policy	Board Meeting Minutes Verif...
OPERATIONS	A - Nov 1st	NOT STARTED	Job Descriptions	Board Meeting Minutes Verif...

draft

Due Date	Status	Deliverable	ACADEMIC Deliverable Description	Individual Responsible	Progress Notes
B - April 1	NOT STARTED	Special Education/IDEA & Sec 504 Implementation Plan	Special Education Implementation Plans in alignment with IDEA and Section 504 of the ADA requirements for a Local Education Agency (LEA) that includes (but is not limited to) the following components: • Plan to evaluate and identify children with disabilities • Plan to develop, review, and revise IEPs • Plan to integrate special education into the general education program • Plan to deliver special education and related services (e.g., in-house or contract out) • Projected cost of special education program (e.g., percent of operating budget) • Plan to access and account for special education funds • Plan to ensure that the school facility meets the requirements of other related laws such as ADA, Section 504, Child Find, LRE • Plan for enrollment/IEP transition procedure • Plan to address discipline for students with disabilities • Plan to ensure confidentiality of special education records • Plan to purchase services from special education vendors • Plan to secure technical assistance and training • Plan to ensure adequate staffing and continued professional development		
B - April 1	NOT STARTED	ELL Implementation Plan	Plan in compliance with Title VI of the Civil Rights Act to identify ELL students, provide effective language assistance, ensure access to the core curriculum, and communicate with parents in a language they understand including (but not limited to) the following: Systems are established for identifying students in need of English Learner (EL) services; Systems are in place to track and monitor students' progress towards English language proficiency, degree of inclusion in the general education classroom, discipline, extracurricular programming, student retention and graduation, and post-graduation opportunities; A plan is established to provide appropriate accommodations on assessments for English learners; plan is developed to support systematic collaboration among general education staff, English learner staff, and special education staff; plans for exiting students from the program and providing ongoing monitoring of exited students; School staff understand how to access and appropriately use all funding available to support English learners; A plan is established for compliance with native language communication requirements, including communication with parents or guardians; Staffing for English Learner programs are aligned with requirements in federal/state law and the school's approach to educating English learners, consistent with the school's mission; plan for continued professional development.		
B - April 1	NOT STARTED	Indian Education for All Implementation Plan	Plan for implementing Indian Education for All within the curriculum in compliance with OPI funding requirements and the components of IEFA: Policy and planning; Professional Development; Materials Review and Selection; Curriculum Mapping; and Curricular Integration.		
B - April 1	NOT STARTED	Final Graduation Requirements	For high schools: Description of the requirements for high school graduation and the process for awarding degrees and issuing diplomas including number of credits and/or required courses.		
B - April 1	NOT STARTED	Academic Standards	Academic standards for proficiency by grade in each subject area/course.		
B - April 1	NOT STARTED	Assessment Administration Plan	Board approved plan ensuring: 1) 95% of students complete the standardized assessment in literacy and mathematics, 2) reporting of proficiency by grade level and subject area for all students and subgroups of students in literacy and mathematics, 3) reporting of growth from fall to spring of each academic year by grade level and subject area for all students and subgroups of students in literacy and mathematics, 4) appropriate accommodations are made for students with special needs in accordance with the Individuals with Disabilities in Education Act (IDEA), 5) test administration within the following windows to allow for consistency in growth reporting and to ensure results are received in time to be included in the renewal report which has a deadline of June 30. Fall administration between September 15 - October 15 and Spring administration between April 15 - May 15. 6) submission of results in a timely manner as required in Epicenter to be included in the school's annual report and renewal report.		
E - 10 business days prior to opening	NOT STARTED	Student Master Schedule	Daily daily schedule of courses consistent with the mission and educational program.		
B - April 1	NOT STARTED	Staff Professional Development Plan	A plan, including schedule, for Year 1 teacher/staff professional development, aligned to the mission and key design elements and strategic plan.		
	NOT STARTED	Curriculum scope and sequence	Curriculum and instructional materials, including curriculum scope and sequence, aligned to the mission, key design elements, and content standards, are in place for all grades to be served in Year 1.		

Due Date	Status	Deliverable	ENVIRONMENT Deliverable Description	Individual Responsible	Progress Notes
D - Aug 1	NOT STARTED	Student Engagement & Discipline Plan	A plan to promote student engagement including clear expectations & procedures for student success such as how expectations will be taught to students and reinforced. Specifically for students with disabilities per IDEA, discipline procedures including due process protections including use of manifestations, determinations, and behavioral intervention plans.		
D - Aug 1	NOT STARTED	Extracurricular Programs	An implementation plan for cocurricular or extracurricular programs.		
A - Nov 1	NOT STARTED	Student Recruitment & Enrollment Plan	Development and implementation of a student recruitment plan designed to achieve enrollment targets that includes comprehensive and diverse outreach and engagement strategies responsive to the needs and aspirations of the community including a calendar of events. The plan includes strategies for ongoing engagement with enrolled students prior to the start of the school year to ensure they still intend to attend. Contents include: Outreach and Engagement Calendar, Identification & Leveraging of Community Allies, Enrollment Packet, Enrollment Target Milestones, Strategies for ongoing engagement with enrolled students , Lottery Procedures, Enrollment Tracker. Student information packets are		
A - Nov 1	NOT STARTED	Staff Recruitment & Retention Plan	Recruitment, hiring, and retention practices are developed to build a staff team designed to deliver on the mission, key design elements, and Performance Framework goals. Includes: Staffing organizational chart, Job descriptions, Plan for Posting Positions , Interview Process, Interview Questions, Retention Practices		
B - April 1	NOT STARTED	School Community Engagement Plan	A plan is developed and implemented that includes a system for ongoing engagement of students, families, staff, and the community. Specific plans exist to include shared decision making include student, family, and staff voice; to establish relationships with community leaders and organizations that enhance student engagement; and to hold Community events and celebrations to engage students, staff, and families in building the school community.		
D - Aug 1	NOT STARTED	Promotion of Student and Staff Wellbeing	A plan to attend to the wellbeing of students and the overall school community (staff & families) detailing systems and staffing is established to support students' wellbeing (e.g., the school employs or ensures students have access to social workers, counselors, and/or other		
C - July 1	NOT STARTED	Student and Family Handbook	Student and family handbook that contains policies related to expectations for student engagement, discipline, complaints/grievances, FERPA, opportunities to engage with the governing board, Open Meetings Law, volunteering, course requirements, graduation and retention, dress code, family engagement, etc.		

Due Date	Status	Deliverable	FACILITY Deliverable Description	Individual Responsible	Progress Notes
B - April 1	NOT STARTED	Lease/Warranty Deed	A facility that supports implementation of the education program, consistent with the mission and key design elements, is secured through the terms of the charter contract.		
B - April 1	NOT STARTED	Facility Financing Terms	Terms are in alignment with the budget.		
C - July 1	NOT STARTED	Certificate of Occupancy	A certificate of occupancy, or other required building use authorization, has been attained. The learning environment and facility meet requirements of Americans with Disabilities Act (ADA) and Individuals with Disabilities Education Act (IDEA).		
D - Aug 1	NOT STARTED	Schedule Final Facility Site Visit Checklist Walk Through	Schedule visit with the Commission Director at least 2 weeks prior to intended Site Visit Date.		
E - 10 business days prior to opening	NOT STARTED	Final Site Visit Checklist Walk-through	The final Ready to Open Site Visit Checklist shall be satisfied no later than ten business days prior to the first day of school and serves as the final check to indicate the school is cleared to open.		
	NOT STARTED	Facility construction schedule (if applicable)	Construction schedule, if applicable, ensures the facility will be available and accessible to ensure the school can welcome students on the first day of school		
	NOT STARTED	Copy of agreement with custodial provider	Staff or contracts are in place to provide custodial services and ensure ongoing facilities maintenance		

Due Date	Status	Deliverable	FINANCE Deliverable Description	Individual Responsible	Progress Notes
A - Nov 1	NOT STARTED	Draft Budget (including Start-Up)	Start-up budget is developed and reviewed by the board and updated as needed		
March 1 (then weekly)	NOT STARTED	Enrollment Tracker	Enrollment tracking system that includes: number of students applied, fully enrolled, & accepted.		
C - July 1	NOT STARTED	Final Approved Budget	Multiple budget scenarios for Year 1 and beyond at various enrollment levels are developed and reviewed by the board and updated as needed based on new information, particularly enrollment data		
A - Nov 1	NOT STARTED	Procurement and Contracting Plan	Development and implementation of a Procurement Plan detailing all goods and services needed prior to opening shall comply with all applicable laws, regulations, and Commission policies governing the procurement of goods and services, including but not limited to student data privacy laws and in alignment with the budget.		
A - Nov 1	NOT STARTED	Purchasing Procedures	Purchasing procedures include a competitive bidding process for purchases or contracts exceeding \$80,000.		
D - June 1	NOT STARTED	Roster of Enrolled Students	The school has received complete enrollment packets equivalent to 50% of the school's enrollment target (3 months prior to opening)		
F - Aug 1	NOT STARTED	Roster of Enrolled Students	The school has received complete enrollment packets equivalent to 80% of the school's enrollment target (one month prior to opening)		
	NOT STARTED	Cash flow projections Board meeting packets and minutes	Cash flow projections for the start-up year and first year of operation are developed and reviewed by the board, with updates as needed based on budget revisions		
	NOT STARTED	Board meeting packets and minutes	The board reviews and approves quality financial statements on a consistent basis—including, at a minimum: enrollment report; income/expense statement with budget to actuals; balance sheet; rolling 12-month cash flow statement—consistent with state and authorizer requirements and quality oversight practices		
	NOT STARTED	Payroll & Benefits Systems Established	Retirement system established for school staff		
	NOT STARTED	Contract or letter of engagement	An independent auditor is retained and approved by the board, consistent with state and authorizer requirements		
	NOT STARTED	Executed contract or agreement	The school has appropriate in-house, employed financial expertise and/or has a contract with a reputable financial services provider		
	NOT STARTED	Accounting Systems	Accounting system is identified and in use		
	NOT STARTED	State & Federal Funding Systems	Necessary state and federal documents and requirements are completed to generate state and federal payments (e.g., general education, special education, Title, ERate filing, etc.)		
	NOT STARTED	Payroll & Benefits Systems Established	Payroll systems are established		

Due Date	Status	Deliverable	GOVERNANCE Deliverable Description	Individual Responsible	Progress Notes
A - Nov 1	NOT STARTED	Board 501(c)(3) Registration & Tax ID#	Tax exempt EIN obtained, registered as non-profit with state, & obtained 501(c)3 status with IRS		
A - Nov 1	NOT STARTED	Board Articles of Incorporation	Register with MT Secretary of State		
A - Nov 1	NOT STARTED	Board Bylaws	Bylaws that meet legal requirements including Open Meeting Law are approved by the board		
A - Nov 1	NOT STARTED	Board Member Background Checks	Completed background checks, submitted any time there is a change in membership		
A - Nov 1	NOT STARTED	Board Officer and Committees Assigned	Board officers are elected, officer role descriptions & committees purposes are developed and approved by the board		
A - Nov 1	NOT STARTED	Board Contact List	Board roster and bios/resumes, submitted any time there is a change in membership		
A - Nov 1	NOT STARTED	Conflict of Interest Statements	Executed for each member		
A - Nov 1	NOT STARTED	Board Meeting Dates	Calendar of board meeting dates, times, and locations for period of 12 months		
A - Nov 1	NOT STARTED	Board Development Plan	Board has developed a training schedule appropriate to responsible charter school oversight, members have completed required trainings or are on track to do so		
A - Nov 1	NOT STARTED	Board Established as Agency to Provide Background Checks	Accepted application with the DOJ, policies filed & final approval granted		
A - Nov 1	NOT STARTED	Bank Account Established	Formal resolution to set up bank account in board's name		
A - Nov 1	NOT STARTED	Signatory Assigned to Bank Account	Formal resolution designating a signatory to the bank account		
A - Nov 1	NOT STARTED	Legal Council is Retained	Contract or letter of engagement Board meeting minutes		
A - Nov 1	NOT STARTED	School Leader Hired	The board has hired a qualified school leader, consistent with the school's mission and the charter contract		
A - Nov 1	NOT STARTED	Educational Service Provider Agreement (as applicable)	Board approves a written management agreement free from conflicts of interest, and consistent with authorizer and state requirements; that mY include performance measures, consequences, and mechanisms for the school governing board to hold the provider accountable for performance; is aligned with the performance measures in the charter contract; and includes financial reporting requirements and provisions for the school governing board's financial oversight.		
A - Nov 1	NOT STARTED	Start-up Plan: RTO Checklist Implementation Plan	The school has developed a plan to meet Ready To Open criteria and contract conditions with dates and individual(s) responsible identified; plan is updated as appropriate Working plan includes: tasks, person responsible, completion dates		
B - April 1	NOT STARTED	Board Strategic Plan	long range plan to grow a successful school including financial, operational, and academic oversight		
A - Nov 1	NOT STARTED	Designation of Individual Responsible for FOIA Requests	Per Freedom of Information Act requirements		
B - April 1	NOT STARTED	Designation of Individual Responsible for Communicating with Media	staff and/or board member		
B - April 1	NOT STARTED	Designation of Individual Responsible for McKinney Vento Act	Per McKinney Vento Act requirements		
A - Nov 1	NOT STARTED	Board Orientation Training	Board and leadership have a clear understanding of the contractual academic indicators, measures, and goals for which the school is accountable		
	NOT STARTED	Oversight Plan	The board has established and implements a plan to monitor academic, financial, and organizational performance and progress towards meeting the		
	NOT STARTED	School Leader Evaluation Plan	The board has established and implements a plan for evaluating the school leader or the contracted education service provider (ESP), in accordance with		

Due Date	 Status	Deliverable	MISSION linked to Deliverables	Individual Responsible	Progress Notes
B - April 1	NOT STARTED	draft Strategic Plan	The mission clearly guides the strategic planning process.		
D - Aug 1	NOT STARTED	Strategic Plan	All elements of the school model are clearly built out through the school year in a detailed timebound plan that is in alignment with the school's mission.		

draft

Due Date	Status	Deliverable	OPERATIONS Deliverable Description	Individual Responsible	Progress Notes
D - Aug 1	NOT STARTED	Staff Performance Review Plan	A teacher and staff evaluation system is established, consistent with the school's mission and key design elements, including performance evaluation, onboarding, performance improvement, and coaching and support. Specific plans exist to support novice professionals and to build future leaders.		
D - Aug 1	NOT STARTED	School Safety Plan	Policies and practices related to crisis management are established, including a safety and emergency plan, and a plan for conducting and documenting fire inspections, fire drills, and other required drills		
A - Nov 1	NOT STARTED	Lottery Procedures	Policies related to admissions, lottery, waitlists, fair and open recruitment, and enrollment are developed, approved, and publicly shared		
A - Nov 1	NOT STARTED	HR Procedures/Staffing Plan	Personnel policies in accordance with state and federal law to address, among other topics, hiring and termination of personnel, terms of employment, and compensation, benefits, and retirement plans, on-boarding procedures, etc.....		
A - Nov 1	NOT STARTED	Insurance Policy	Consisting of comprehensive general liability insurance, errors and omissions liability insurance (also known as school entity liability insurance), and auto liability insurance if applicable. The Choice School will also purchase statutory workers' compensation insurance coverage. Valid and complete insurance must be active and on file with the Commission prior to any staff and/or students being in the building.		
B - April 1	NOT STARTED	Final School Year Calendar	Includes the days and hours of operation for the first school year and is consistent with the mission and educational program.		
B - April 1	NOT STARTED	Transportation Plan	An explanation of plans for how students will be transported to and from school and plans that have been made to provide for safe drop off and pick up of students including (as applicable): required approvals attained for self-providers; contract executed with transportation provider; required insurance secured; traffic study completed; drop-off/pick-up procedures established; etc.		
B - April 1	NOT STARTED	Food Service Plan	A description of plans for providing food to students, including but not limited to compliance with requirements for the provision of breakfast and lunch to students who meet free and reduced-price meals eligibility guidelines including (as applicable): enrollment in the National School Lunch Program; executed contract with a food service provider; completion of required health and safety inspections; attainment of required food service certifications; etc.		
B - April 1	NOT STARTED	Admissions and Enrollment Policy	<i>Policies in alignment with MCA 20-11-116 for initial enrollment & on-going enrollment. Include Lottery procedures.</i>		
D - Aug 1	NOT STARTED	Staff Handbook	A personnel handbook and related policies that protect employee rights, such as those relating to the Family Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), and employee contracts are developed, approved by the board, and shared with employees		
D - Aug 1	NOT STARTED	Organizational Chart	An organizational chart that clearly presents the proposed school's organizational structure, including lines of authority and reporting between the governing board, staff, related bodies such as advisory bodies or parent and teacher councils, and any external organizations that may play a role in managing the school. Staffing model is in alignment with school's mission detailing each position's reporting chain & team structure.		
Upon Receipt	NOT STARTED	Background Checks for New Employees & Volunteers	Criminal background checks are completed for all governing board members, school staff, and volunteers that may come into contact with students; a plan is in place to ensure they are completed for any new staff and volunteers. Determination Forms are properly filed according to Policy.		
A - Nov 1	NOT STARTED	Job Descriptions	Clear descriptions of the roles and responsibilities for the governing board, the proposed choice school's leadership and management team, and other positions in the organizational chart.		
E - 10 business days prior to opening	NOT STARTED	Staff Hired Prior to Opening (Pre-Opening Checklist)	All teachers are hired prior to school opening to begin employment prior to opening day		
	NOT STARTED	Agreement with SIS provider and evidence of protocols/systems for student records	An student information system (SIS) is in place and a system is established for collecting, protecting, and maintaining student records. Roster of enrolled students that includes contact, health, emergency, demographic data, etc. Systems and staff are in place for meeting reporting requirements.		
	NOT STARTED	Name of system Evidence of protocols/ systems for personnel records	System is established to collect and securely maintain personnel records, including identification of a human resources manager		
	NOT STARTED	Evidence of payroll taxes, unemployment and employee benefit systems, and enrollment	Systems and enrollments established for payroll taxes, unemployment, and employee benefits (e.g., health, retirement, disability)		
	NOT STARTED	Agreement with nursing service provider or evidence of appropriate staff hired Evidence of protocols/systems for dispensing of pharmaceuticals	Students health policies and procedures are established, including an approach to providing nursing services, a system to store and administer medications, and policies related to immunizations		

This page indicates the end of the preceding document.

The next agenda item document follows.

Pre-Opening Site Visit Checklist

Yes	Item for Observation	Notes
Facility including the following spaces meets program requirements and supports delivery of the key design elements and the number of students to be safely present in each space (including proper furnishings, materials, signage conducive to learning)		
☐	Common Areas i.e. Hallways and Entry Ways	
☐	Classrooms/Learning Spaces	
☐	Cafeteria and Kitchen	
☐	Rest Rooms	
☐	Administrative Spaces	
☐	Special Purpose Spaces i.e. gymnasium, labs, etc	
☐	Outdoor Spaces	
☐	Other:	
Safety Requirements		
☐	Arrival & Dismissal Procedures Account for Traffic Flow and Pedestrian Safety	
☐	Exit Signage and Evacuation Maps	
☐	Appropriate Fire Safety Equipment	
☐	Hazardous Areas Marked and Isolated from Students	
☐	Automated External Defibrillator (AED)	
☐	Other:	

Postings and Policies		
☐	Exterior Signage	
☐	State and Federal Employment Laws	
☐	Complaint Policy	
☐	FERPA (Family Educational Rights and Privacy Act)	
☐	Child Abuse or Neglect Reporting Information	
☐	Emergency Response Protocols	
☐	Other:	
Student Records		
☐	Locked Student Records	
☐	FERPA Record List	
☐	FERPA Staff Access List	
☐	FERPA Access Log	
☐	Other:	

This page indicates the end of the preceding document.

The next agenda item document follows.

51010 Board of Public Education
Revenue/Expenditure Comparison by Org, Account

Data Selected for Month/FY: 01 (Jul)/2023 through 02 (Aug)/2027

Org	Subclass	Acct Lvl 1	Acct Lvl 2	Revenues	Expenditures	Rev less Exp
20 Community Choice Schools				527,500.00	337,996.57	189,503.43
	235V3 CCS COMMISSION UNSP			27,500.00	7,303.80	20,196.20
		580000 Grants/Transfers/Misc		27,500.00	0.00	27,500.00
			580000 Grants/Transfers/Misc	27,500.00	0.00	27,500.00
		62000 Operating Expenses		0.00	7,303.80	(7,303.80)
			62100 Other Services	0.00	2,601.50	(2,601.50)
			62400 Travel	0.00	3,702.30	(3,702.30)
			62800 Other Expenses	0.00	1,000.00	(1,000.00)
	235V4 BRADLEY FOUNDATION 12/4/25			300,000.00	96,656.53	203,343.47
		580000 Grants/Transfers/Misc		300,000.00	0.00	300,000.00
			580000 Grants/Transfers/Misc	300,000.00	0.00	300,000.00
		61000 Personal Services		0.00	37,335.02	(37,335.02)
			61100 Salaries	0.00	28,162.64	(28,162.64)
			61400 Employee Benefits	0.00	9,172.38	(9,172.38)
		62000 Operating Expenses		0.00	59,321.51	(59,321.51)
			62100 Other Services	0.00	50,950.64	(50,950.64)
			62200 Supplies & Materials	0.00	723.09	(723.09)
			62300 Communications	0.00	227.56	(227.56)
			62400 Travel	0.00	5,351.21	(5,351.21)
			62500 Rent	0.00	234.01	(234.01)
			62800 Other Expenses	0.00	1,835.00	(1,835.00)
	235V4 BRADLEY FOUNDATION 25-26			0.00	177,827.58	(177,827.58)
		61000 Personal Services		0.00	85,507.39	(85,507.39)
			61100 Salaries	0.00	64,569.06	(64,569.06)
			61400 Employee Benefits	0.00	20,938.33	(20,938.33)
		62000 Operating Expenses		0.00	92,320.19	(92,320.19)
			62100 Other Services	0.00	72,650.00	(72,650.00)
			62200 Supplies & Materials	0.00	1,754.02	(1,754.02)
			62300 Communications	0.00	1,592.87	(1,592.87)
			62400 Travel	0.00	11,736.62	(11,736.62)
			62500 Rent	0.00	312.00	(312.00)
			62800 Other Expenses	0.00	4,274.68	(4,274.68)
	235V5 BRADLEY FOUNDATION 2/18/2027			200,000.00	56,208.66	143,791.34
		580000 Grants/Transfers/Misc		200,000.00	0.00	200,000.00
			580000 Grants/Transfers/Misc	200,000.00	0.00	200,000.00
		61000 Personal Services		0.00	52,362.92	(52,362.92)
			61100 Salaries	0.00	39,949.88	(39,949.88)
			61400 Employee Benefits	0.00	12,413.04	(12,413.04)
		62000 Operating Expenses		0.00	3,845.74	(3,845.74)
			62300 Communications	0.00	65.45	(65.45)
			62400 Travel	0.00	2,469.29	(2,469.29)
			62800 Other Expenses	0.00	1,311.00	(1,311.00)
(blank)						0.00
	(blank)					0.00
		(blank)				0.00
			(blank)			0.00
Grand Total				527,500.00	337,996.57	189,503.43