

New York State Education Department

Prior Actions Memo to Support New

Acknowledgements

Much of the information provided in this Prior Actions Memo was derived from exemplar materials created by charter school authorizers and other supporting organizations that are nationally recognized for their policies and procedures aimed at increasing the number of high quality charter schools. The Board of Regents

Overview

There are specific activities, or Prior Actions, that a Board of Regents authorized charter school must complete, or make significant progress toward completing, before a new school may officially open to the public.¹ The purpose of this document is to provide guidance to SED's Charter School Office (CSO) regarding protocols and the types of information to be reviewed and collected before and during a Prior Actions charter school site visit – or initial monitoring visit that occurs at least two weeks prior to the charter school's

Oversight Plan – Opening Procedures/Prior Actions

1. Prior Actions Document Review and Audit

All newly authorized charter schools should receive the Opening Procedures Checklist upon approval and receipt of their charter contract. These schools, therefore, will have a comprehensive list of tasks mandated by SED and/or statute, as are noted within the **'Submit to SED' column on the Checklist. These tasks are considered Prior Actions that must be approved by SED before schools can officially open.** CSO staff will review all submissions and respond to schools within two weeks if there is a need for further clarification or additional information to support task completion. **This process will be ongoing, leading up to a school's Prior Actions Site Visit.** All documentation collected will be added to findings identified during the Site Visit and eventually used to inform SED's written statement to schools and the Board of Regents verifying the completion or near completion of all Prior Action tasks.

Please note: To view a snapshot of **all Prior Actions**, users must: 1. Select or highlight Row 1 (all headers shaded in grey); 2. Select *Data*; 3. Select *Auto Filter*; 4. Select arrows on '*Submit to SED*' header; 5. Select "Yes."

2. Prior Actions Site Visit

As briefly noted above, CSO staff will conduct Prior Action Site Visits **at least two weeks before a school's scheduled opening date.** The CSO should contact new

CSO staff will populate the following

