

## Pre-Opening Site Visit Checklist

Section I: On-Site Verification			
School Name _____ Date of Visit _____	Provided (Y/N)	If Not Provided: When Will This Be Submitted	Additional Comments
Copy of Certificates or report of board members who have completed the training. <b>First Year Charter Schools Only</b>			
Actual instructional materials and supplies, or evidence that materials and supplies are on order and will be delivered in time for school opening such as purchase			
Check for purchases made through start up grant if currently receiving funds. <b>If Under Start Up Grant</b>			
Evidence that equipment is installed and ready to operate.			
Certificates of insurance on file at school. <b>First Year Charter Schools Only</b> (all charter schools must still provide evidence prior to expiration of current policy)			
Evidence of mortgage or lease agreement. <b>First Year Charter Schools Only</b>			
Section II: Early Verification Documentation to be Submitted Prior to Site-Visit			
Emergency Contact Form			
Copy of 501c3 obtained by the school. <b>First Year Charter Schools Only</b>			
Meeting minutes from at least one board meeting within the last 60 days.			
Updated list of all members of Governing Board, listing position and contact information.			
A schedule of all Governing Board meetings for the upcoming school year, including date, time and location.			
Organizational Chart delineating Governing Board and Principal/Director of school, teaching positions and support staff.			
Salary Schedule			
Provide board approved budget for upcoming fiscal year.			
Certificate of occupancy is on file at the school specifying the maximum occupancy. <b>Start Up Charter Only</b> (Provided before <b>first year</b> opening <b>AND</b> after any building renovations causing a change in occupancy load.)			
Names and contact information for audit committee members.			
Date, time, location of scheduled audit committee meeting(s) to select the Auditor for the School's 2010-2011 Annual Financial Audit.			
School calendar for upcoming school year.			
Documentation of a passing fire inspection completed between July 1 - May 1. <b>First Year Charter Schools Only</b>			
Passing health inspection documentation. <b>First Year Charter Schools Only</b>			

## Charter School Assurances

**Name of Charter School:**

Section III: ASSURANCES	INITIAL
1. Background checks have been completed on all governing board members and copies of all clearance letters from the district are kept on file at the school.	
2. Contracts and position descriptions have been established for principals, directors, teachers, and support staff.	
3. 501c3 Status has been established and documentation has been provided to the district.	
4. A current tax form 990 has been filed and a copy has been submitted to the district.	
5. All board members have completed governance training and have received a certificate of completion. In addition, all board members have participated in the two hour refresher course within the last three years from the date of initial training, if applicable. The school also received verification that the certified DOE trainer submitted the report to DOE.	
6. Student enrollment is properly reflected on Genesis and follows the school's current contract and approved enrollment capacity.	
7. Policies and procedures have been established for an in-house payroll system OR a contract agreement is on file at the school showing evidence of payroll provider services.	
8. Evidence is on file at the school that an audit committee has been established.	
9. A staffing plan has been placed into effect for the current school year.	
10. A teacher roster is available at the school.	
11. All teachers have up-to-date teaching certificates and copies are on file at the school.	
12. A copy of the school's hiring procedures is on file at the school.	
13. A copy of the parental notification letters sent in October and February is on file at the school for the previous school year.	
14. The employee handbook is on file at the school and should match the employee handbook attached to the school's contract. (District board approval is needed for any changes made to the employee handbook.)	
15. The established employment policies have been distributed to staff and teachers and are also available upon request.	
16. Background checks for all employees have been completed prior to the employees' access to students, and fingerprint clearance letters are on file at the school for all employees.	
17. Leave of absence forms processed through the PCSB are on file at the school for all PCSB employees on approved charter school leave.	
18. The master schedule for the upcoming school year has been entered into Genesis.	
19. An orientation has been scheduled in which the school calendar and student schedules can be distributed to students and families.	
20. An orientation has been scheduled to familiarize staff with the mission and program of the school and to clarify their roles and responsibilities.	
21. Appropriate staff is on board or services have been contracted to provide special needs services as applicable to the school's approved program.	
22. Student policies (including suspension and expulsion policies) will be distributed to students and parents in written form.	
23. The school has publicly announced its student enrollment application deadline. In addition, a lottery selection has been held in accordance with FS 1002.33.	
24. Enrollment procedures, as stated in the approved contract, have governing board approval.	
25. Student records are accessible to teachers for planning.	

Section III: ASSURANCES	INITIAL
26. The school's intake process for students screens for special needs students.	
27. Home language surveys, English language assessments, and other materials are available for parents in Spanish.	
28. Appropriate proofs of residency have been received and a copy has been placed in each student's cumulative folder.	
29. Procedures are in place for creating, sorting, securing, and using student academic, attendance, and discipline records.	
30. A food service contract has been established for the upcoming school year.	
31. Health services and immunization services are available to students.	
32. A policy statement regarding drug-free environments as well as plans for life safety procedures are included in faculty and student handbooks.	
33. Procedures for tornado and fire drills have been established and will be followed for the upcoming school year. Documentation is also kept on file at the school showing fire drills occur monthly and one tornado drill is performed yearly.	
35. A system is in place for gathering and reporting data needed to qualify for federal entitlement programs.	
36. Two fire inspections and a health inspection will be completed between July 1 and May 1 of the upcoming school year.	
37. A transportation contract or agreement has been established for the upcoming school year.	
38. The facility space requirements meet the needs of the program and number of students to be served and is also accessible, clean, and well lit.	
39. Classroom furnishings meet the needs of the student population and are arranged appropriately for instruction.	
40. The minimum levels on all insurance policies meet the required amounts as stated in the school's contract.	
41. A mortgage or lease agreement is available upon request.	
42. The accountability plan was distributed to teachers requesting review and comments.	
43. Policies and procedures for compliance with the Jeffrey Johnston anti-bullying act, as codified in F.S. 1006.147, have been established for students and employees and are available at the school for inspection. These policies and procedures include methods for reporting, investigation, data collection, and training for awareness and prevention.	
<p><b>CERTIFICATION IS HEREBY GIVEN THAT ALL FACTS AND REPRESENTATIONS MADE ON THIS ASSURANCE DOCUMENT ARE TRUE AND CORRECT.</b></p>	
<hr/> <i>Printed Name of Authorized Charter School Representative</i>	<hr/> <i>Title of Authorized Charter School Representative</i>
<hr/> <i>Signature of Authorized Representative</i>	<hr/> <i>Date Signed</i>