



Pre-Opening Site Visit Checklist

School: _____

Date: _____

Focus of School: _____

Grade	Total Enrollment

Governance and Management

Area of Review	Documentation Needed	Comments
<p>The Governing Board has been established and is setting the policy direction for the school.</p>	<ul style="list-style-type: none"> • 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 • Current fingerprint clearance letters from the District Office have been provided on all Governing Board members 	<ul style="list-style-type: none"> •
<p>A permanent head of school has been named and is providing leadership for the school. Other key leadership roles in the school have been filled. There is documentation of clear lines</p>	<ul style="list-style-type: none"> • Organizational Chart delineating Governing Board and Principal/Director of school, teaching positions and support staff. 	<ul style="list-style-type: none"> •

of authority and responsibility. A signed employment contract is on file. Each employee has a job description, which he or she has read and agreed upon.	<ul style="list-style-type: none"> • Contracts, including position description for Principal/Director of school, teaching positions and support staff • Salary schedule 	
Evidence that school is a not-for-profit agency	<ul style="list-style-type: none"> • Copy of 501©3 obtained by the school • Copy of most recent Tax Form 990 filed. 	•

Finance

Area of Review	Documentation Needed	Comments
Budget reflects expenditures and revenue for fiscal year based on realistic number of students enrolled	<ul style="list-style-type: none"> • Provide Board approved budget for upcoming fiscal year 	•
Has met the student enrollment as agreed upon in the contract.	<ul style="list-style-type: none"> • Provide written documentation of student enrollment as reflected on Genesis 	•
A payroll system as been established	<ul style="list-style-type: none"> • Evidence of contract or agreement with a payroll provider or evidence of policies and procedures to be conducted in-house 	•
An Audit Committee has been established	<ul style="list-style-type: none"> • Evidence that an Audit Committee has been established • Names and contact information for Committee members • Date, time, location of scheduled meetings for upcoming school year 	•

Staffing

Area of Review	Documentation Needed	Comments
The number of teachers is adequate and their assignments match the staffing plan.	<ul style="list-style-type: none"> • Staffing plan • Teacher roster • Copy of Teacher Certification for each teacher 	•

	<ul style="list-style-type: none"> • Hiring Procedures • Process for Highly Qualified 	
Employment policies have been established and are available to teachers and other staff.	<ul style="list-style-type: none"> • Updated or current Employee Handbook (should be same handbook as attached to contract appendix-updated handbooks need District staff review and board approval.) • Evidence that employment policies have been distributed to staff, teachers 	•
There is documentation that initial background checks for all staff have been completed.	<ul style="list-style-type: none"> • Electronic background check clearances for all employees to be compared with staff roster • Copy of fingerprint clearance letters from the District on each employee 	•
Leave of absence forms for former PCSB employees have been processed and are on file.	<ul style="list-style-type: none"> • Leave of absence forms on file and reflect processing through PCSB for all employees on charter school leave from District. 	•

Curriculum and Instruction

Area of Review	Documentation Needed	Comments
Necessary instructional materials and supplies have been distributed to classrooms at every grade level.	<ul style="list-style-type: none"> • 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 Order 	•
A school calendar and class schedules exist and provisions have been made for them to be available to every student and every family.	<ul style="list-style-type: none"> • School calendar for upcoming school year • Master Schedule for upcoming school year • Documentation that calendar and schedules have been distributed to students, families (copy of agenda or meeting notice) 	•
Orientation has been held to familiarize staff with the mission and program of the school and to clarify their roles and responsibilities.	<ul style="list-style-type: none"> • Documentation that orientation has been held for staff (agendas, sign-in sheets, etc.) 	•
Provisions have been made for assessing and	<ul style="list-style-type: none"> • Evidence that needed staff is on board to 	•

servicing students with special needs.	provide special needs services, or evidence that services have been contracted.	
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Students and Parents

Area of Review	Documentation Needed	Comments
Parent and student orientation is completed or scheduled.	<ul style="list-style-type: none"> • Evidence that parent and student orientation has been held (agendas, sign-in sheets, etc.) 	<ul style="list-style-type: none"> •
Student enrollment procedures have been documented and a student roster is available to teachers.	<ul style="list-style-type: none"> • Evidence that application deadline was publicly announced (news clipping, etc.) • Evidence that lottery has been held (if applicable) • Copy of Governing Board approved Enrollment Procedures outlining order of priorities 	<ul style="list-style-type: none"> •
Student records have been received and are available to teachers for planning.	<ul style="list-style-type: none"> • Evidence that student records are on file and accessible to teachers for planning 	<ul style="list-style-type: none"> •
Intake process includes measures to identify students with special needs.	<ul style="list-style-type: none"> • Evidence that intake process screens for special needs students (application, parent/student survey or questionnaire) 	<ul style="list-style-type: none"> •
Proof of residency is on file for each student	<ul style="list-style-type: none"> • Two of the following proofs checked off: <ul style="list-style-type: none"> ○ Category 1: Apartment or home lease agreement, mortgage document, or property tax record. ○ Category 2: Current utility bill (electric, gas, phone, cable, or water) ○ Category 3: Voter registration document ○ Category 4: Proof of government benefits (disability, Medicare, food stamps, HRS correspondence) 	<ul style="list-style-type: none"> •
Student policies (including suspension and expulsion policies) have been established and are available to students and parents in written form.	<ul style="list-style-type: none"> • Evidence that student policies (including suspension and expulsion policies) have been distributed to students and parents in 	<ul style="list-style-type: none"> •

	written form.	
Procedures, including security procedures, are in place for creating, storing, and using student academic, attendance, and discipline records.	<ul style="list-style-type: none"> Evidence that procedures are in place for creating, storing, securing, and using student academic, attendance, and discipline records. 	•
Intake process includes measures to identify students of Limited English Proficiency	<ul style="list-style-type: none"> Evidence of home language survey, English language assessments, materials provided in Spanish (brochures, meeting notices, parent letters, etc.) 	•

Operations

Area of Review	Documentation Needed	Comments
Arrangements have been made for food service.	<ul style="list-style-type: none"> Food service contract for upcoming school year 	•
Provisions have been made for health services and immunization, if appropriate.	<ul style="list-style-type: none"> Evidence that health services and immunizations services are available (school nurse, contract with local health facility, etc.) 	•
There are written procedures to ensure that the school provides a drug free environment.	<ul style="list-style-type: none"> Evidence of policy statement regarding drug-free environment included in faculty and student handbooks. 	•
There are written plans for such life safety procedures as fire drills and emergency evacuation.	<ul style="list-style-type: none"> Written plans for life safety procedures included in faculty and student handbooks. (Fire exit charts in rooms, Disaster preparedness for tornado, bomb threats, etc.) 	•
Tornado Drills and Fire Drills are held periodically as required by DOE. (Fire drills must be conducted a minimum of once per month.)	<ul style="list-style-type: none"> Copy of written procedures for Tornado Drills and Fire Drills Evidence that Fire Drills are performed monthly Evidence of at least one 'Tornado Drill performed yearly (recommended) 	•

A system is in place for gathering and reporting information needed to qualify for federal entitlement programs.	<ul style="list-style-type: none"> Evidence that a system is in place for gathering and reporting data needed to qualify for federal entitlement programs (e.g. database) 	•
Fire Inspection completed and passed.	<ul style="list-style-type: none"> Passing Fire Inspection Form on file. 	•
Health Inspection completed and passed.	<ul style="list-style-type: none"> Passing Health Inspection Form on file. 	•
Provisions have been made for transportation of students.	<ul style="list-style-type: none"> Transportation contract or agreement 	•

Facilities, Furnishings and Equipment

Area of Review	Documentation Needed	Comments
Available space (including classrooms, restrooms, and special purpose space) meets the requirements of the program and the number of students enrolled.	<ul style="list-style-type: none"> Space meets the needs of the program and number of students to be served 	•
Space is accessible, clean, and well lighted.	<ul style="list-style-type: none"> Accessible, clean, well-lit space 	•
Classrooms are appropriately furnished and arranged for instruction.	<ul style="list-style-type: none"> Classroom furnishings meet the needs of the student population and arranged appropriately for instruction 	•
Necessary equipment, including educational technologies, is installed and ready to operate.	<ul style="list-style-type: none"> Evidence that equipment is installed and ready to operate 	•
A certificate of occupancy is on file.	<ul style="list-style-type: none"> Certificate of Occupancy on file at school specifying the maximum occupancy Acknowledgement that Certificate of Occupancy is on file at PCSB 	•
Certificates of insurance are on file, meeting at least the minimum levels required by the PCSB.	<ul style="list-style-type: none"> Certificates of insurance on file at school Acknowledgement that certificates are on file at PCSB Minimum levels required <ul style="list-style-type: none"> General Liability - \$1,000,000 Workers Compensation – As required by law 	•

	○ Fidelity/Dishonesty Insurance - \$50,000	
Facilities has been purchased or leased	• Evidence of Mortgage or Lease agreement	•

Accountability

Documentation		Comments
There is a staff person who is assigned the responsibility for accountability.	• Name of person assigned to Accountability Plan	•
A draft Accountability Plan has been circulated to teachers and received their comment.	• Written documentation that plan was distributed to teachers requesting review and comments.	•
The school's draft Accountability Plan has been submitted to PCSB Office of School Choice for review.	<ul style="list-style-type: none"> • Written documentation demonstrating final plan was submitted to Office of Magnet, Choice and Charter Schools • Copy of Work Session and/or Board Meeting Agenda 	•
School keeping records to support goals set in approved Accountability Plan	• Written documentation to support each goal and measurement outlined in school's Accountability Plan	•