



## 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"> <li>• Meeting minutes from at least one board meeting within the last 60 days</li> <li>• <i>Updated list of all members of Governing Board, listing position and contact information</i></li> <li>• <i>A schedule of all Governing Board meetings for the upcoming school year, including date, time and location</i></li> <li>• Current fingerprint clearance letters from the District Office have been provided on all Governing Board members</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<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"> <li>• Organizational Chart delineating Governing Board and Principal/Director of school, teaching positions and support staff.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

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"> <li>• Contracts, including position description for Principal/Director of school, teaching positions and support staff</li> <li>• Salary schedule</li> </ul>	
Evidence that school is a not-for-profit agency	<ul style="list-style-type: none"> <li>• Copy of 501©3 obtained by the school</li> <li>• Copy of most recent Tax Form 990 filed.</li> </ul>	•
Governance Training has been completed for all governing board members per Florida State Board of Education. (6A-6.0784)	<ul style="list-style-type: none"> <li>• Copy of certificates or report of board members who have completed the training</li> <li>• Evidence that the two hour refresher has been completed or will be completed by August 1<sup>st</sup>.</li> <li>• Verification that a report has been submitted to DOE from the certified DOE trainer</li> </ul>	•

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

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

## 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"> <li>• Actual instructional materials and supplies, or evidence that materials and supplies are on order and will be delivered in time for</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

	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"> <li>• <i>School calendar for upcoming school year</i></li> <li>• Master Schedule for upcoming school year</li> <li>• Documentation that calendar and schedules have been distributed to students, families (copy of agenda or meeting notice)</li> </ul>	•
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"> <li>• Documentation that orientation has been held for staff (agendas, sign-in sheets, etc.)</li> </ul>	•
Provisions have been made for assessing and serving students with special needs.	<ul style="list-style-type: none"> <li>• Evidence that needed staff is on board to provide special needs services, or evidence that services have been contracted.</li> </ul>	•

### **Students and Parents**

<b>Area of Review</b>	<b>Documentation Needed</b>	<b>Comments</b>
Parent and student orientation is completed or scheduled.	<ul style="list-style-type: none"> <li>• Evidence that parent and student orientation has been held (agendas, sign-in sheets, etc.)</li> </ul>	•
Student enrollment procedures have been documented and a student roster is available to teachers.	<ul style="list-style-type: none"> <li>• Evidence that application deadline was publicly announced (news clipping, etc.)</li> <li>• Evidence that lottery has been held (if applicable)</li> <li>• <i>Copy of Governing Board approved Enrollment Procedures outlining order of priorities</i></li> </ul>	•
Student records have been received and are available to teachers for planning.	<ul style="list-style-type: none"> <li>• Evidence that student records are on file and accessible to teachers for planning</li> </ul>	•
Intake process includes measures to identify students with special needs.	<ul style="list-style-type: none"> <li>• Evidence that intake process screens for special needs students (application, parent/student survey or questionnaire)</li> </ul>	•
Proof of residency is on file for each student	<ul style="list-style-type: none"> <li>• Two of the following proofs checked off: <ul style="list-style-type: none"> <li>○ Category 1: Apartment or home lease</li> </ul> </li> </ul>	•

	<p>agreement, mortgage document, or property tax record.</p> <ul style="list-style-type: none"> <li>○ Category 2: Current utility bill (electric, gas, phone, cable, or water)</li> <li>○ Category 3: Voter registration document</li> <li>○ Category 4: Proof of government benefits (disability, Medicare, food stamps, HRS correspondence)</li> </ul>	
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"> <li>● Evidence that student policies (including suspension and expulsion policies) have been distributed to students and parents in written form.</li> </ul>	●
Procedures, including security procedures, are in place for creating, storing, and using student academic, attendance, and discipline records.	<ul style="list-style-type: none"> <li>● Evidence that procedures are in place for creating, storing, securing, and using student academic, attendance, and discipline records.</li> </ul>	●
Intake process includes measures to identify students of Limited English Proficiency	<ul style="list-style-type: none"> <li>● Evidence of home language survey, English language assessments, materials provided in Spanish (brochures, meeting notices, parent letters, etc.)</li> </ul>	●

## Operations

Area of Review	Documentation Needed	Comments
Arrangements have been made for food service.	<ul style="list-style-type: none"> <li>● Food service contract for upcoming school year</li> </ul>	●
Provisions have been made for health services and immunization, if appropriate.	<ul style="list-style-type: none"> <li>● Evidence that health services and immunizations services are available (school nurse, contract with local health facility, etc.)</li> </ul>	●
There are written procedures to ensure that the school provides a drug free environment.	<ul style="list-style-type: none"> <li>● Evidence of policy statement regarding drug-free environment included in faculty and student handbooks.</li> </ul>	●
There are written plans for such life safety	<ul style="list-style-type: none"> <li>● Written plans for life safety procedures</li> </ul>	●

procedures as fire drills and emergency evacuation.	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"> <li>• Copy of written procedures for Tornado Drills and Fire Drills</li> <li>• Evidence that Fire Drills are performed monthly</li> <li>• Evidence of at least one 'Tornado Drill performed yearly (recommended)</li> </ul>	•
A system is in place for gathering and reporting information needed to qualify for federal entitlement programs.	<ul style="list-style-type: none"> <li>• Evidence that a system is in place for gathering and reporting data needed to qualify for federal entitlement programs (e.g. database)</li> </ul>	•
Fire Inspection completed and passed.	<ul style="list-style-type: none"> <li>• <i>Passing Fire Inspection Form on file.</i></li> </ul>	•
Health Inspection completed and passed.	<ul style="list-style-type: none"> <li>• <i>Passing Health Inspection Form on file.</i></li> </ul>	•
Provisions have been made for transportation of students.	<ul style="list-style-type: none"> <li>• Transportation contract or agreement</li> </ul>	•

## 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"> <li>• Space meets the needs of the program and number of students to be served</li> </ul>	•
Space is accessible, clean, and well lighted.	<ul style="list-style-type: none"> <li>• Accessible, clean, well-lit space</li> </ul>	•
Classrooms are appropriately furnished and arranged for instruction.	<ul style="list-style-type: none"> <li>• Classroom furnishings meet the needs of the student population and arranged appropriately for instruction</li> </ul>	•
Necessary equipment, including educational technologies, is installed and ready to operate.	<ul style="list-style-type: none"> <li>• Evidence that equipment is installed and ready to operate</li> </ul>	•
A certificate of occupancy is on file.	<ul style="list-style-type: none"> <li>• <i>Certificate of Occupancy on file at school</i></li> </ul>	•

	<ul style="list-style-type: none"> <li>• <i>specifying the maximum occupancy</i></li> <li>• Acknowledgement that Certificate of Occupancy is on file at PCSB</li> </ul>	
Certificates of insurance are on file, meeting at least the minimum levels required by the PCSB.	<ul style="list-style-type: none"> <li>• <i>Certificates of insurance on file at school</i></li> <li>• <i>Acknowledgement that certificates are on file at PCSB</i></li> <li>• <i>Minimum levels required</i> <ul style="list-style-type: none"> <li>○ <i>General Liability - \$1,000,000</i></li> <li>○ <i>Workers Compensation – As required by law</i></li> <li>○ <i>Fidelity/Dishonesty Insurance - \$50,000</i></li> </ul> </li> </ul>	•
Facilities has been purchased or leased	<ul style="list-style-type: none"> <li>• Evidence of Mortgage or Lease agreement</li> </ul>	•

### **Accountability**

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

**\* Items highlighted in red indicate a copy should have been submitted to the Office of Magnet, Choice, and Charter Schools as well as placed in an organized notebook kept on site.**