

**OSCEOLA COUNTY PUBLIC SCHOOLS
CHARTER SCHOOL PRE-OPENING OF SCHOOL CHECKLIST**

Name of School: _____	Date: _____
Principal/Director: _____	Chairperson: _____
Reviewer(s): _____	

CRITERIA	Yes	No	N/A	Due Date	Specific Instructions
1. Facilities					
Proof of ownership or signed lease is on file.					Obtain a copy
Valid Certificate of Occupancy is posted.					C. O. should be posted - Obtain a copy
Fire Permit is posted.					Fire Permit should be posted - Obtain a copy
There are no religious symbols, statues, artifacts, etc. on or about the property.					Note Observation
U.S. and State of Florida flags are displayed.					Note Observation
Facilities are properly ventilated, lit and functional.					Note Observation
Food service facilities are clean and well maintained.					Note Observation
Facilities and grounds are clean and well maintained.					Note Observation
An evacuation plan, in case of Emergency is in place and exist posted in classrooms and hallways.					Note Observation
2. Finance					
Budget for first year on Finance Department template					Note Observation
If the school is being run by a management company, a copy of their current audited financial statement MUST be on file.					Note Observation
3. Enrollment Procedures					
School calendar is concurrent with Osceola County Public Schools.					Obtain a copy
Registration procedures are clear and consistent and follow state statutes and Osceola Procedures.					Obtain a copy
A student roster is available to teachers.					Note Observation
Established plan exists for the admission lottery, if the number of applicants exceeds the program capacity.					Obtain a copy
Verification of Data Input Training is on file and complete.					Inquire as to individuals trained and obtain verification
Office of Instructional Technology computer connection is verified.					Verify that the school is connected to TERMS
4. Document Checklist					
Complete charter school contract is on file.					Verify that the school has a copy
Cumulative folders are in a secure location, in a locked fireproof cabinet.					Verify that the school has cums in a locked cabinet; not in front office
A signed transportation agreement is on file.					Obtain Copy
Food service agreement/contract in accordance with the contract is on file.					Obtain Copy

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5. Personnel Procedures						
All instructional staff and the principal are certified as required by Chapter 231F.S.					Obtain copy of current personnel rosters, and obtain copy of all certificates for instructional employees	
All employees are finger-printed, including School Governing Board Members.					Verify employee roster against chart provided by Charter and Choice Office	
All employees are drug-screened, including School Governing Board Members.					Verify employee roster against chart provided by Charter and Choice Office	
Procedure is documented for recruitment and hiring by Board.					Obtain a copy - Evidence of Board approved	
Submit New Teacher information to the District Certification Office.					Obtain Copy	
Handbook available for teachers					Obtain Copy	
Confidential folders contain: I-9; W4, disciplinary actions; payroll and deductions; medical records; yearly evaluations.					Observe	
Personnel files contain application, contract, references, transcripts, teaching certificates and license.					Observe	
Personnel files are in a secure location.					Verify that the school has personnel files in a locked cabinet; not in front office	
Job descriptions are available for all employees including the principal.					Obtain Copy	
Teachers' contracts indicate that they are not Osceola County Public School employees.					Note Observation	
6. Insurance						
School Leaders Errors and Omissions Liability Policy					Verify these items for compliance with your Board of Directors	
Commercial General Liability						
Automobile Liability						
Commercial Crime						
School District is named as an additional insured as required by the Charter Contract						
Worker's Compensation/Employer's Liability						
Property Insurance						
7. Governance Structure						
The School's Governing Board Members have been fingerprinted by the district.					Verify fingerprints for Governing Board Members against chart provided by Charter and Choice Office	
Proof that the School's Governing Board received Governance Training (Section 1002.33 F.S.) by an approved trainer from DOE by Aug. 2, 2009.					Obtain a copy	
A list of School's Governing Board Members, addresses, and telephone numbers have been submitted to sponsor.					Obtain a copy	
The name, address, and telephone number of School's contact person for complaints has been submitted.					Obtain a copy	
Incorporation papers with bylaws					Obtain a copy	

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8. Academic Accountability					
The School follows the Sponsor's "Procedures for promoting and Maintaining a Safe Learning Environment," or comparable.					Note Observation
The School follows the Sponsor's "Student Progression Plan," or comparable.					Note Observation
A Home Language Survey is available and on file for all Limited English Proficient (LEP) students.					Spot check 3 or 4 cums to see if they include home language survey
LEP students are serviced by an ESOL certified teacher(s).					Ask for name of ESOL teacher(s), and obtain a copy of their certification
Provisions have been made for assessing and serving ESE students.					Spot check 3 or 4 cums to see if their IEP and services provided are aligned
9. Discipline					
School's Parent Conflict Resolution Process is available for review.					Note Observation
The School follows the Sponsor's "Code of Student Conduct", or comparable.					Note Observation
10. Operations					
Provisions have been made for health services and immunizations, if appropriate.					Evidence that health services and immunization services are available (school nurse, health aide, etc.)
There are written plans for such life safety procedures as fire drills, tornado drills and emergency evacuation.					Written plans for life safety procedures included in faculty and student handbooks.
Fire Inspection completed and passed					Obtain a copy
Health Inspection completed and passed					Obtain a copy
Comments:					
Students:			Extracurricular Activities:		
1. Total Enrollment	_____	_____			
2. School CAP	_____	_____			
3. C.O. Capacity	_____	_____			
_____ Reviewer's Signature			_____ School Administrator's Signature		
_____ Date			_____ Date		
_____ Reviewer's Signature			_____ School Administrator's Signature		
_____ Date			_____ Date		