



## 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 school opening such as Purchase Order</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

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 agreement, mortgage document, or property</li> </ul> </li> </ul>	•

	<ul style="list-style-type: none"> <li>tax record.</li> <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 procedures as fire drills and emergency	<ul style="list-style-type: none"> <li>● Written plans for life safety procedures included in faculty and student handbooks.</li> </ul>	●

evacuation.	(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 specifying the maximum occupancy</i></li> </ul>	•

	<ul style="list-style-type: none"> <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.**