

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
CHARTER SCHOOL PRE-OPENING OF SCHOOL CHECKLIST**

NAME OF SCHOOL: _____ LOCATION NUMBER: _____

LOCATION ADDRESS: _____ SAME AS 2014-2015? Yes No

SCHOOL HOURS: _____ DATE OF VISIT: _____ ▲

PRINCIPAL/DIRECTOR: _____

CHAIRPERSON: _____

CSO REVIEWER(S): _____

Criteria	Yes	No	N/A	SPECIFIC INSTRUCTIONS
1. Facilities				
Proof of ownership or signed lease is on file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Valid Certificate of Occupancy/ Use is posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Current Fire Permit is posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Current Health Permit is posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There are no religious symbols, statues, artifacts, etc. on or about the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Facilities are properly ventilated, lit and functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Food service facilities are clean and operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Facilities and grounds are clean and well maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Enrollment Procedures				
School calendar is concurrent with M-DCPS School Calendar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
School's Enrollment Application meets minimum statutory requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Registration procedures are clear and consistent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Verification of Data Input Training is on file and complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Information Technology Services (ITS) computer connection is verified (VPN)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Master schedule is available and reflects ELL and ESE services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Class lists by sections are available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attendance procedures are clearly understood by the registrar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Determination that a lottery was conducted and that it complied with the lottery process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Criteria	Yes	No	N/A	SPECIFIC INSTRUCTIONS
A Home Language Survey is available and on file for all English Language Learners (ELL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Document Checklist				
Complete charter school contract/application is on file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cumulative folders have been requested or initiated for students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cumulative folders are in a secure location, in a locked fireproof cabinet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A signed transportation contract with an approved M-DCPS vendor in accordance with the contract, is on file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Food service agreement/contract in accordance with the contract, is on file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Personnel Procedures				
All instructional staff and the principal have been processed and cleared by M-DCPS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All instructional staff members who are out-of-field have a signed waiver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personnel files are in a secure location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence that Resumes/ Bios of all instructional staff, employed by or under contract to, the school are available upon request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Teachers' contracts indicate that they are not M-DCPS employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Insurance				
School Leaders Errors and Omissions Liability Policy - The insurance shall be subject to a maximum deductible not to exceed \$25,000 per claim.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Commercial General Liability - The minimum limits to be maintained by the School (inclusive of any amounts provided by an umbrella or excess policy) shall be \$1 million per occurrence / \$3 million annual aggregate. Except with respect to coverage for Property Damage Liability, the Commercial General Liability coverage shall apply on a first-dollar basis without application of any deductible or self-insured retention. The coverage for Property Damage Liability may be subject to a maximum deductible of \$1,000 per occurrence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Automobile Liability - The minimum limits to be maintained by the School (inclusive of any amounts provided by an umbrella or excess policy) shall be \$1 million per	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Criteria	Yes	No	N/A	SPECIFIC INSTRUCTIONS
occurrence, and if subject to an annual aggregate, \$3 million annual aggregate.				
Worker's Compensation / Employer's Liability – Workers' Compensation Policy shall be: EL Each Accident: \$500,000; EL Disease-Policy Limit: \$500,000; EL Disease-Each Employee: \$500,000.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Property Insurance – The School shall furnish on a form acceptable to the Sponsor, Property Insurance for the "Building" which is to include the structure and includes permanently installed fixtures, machinery and equipment, outdoor fixtures, and personal property to service the premises.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Governance Structure				
The school's governing board members have been fingerprinted by the district	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A list of school's governing board members, addresses, and telephone numbers have been submitted to sponsor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The name, address, and telephone number of school's conflict resolution person has been submitted and is posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An Educational Excellence School Advisory Council (EESAC) has been established at the school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Compliance with provision of Chapter 119, F.S., and Chapter 286.011, F.S. (Public Records/Public Meetings) as evidenced by announcements of meetings posted in the main office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Academic Accountability				
Textbooks are current, state-adopted and are available or have been ordered (as evidenced by invoices)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Furniture and fixtures are adequate, classrooms are appropriately furnished	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supplies/ Resources are adequate and appropriate for the grade levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment is operational and technology available for student use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ELL students will be serviced by an ESOL endorsed teacher(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

8. Discipline				
School's Parent Conflict Resolution Process is available for review and has been submitted to the sponsor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The school follows the sponsor's "Code of Student Conduct", or comparable (as evidenced by a school wide discipline plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Student/parent contracts are available and compliant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Student/parent contract indicates that the students are M-DCPS students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

Students:

- 1. Total enrollment _____
- 2. Contract Capacity _____
- 3. Facility Capacity _____

Extracurricular Activities (if any):

Is this a shared campus? Circle Yes or No Location Number (s) _____

Does the school have an additional campus currently operational? If so indicate the location of this campus:

Total enrollment: _____

Facility Capacity: _____

CSS Administrator

Date

School Administrator

Date