

# Explanation of Pre-Opening Documentation 2021-2022 School Year

## Facilities

Who is the responsible entity for each document?

1. Certificate of Occupancy \*to include building occupancy load - ***(Due no later than 15 days prior to first day of school)*** Municipality
  - Municipality- The governing body of such a district or community
2. Fire Inspection – *Local Authority having jurisdiction*
3. Health Inspection- *Health Department*
4. Lease Agreement- *Landlord*
5. Review of Traffic Pattern – *Broward County Traffic Engineering Department*
6. Safety Inspections- The District's Chief Fire Marshal will follow up with you regarding the inspections if necessary.
7. School Site Safety and Security Plan - *Charter School*
  - Outline the plan for school safety and security for students, staff, the facility, and property. Explain the types of security personnel, technology, equipment, and policies that the school will employ. A full plan that also includes procedures for unanticipated emergency situations will be required prior to school opening.
8. Environmental Testing- *Charter School*
  - School Site includes Radon, Lead in water, and asbestos.

## Final Site Plan

9. Acreage- Municipality or Architect – *Charter School*
  - Acreage- extent or area in acres; acres collectively
10. Floor Plan – *Charter School*
  - Must include room numbers

# **New Charter Schools Pre-Opening Documentation Checklist 2021-2022 School Year**

## **Governance Documents**

11. Governing Board Contact Information- *Charter School*
12. Governing Board/Principal Fingerprint Background Clearances - *Field Print Fingerprinting*
13. Certificates of Governance Training- *Florida Department of Education Approved Trainers*
14. Post-Approval Applicant Training Certificate- *Florida Department of Education*

## **Final Budget, Insurance, and Other**

15. Educational Management Contract (ESP only)- *Charter School*
16. Draft of Tentative Board Meeting Dates (Minimum of two meetings per school year required) -  
*Charter School*
17. School's Calendar- *Charter School*
  - Must follow Broward County Public Schools calendar
18. Required Insurance Coverage- *See Charter Contract*
19. Religious Symbol Verification Agreement – *Charter School*
20. Updated Budget Approved by Governing Board- *Charter School*
21. Evidence of Start Up Funds- *Charter School*
22. Parent/Student Handbook and/or Contracts- *Charter School*
23. Teacher/Principal Evaluation Plan or Certificate of Participation in the Florida Consortium of  
Public Charter Schools Evaluation Systems- *Charter School*
24. Employee Compensation Plan (Pay for Performance)- *Charter School*
25. Principal/Assistant Principal Contact Information- *Charter School*
26. School Liaison Contact Information- *Charter School*
27. Transportation Agreement (If applicable)- *Charter School*