

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
CHARTER SCHOOL PRE-OPENING OF SCHOOL CHECKLIST
2018-2019**

NAME OF SCHOOL: _____ **LOCATION NUMBER:** _____

LOCATION ADDRESS: _____ **SAME AS 2017-2018? (Not Applicable)**

SCHOOL HOURS: _____ **DATE OF VISIT:** _____

PRINCIPAL/DIRECTOR: _____

CHAIRPERSON: _____

CSCS REVIEWER(S): _____

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

Criteria	Yes	No	N/A	SPECIFIC INSTRUCTIONS
Determination that a lottery was conducted and that it complied with the lottery process				
A Home Language Survey is available and on file for all English Language Learners (ELL)				
3. Document Checklist				
Complete charter school contract/application is on file				
Cumulative folders have been requested or initiated for students				
Cumulative folders are in a secure location, in a locked fireproof cabinet				
A signed transportation contract with an approved M-DCPS vendor in accordance with the contract, is on file				
Food service agreement/contract in accordance with the contract, is on file				
4. Personnel Procedures				
All instructional staff and the principal have been processed and cleared by M-DCPS				
All instructional staff members who are out-of-field have a signed waiver				
Personnel files are in a secure location				
Evidence that Resumes/ Bios of all instructional staff, employed by or under contract to, the school are available upon request				
Teachers' contracts indicate that they are not M-DCPS employees				
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.				
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.				
Automobile Liability -				

Criteria	Yes	No	N/A	SPECIFIC INSTRUCTIONS
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, 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.				
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.				
6. Governance Structure				
The school's governing board members have been fingerprinted by the district				
A list of school's governing board members, addresses, and telephone numbers have been submitted to sponsor				
The name, address, and telephone number of school's conflict resolution person has been submitted and is posted				
An Educational Excellence School Advisory Council (EESAC) has been established at the school				
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.				
7. Academic Accountability				
Textbooks are current, state-adopted and are available or have been ordered (as evidenced by invoices)				
Furniture and fixtures are adequate, classrooms are appropriately furnished				
Supplies/ Resources are adequate and appropriate for the grade levels				
Equipment is operational and technology available for student use				
ELL students will be serviced by an ESOL endorsed teacher(s)				

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

Comments:

Students:

Special Program Development:

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

Is this a shared campus?

Does the school have an additional campus currently operational?

_____ Reviewer's signature	_____ Date	_____ School Administrator's signature	_____ Date
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_____ Reviewer's signature	_____ Date
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