

IDAHO PUBLIC CHARTER SCHOOL COMMISSION
PRE-OPENING CHECKLIST



Idaho Public Charter School Commission
304 North 8th Street, Room 242
Boise, Idaho 83702

Phone: (208) 332-1561
chartercommission.idaho.gov

Alan Reed, Chairman
Jenn Thompson, Director

New School Pre-Opening Requirements

The following items must be collected by the PCSC for your school's files.

ITEM	COLLECTION BY PCSC
Performance Certificate Executed	
Bylaws Executed	
Articles of Incorporation	
Conflict of Interest and/or Code of Ethics Statement	
Facility Lease or Mortgage Executed	
Annual Board Approved Budget	
501c3 Approval Letter	
Org Chart	
Completion of Pre-Opening Board Training and Operational Year 1 Development Plan	
Board Member and School Leader Contact Information (PCSC Dashboard)	
Emergency Incident Team Communication Plan	

The tasks referenced below are detailed on the following pages. The lists include tasks related to requirement for opening as well as tasks

ITEM	PCSC Verification
Enrollment is Sufficient for Operation	
Meeting 1 Tasks Generally Complete (see "Pre-Opening Checklist", "Meeting 1 - October" tab)	
Meeting 2 Tasks Generally Complete (see "Pre-Opening Checklist", "Meeting 2 - December" tab)	
Meeting 3 Tasks Generally Complete (see "Pre-Opening Checklist", "Meeting 3 - February" tab)	
Meeting 4 Tasks Generally Complete (see "Pre-Opening Checklist", "Meeting 4 - April" tab)	
Meeting 5 Tasks Generally Complete (see "Pre-Opening Checklist", "Meeting 5 - June" tab)	

Full scope of compliant school policies adopted and accessible	
Final Tasks and Facilities Visit (See "Pre-Opening Checklist", "Final Facilities Visit - August" tab)	

Certificate is hereby given that all facts and representations on this assurance document are true and correct.

Printed Name and Title of Authorized Charter School Representative

Signature

Date

Printed Name of PCSC Representative

Signature

Date

Governing Board Development Sample Plan

Below is a sample outline for a charter school governing board based on best practices across the country. This is not a requirement, but hopefully can be a resource for you as you continue to refine your governance skills or bring on new board members. The timeline indicates a possible sequence, and the description column lists some of the sub-topics your board might choose to review within a given category.

CATEGORY	TRAINING TOPICS	RECOMMENDED TIMELINE	VERIFICATION
Open Meetings Law	Id 74-2 ; including: meeting notifications , quorum , agenda posting , minute maintenance , motion documentation , and executive session	September	
Roberts Rules	including: motions, discussions, public participation, etc.	October	
Officers and Committees	job descriptions for officers and committees	November	
Public Records Requests	including: role as a public entity, communications publically accessible, and procedures for receiving and processing records requests	December	
Governance vs. Management	including: differentiating the work of "founding" from the role of "governing" from the role of "managing". Identify and clarify roles for school admin and board members. Differentiate between board member's authority as an individual and as a member of the board.	January	
Financial Oversight	including: training for board members regarding how to read their specific financial reports as well as understanding the school's annual report from the authorizer.	February	
Meaningful Mission and Vision Establishment	High quality mission and vision statements are crucial to school success. The work to be done here is far more than endless word-smithing. Take the time to create a center that will hold when things get busy.	March	
Academic Achievement	Training should address the school's assessment plan, performance standards for continued authorization and/or accreditation, current plans for supporting student success, current goals, and a timeline for when data will be presented to the board for review. benchmark data should be presented regularly to keep the board informed of progress prior to ISAT scores.	April	
School Leader Evaluation	Training should address the state required administrator evaluation process and tools. The board will need to establish a timeline and make any reasonable adjustments to the process necessary to support and evaluate the performance of the school leader with respect to the uniqueness of the school's model	May	
Board Maintenance	training should cover self assessment tools as well as succession plans (what skills you have vs. what you need). It should address the board member recruitment process as well as the onboarding procedures. New Director Orientation and Termination	June	

Comments:

October	Finance	Performance Certificate executed. Please note, any adjustments the board may want to make to this content require an amendment of the certificate. Contact Kirsten Pochop with questions.	Y	Fully executed copy on file with the PCSC.	
October	Governance	Bylaws executed.	Y	Executed copy of bylaws and meeting minutes evidencing adoption	
October	Governance	Articles of Incorporation (to be filed with Secretary of State)	Y	Executed Copy. PCSC will verify this online.	
October	Governance	Board Term Sheet/ Conflict of Interest Statement / Code of Ethics (33-5200 ; 74-404)	Y	Signed by Each Board Director	
October	Governance	Independent Legal Counsel Secured	Y	Meeting Minutes evidencing Approval of Engagement	
October	Governance	501c3 (file the IRS form 1023. This is a lengthy application and costs approx. \$1K. Please work with your legal counsel.) For planning purposes - the 1023 application requires that documentation such as executed bylaws, conflict, and articles of incorporation are already finalized.	Y	Approval or Interim Approval letter from the IRS (the final letter can take months to arrive, for most purposes the interim letter is sufficient)	
October	Governance	Notification to Office of State Board of Education of Petition Approval. This is required by statute to come from the school board. Please address to Alison Henken (alison.henken@osbe.idaho.gov) and cc Jenn Thompson (jenn.thompson@osbe.idaho.gov).		Discussion.	
October	Operations (Lead Admin)	Review procurement requirements and ensure your school proceeds appropriately. This is necessary for nutrition, transportation, IT, and other large purchases. I.C. 67-2806; see also a good summary from the SDE's Nutrition program here: https://www.sde.		Discussion	
October	Operations (Lead Admin)	Meet with Building Safety Team - all schools are evaluated on safety and security every 3 years. The resulting report provided by the Department of Building Safety is a confidential document between the school board and the DBS. All schools are evaluated every year on building maintenance, safety and egress. They review based on 650 points of assessment, presenting a graphic to help your team make informed decisions about financial investments. (hint - the answer is not cameras). Contact Mike within 60 days of opening to have an early discussion on safety concerns as you begin your facilities project.		Discussion. Mike Munger School Safety Analystist Office of School Safety and Security mike.munger@dbs.idaho.gov	Would you like me to try to schedule this as part of the December pre-opening meeting?
October	Governance	New School Form. This form is available from Michelle Clement Taylor and due to her in January. This form establishes your school and LEA operational numbers with the SDE and ensures you are eligible to received funds. You'll need your EIN and DUNS numbers complete before you submit this document.		Discussion	
October	Enrollment (Registrar)	Comprehensive Recruitment Plan		Discussion	
October	Enrollment (Registrar)	Compliant and Accessible Student Enrollment Application (considers potential language barriers and/or access to technology as well as efficiency and security of data collection)		Discussion	
October	Operations (Lead Admin)	Consider a 5-Year IT plan		Discussion	
October	Operations (Lead Admin)	It is recommended that you begin working on a transportation plan now. The procurement process is lengthy and many charters experience difficulty with bus and driver shortages.		Discussion	
October	Governance	Review board training expectations and timeline. Evidence that all board members have completed the required trainings as well as a presentation of a year 1 plan are due in April.		Discussion	
October	Special Populations	Intro to the Special Education Readiness review will be conducted by the SDE in the August before you open. This is based on the Special Education Manual. We will review this with the board in October and again in April. Please ensure that your board has read this documentation and that the school is fully prepared (including adopted board policy, child find and RtI programs, appropriate forms, and new student records review).		Discussion	
October	Governance	Policy Development. School boards must adopt a full scope of policies. A full collection of policies are available from the ISBA with membership. (charter specific, reviewed 2018, but still need full review and minor adaptation from the board. ISBA recommends this process take several months).		Discussion	
October	Operations (Lead Admin)	Website Development. A few items are required to be posted regularly on your website. This is evaluated every year and reflected on your annual report.		Discussion.	
October	Governance	School Leader Evaluation Process. The SDE has required tools and procedures. We will revisit this in April. Wellness Plan/ Policy (required for NSLP compliance, but not until July after first op year. Recommended that you get this in place asap as it can be positive leverage for grants and will be easier to implement from the beginning). See SDE descriptions and resources here: http://www.sde.idaho.gov/cnp/hne/wellness.html		Discussion.	
October	Operations (Lead Admin)	Finance Policy review, particularly internal controls.		Discussion	ility Manual for School
December	Finance	Bank Account Established	Y	Document Review	
December	Finance	Signatories Identified (best practice is 2 required, but 3 identified)		Discussion	
December	Finance	salary scale developed (considers fair hiring practices and local hiring competition)		Meeting minutes evidencing appointment.	
December	Finance	EIN number established (state Tax ID number)		Discussion of Plan	
December	Finance	DUNS number established (required for eligibility to receive government dollars)		Verify Number exists	
December	Enrollment (Registrar)	Comprehensive Recruitment Plan		Verify Number exists	
December	Enrollment (Registrar)	Compliant and Accessible Student Enrollment Application (considers potential language barriers a/o access to technology as well as efficiency and security of data collection).	Y	Discussion of Plan	has a template for this
December	Operations (Lead Admin)	Staffing plan should be fully established and comprehensive. This should reflect enrollment projections, anticipated demographics, model specific needs, and budgets. It should also include clear trigger points for hiring prior to the first year (i.e. how will you know you can hire a 2nd teacher or a counselor and how will you balance that with the natural hiring season?)		Discussion of Plan (recording on dashboard tab)	.02.02 for staffing certi

December	Operations (Lead Admin)	job descriptions for general positions are generally representative of duties. A full collection of job descriptions are available from the ISBA with membership. Release of Information on Past Job Performance. Ensure that you have a plan for checking references and documenting fair hiring practices, prior to hiring any employee (including admin). This generally includes board adoption of policy before you can interview.	Document Review	.02.02 for staffing certi
December	Operations (Lead Admin)	Provide an update on the schools technology plan/progress.	Document review	33-1210
December	Operations (Lead Admin)	Stakeholders must have adequate access to appropriate school personnel. Many schools adopt communication/grievance procedures that include clear documentation. This will also require that the staff reporting structure is clear.	Discussion of Plan	Erate Flow chart
December	Operations (Lead Admin)	Curriculum Selection Process (should evidence research and stakeholder input as well as a plan for regular review regarding efficacy)	Y	A copy of the school's org chart will need to be provided to the PCSC for our files. The PCSC will also verify that grievance procedures and contact information is appropriately noted on your website.
December	Operations (Lead Admin)	data analysis / Assessment plan	Discussion of Plan	consider: IC 33-512A
December	Special Populations	Home Language Survey (a section of the registration paperwork) SDE has a state wide required document.	Document Review	le.idaho.gov/el-migrant
December	Governance	Board Meeting Calendar (high level evidence that the board is planning for key work such as, administrator evaluation process, academic performance review, the audit report, etc.)	Document Review	
December	Governance	Job Descriptions for Board Officers (chair, secretary, treasurer, etc.) and Committees (governance, academic, finance, etc.)	Document Review	
December	Governance	Meeting Agendas posted Accurately	Process and Document Review	Open Meetings Law
December	Governance	Board Meeting Minutes (format consistent, content sufficient, see open meetings law)	Y	Several Examples will be required throughout the pre-operational year
December	Governance	Board Member Succession, Orientation, and Termination Process	Process review based on bylaws.	
December	Enrollment (Registrar)	Review the enrollment procedures guidance document and ensure timelines are in place and planned procedures are compliant.	Discussion	
December	Operations (Lead Admin)	Business Manager Hired	Discussion	
December	Operations (Lead Admin)	Administrator hired (process needs to evidence fair hiring practices)	Process or Policy Review	
February	Governance	Policy adoption progress review. Bring copies/ or digital access to all board approved policies to date.	Y	Document Review
February	Finance	PO Process Outlined (for admin, board, and staff if different)	Discussion of Plan	
February	Finance	reimbursement request forms and process established	Document Review	
February	Enrollment (Registrar)	Records Request process. It is common to include the reference to the applicable statute on the document. See I.C. 33-209.	Document Review	es Michelle have an example of thi
February	Finance	Kitchen Capital Purchases (warming ovens, smallwares, etc.). Contact the SDE Nutrition department to ensure your planned service area meets the requirements for food safety, serving, and point of sale.	Discussion	
February	Enrollment (Registrar)	Notification of lottery date posted	PCSC Staff will verify this on school's website	
February	Enrollment (Registrar)	First offer notification and expiration process is developed.	Discussion/Document Review	
February	Enrollment (Registrar)	Registration paperwork is compliant	Document Review	
February	Enrollment (Registrar)	Student record receipt and processing practices should be ready to go. This will be a significant amount of time after the lottery, and it will matter that you have clear procedures before you begin	Discussion	an provide training to schools regar
February	Operations (Lead Admin)	salaried contract established and compliant	Document Review	
February	Operations (Lead Admin)	hourly contract established and compliant	Document Review	
February	Operations (Lead Admin)	Time-off request forms/ process developed	Document Review	
February	Operations (Lead Admin)	playground safe practices outlined (student expectations for outdoor play and supervision plan/expectations. Document should reflect how this information is presented to teachers/students or playground attendants)	Document Review	/schoolsafety.dbs.idaho.gov/repos
February	Operations (Lead Admin)	medical administration plan (policy recommended; documents should include statement of policy, administration tracking chart, and parent signature line. Options for nurse/admin administration as well as student self admin - i.e. diabetes, inhaler, or epi pen)	Document and Process review	
February	Operations (Lead Admin)	Contact the Federal Programs Office (Elmira Feather) at the SDE and notify them of your school's primary contact. They will get you set up with a login in for their system. In March you'll provide an estimate of low income students and in April you'll be able to see an estimated allocation. If you choose to take this allocation, formal reporting is due by end of June.	Discussion	
February	Operations (Lead Admin)	Annual Budget Approval Process Review the SDE template for newspaper publication. Must have a hearing 30 days prior to the July regular meeting for each school. Board must be approved in July and is due to the PCSC and the SDE by July 15th. SDE require		
February	Finance	Materials Safety Data Sheet (MSDS) utilized appropriately through the school (any chemicals need to be stored appropriately and usage must be tracked according to these guidelines. Mostly applies to chemistry supplies, but may also apply to janitorial or art supplies. This will matter for fire safety and health inspections. verify that your school is compliant if applicable)	Document and Process review (if applicable)	
February	Operations (Lead Admin)	SIS system set up. Review of ISEE report data and report due dates. Be prepared to begin building a calendar of reminders for the upcoming school year.	Discussion	
February	Enrollment (Registrar)	Facility Lease or Mortgage Executed	Y	Fully Executed Copy on File at PCSC and School
February	Finance	Accounting System Secured and Set up	Discussion	
February	Enrollment (Registrar)	Records tracking for special services process		

February	Operations (Lead Admin)	Asset tracking and Materials Receipt Process		Discussion	
February	Enrollment (Registrar)	Student File Compliance Check		Student File plan review/feedback; file spot check in August	
February	Operations (Lead Admin)	facilities safety checklists (indoor and outdoor) established		Document Review	
		Crisis Management Plan (review with your local emergency responders the summer before opening; start early as a quality plan will take several months to develop) (plan should include training materials, quick reference guide, evacuation maps, recovery plans. resources can be found here.		PCSC will need a copy of your "Incident Team" org chart with roles defined and your "Recovery Plan" timeline. We will also need to be included on your emergency notification system (whether that is text system, phone tree, or email distribution system).	Include also, a plan for youth suicide prevention and safe and drug free schools. Guidance on both topics can be found here:
February	Operations (Lead Admin)	drop off and dismissal procedures established (evidence should reflect how this information is shared with families as well as supervision expectations) . The PCSC can provide resources.		Document Review	
February	Operations (Lead Admin)				
April	Governance	Policy adoption progress review. Bring copies/ or digital access to all board approved policies to date.	Y	Document Review	
April	Enrollment (Registrar)	Student information system implementation update		Discussion	
April	Operations (Lead Admin)	payroll and timecard systems adopted		Discussion	
April	Operations (Lead Admin)	Substitute process established		Discussion	
April	Operations (Lead Admin)	Health Benefits Secured		Discussion	
April	Operations (Lead Admin)	Retirement Benefits Secured		Discussion	
April	Operations (Lead Admin)	New Hire Process Established (paperwork, legal, payroll, benefits, etc.)		Document Review. A sample new-hire checklist is sufficient.	
April	Operations (Lead Admin)	New Hire Orientation Established (should consider certified and classified staff and evidence plans for beginning of year as well as mid-year hires)		Discussion	
April	Operations (Lead Admin)	PCSC Reporting Calendar Reviewed		Discussion	
April	Operations (Lead Admin)	SDE Reporting Calendar Reviewed and Special Education, and OSBE		Discussion	Special Education:
April	Operations (Lead Admin)	Stakeholder Reporting Calendar Established (should evidence report cards, state of the school address, stakeholder survey timelines, etc.)		If this type of information is embedded in your published school calendar, no further evidence is necessary.	
		Principal's Repot (to Board) Plan (i.e. data dashboard) Best practices include a standard set of data reported to the governing board by the school principal each meeting. This data should reflect progress toward established goals, and attempt to reflect the board's administrator evaluation process.		Discussion of Plan/ Document Review	
April	Operations (Lead Admin)			If this information is embedded in your daily schedule, no further evidence is required. If not, discussion.	
April	Operations (Lead Admin)	Community Meeting Plan (assemblies)		if this information is embedded in your published school calendar, no further evidence is necessary. If not, discussion.	
April	Operations (Lead Admin)	Community Event Plan (student work showcases, conferences, etc.)			
April	Academics	school-wide professional development plan (should include plus with time sufficiently reflected in the calendar and daily schedule)		Document Review	02 includes some specific requirem
April	Academics	Teacher coaching plan (reflecting how individual needs will be met beyond the school-wide PD plan)		Document Review	
April	Academics	Teacher formal evaluation tools		Document Review	08.02.02
April	Special Populations	Special Education Director Identified		Discussion regarding qualifications, start date, and plan for student intake and paras.	
April	Special Populations	504 coordinator identified		Discussion regarding qualifications, start date, and time allocation	
April	Operations (Lead Admin)	NSLP application approved (if applicable)		Discussion	
April	Operations (Lead Admin)	common behaviors description are communicated. (transitions, bathrooms, cafeteria, etc.)		Document Review	
April	Operations (Lead Admin)	Positive Behavior Plan (this is in extension of the formal discipline policies and should evidence the school's day to day philosophy and procedures for classroom management)		Document Review	
April	Operations (Lead Admin)	Annual Calendar	Y	Board Approved Final Copy	
April	Operations (Lead Admin)	Daily Schedule	Y	Board Approved Final Copy	
April	Operations (Lead Admin)	Extra Curricular Plan Established (if applicable)		Discussion	
April	Operations (Lead Admin)	After school Care Plan Established (if applicable)		Discussion	
April	Operations (Lead Admin)	Review the estimated federal programs allocation, provided by the federal programs department and decide whether you intend to pursue the funds.		Discussion	
April	Operations (Lead Admin)	Website Compliance Check		PCSC will verify online at various times	
				Please bring meeting minutes evidencing adoption of the special education manual and special education policies, copies of all policies, forms. You may want to bring your special education director (or intended) to this meeting to discuss plans for staff training and records review.	IEP Guidance Handbook
April	Special Populations	Review of readiness for special education.	Y	Evidence that all board members have completed the required trainings and a copy of the year 1 development plan is due to the PCSC	
April	Governance	Board Member Training	Y	https://schoolsafety.dbs.idaho.gov/10yearplans/	
April	Operations (Lead Admin)	Building maintenance safety check		Document Review	
April	Academics	Curriculum Map for first year (minimally)	Y	Document Review	
April	Finance	Consolidated Federal and State Grant Applications. Contact SDE- Elmira Feather, due on 5/1.		Discussion	
April	Governance	New Charter School Boot camp. Admin, Business Manager, program directors, and board members are invited, please talk with Michelle Clement-Taylor for more information.		Discussion	
April	Academics	First two weeks curriculum plan process		Document Review	
June	Special Populations	Review of Special Education Readiness Plan (including child find, RtI, and at-risk identification procedures)		Discussion of Plan/ Document Review	
June	Governance	School Leader Evaluation Tools	Y	Document (if modified from SDE)	
June	Finance	Transportation Contract Executed		Meeting Minutes evidencing contract award or authorization for signatory	

June	Finance	Landscaping/Snow Removal Contract Executed	Meeting Minutes evidencing contract award or authorization for signatory
June	Finance	Special Services (speech, OT, etc.) Identified and retained	Meeting Minutes evidencing contract award or authorization for signatory
June	Finance	Independent Auditor Contract Executed	Meeting Minutes evidencing contract award or authorization for signatory
June	Finance	IT Contract Executed (if applicable)	Meeting Minutes evidencing contract award or authorization for signatory
June	Finance	D&O Insurance Policy Secured	Y Meeting Minutes evidencing contract award or authorization for signatory.
June	Finance	Property and Liability Insurance Secured	Meeting Minutes evidencing contract award or authorization for signatory
June	Finance	Workers Compensation Insurance Secured	Meeting Minutes evidencing contract award or authorization for signatory
June	Finance	monthly finance reports established for board	Document Review
June	Enrollment (Registrar)	Family orientation process	Discussion
June	Enrollment (Registrar)	New student beginning of year process	Discussion
June	Enrollment (Registrar)	New student mid-year process	Discussion
June	Enrollment (Registrar)	Records tracking for special services process	Discussion
June	Academics	Assessment Coordinator Identified	Discussion regarding qualifications, start date, and sufficient time allocation.
June	Operations (Lead Admin)	Asset tracking and Materials Receipt Process	Discussion
June	Special Populations	ELL coordinator identified	Discussion regarding qualifications, start date, and plans for reviewing student records.
June	Operations (Lead Admin)	drop off and dismissal procedures established (evidence should reflect how this information is shared with families as well as supervision expectations)	Discussion
June	Operations (Lead Admin)	FRL application process established	Discussion
June	Finance	Vended Program Contract Executed or Food and Milk Vendors Contracts Executed	Discussion
June	Operations (Lead Admin)	Crisis Management Plan (review with your local emergency responders the summer before opening; start early as a quality plan will take several months to develop) (plan should include training materials, quick reference guide, evacuation maps, recovery plan, roles of incident team personnel, communication plan, and drill tracking document)	PCSC will need a copy of your "Incident Team" org chart with roles defined and your "Recovery Plan" timeline. We will also need to be included on your emergency notification system (whether that is text system, phone tree, or email distribution system).
June	Finance	Charter School Advanced Payment Request Awareness	Y Contact SDE
June	Finance	Transportation Advance Payment Request Awareness	Contact SDE
June	Special Populations	Special Education Assurances Filed with SDE Awareness	Contact SDE
June	Operations (Lead Admin)	Formal Reporting with Federal Programs Department is due in June for the upcoming school year.	Discussion
June	Operations (Lead Admin)	Building Reconfiguration Form: anytime a school changes the grade levels served, or makes a significant change to the building this form needs to be filed with the Idaho School Safety and Security department of the Division of Building Safety.	Contact Mike Munger
June	Operations (Lead Admin)	Review Reporting Requirements	Document Review
June	Operations (Lead Admin)	Review Website Requirements	Document Review
June	Operations (Lead Admin)	Review PCSC Performance Framework	Document Review
June	Finance	Primary Curriculum Materials (for core subjects and model specific)	Discussion in June; Site Visit Observation in Aug
June	Finance	Curriculum Support Materials (counters, etc.)	Discussion in June; Site Visit Observation in Aug
June	Finance	Classroom Consumables (markers, paper)	Discussion in June; Site Visit Observation in Aug
June	Finance	Maintenance Consumables (cleaning supplies, paper towels)	Discussion in June; Site Visit Observation in Aug
June	Finance	Office Consumables (paper, folders)	Discussion in June; Site Visit Observation in Aug
June	Finance	Kitchen non-food consumables (napkins, disposable products, gloves)	Discussion in June; Site Visit Observation in Aug
June	Enrollment (Registrar)	Student Data uploaded to SIS	Discussion
June	Operations (Lead Admin)	Background Checks are completed for all staff (please explain what service is used for employees and if alternative service is used for volunteers; also address the process)	If this process is not documented in the family and employee handbook additional evidence will need to be provided.
June	Operations (Lead Admin)	Teacher License verification	Discussion of Process and record keeping.
June	Special Populations	Record Keeping plan is established for Special Education	Document Review (file checklist, tracking forms, etc. Whatever kind of documentation speaks to your plan)
June	Operations (Lead Admin)	Annual Budget Submitted to SDE/PCSC	Y meeting minutes documenting approval 33-801
August	Finance	Primary Curriculum Materials (for core subjects and model specific)	Observation
August	Finance	Curriculum Support Materials (counters, etc.)	Observation
August	Finance	Classroom Consumables (markers, paper)	Observation
August	Finance	Maintenance Consumables (cleaning supplies, paper towels)	Observation
August	Finance	Office Consumables (paper, folders)	Observation
August	Finance	Kitchen non-food consumables (napkins, disposable products, gloves)	Observation
August	Enrollment (Registrar)	Student Data uploaded to SIS and compatibility with ISEE verified	Review
August	Operations (Lead Admin)	Background Checks are completed for all staff and volunteer background check procedures are outlined for a parent audience	Document Review (excerpts from employee and family handbook)
August	Operations (Lead Admin)	Teacher License verification (this is due to SDE via ISEE by 10/17)	Discussion of Process and record keeping.
August	Operations (Lead Admin)	Variance request/ hard to fill positions	Contact SDE if necessary
August	Academics	Curriculum Map for first year	Document Review / Discussion
August	Academics	First two weeks curriculum plan process	Document Review / Discussion
August	Operations (Lead Admin)	IT coordinator is identified and sufficiently trained or Contracted Services has been retained	Discussion regarding qualifications and duties.
August	Operations (Lead Admin)	Classroom equipment is operational for teacher use (computers, projectors, doc cams, etc.)	Observation
August	Operations (Lead Admin)	Equipment is operational for student use (computers, network, logins set up, etc.)	Observation

August	Operations (Lead Admin)	Internet Access functional and sufficient	Observation
August	Operations (Lead Admin)	facilities safety checklists (indoor and outdoor) established	Document Review
August	Operations (Lead Admin)	allergies accounted for	Document Review / Observation of any accommodated eating space
August	Operations (Lead Admin)	Health Inspection Passed and Filed	Y Document Review
August	Operations (Lead Admin)	Fire Inspection Passed and Filed	Y Document Review
August	Operations (Lead Admin)	Occupancy Certificate Posted	Y Document Review
August	Operations (Lead Admin)	Building Safety Inspection Posted	Y Document Review
August	Operations (Lead Admin)	Security Plan as applicable(cameras, secured areas/doors, doors labeled for visitors, etc.)	Observation
August	Operations (Lead Admin)	Key Distribution Record	Document Review
August	Operations (Lead Admin)	student space staging is complete prior to back to school night (classrooms and common spaces), age appropriate, and meets needs of model	Observation
August	Operations (Lead Admin)	special populations areas are prepared (variety of spaces and record security)	Observation
August	Operations (Lead Admin)	employee work room prepared	Observation
August	Operations (Lead Admin)	outdoor play space prepared	Observation
August	Enrollment (Registrar)	Student File Compliance Check	Student file spot check

Public Charter School Commission Pre-Operational School Meeting #1

	Date of Meeting:	School Attendees:	PCSC Attendees:
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Facilities plan is on track for opening	Facilities Notes:	
Y / N		

CATEGORY	TOPIC	COPY FOR PCSC	EVIDENCE FOR REVIEW	COMMENTS	VERIFICATION
Finance	Performance Certificate executed. Please note, any adjustments the board may want to make to this content require an amendment of the certificate. Contact Kirsten Pochop with questions.	Y	Fully executed copy on file with the PCSC.		
Governance	Bylaws executed.	Y	Executed copy of bylaws and meeting minutes evidencing adoption		
Governance	Articles of Incorporation (to be filed with Secretary of State)	Y	Executed Copy. PCSC will verify this online.		
Governance	Board Term Sheet/ Conflict of Interest Statement / Code of Ethics (33-5200 ; 74-404)	Y	Signed by Each Board Director		
Governance	Independent Legal Counsel Secured	Y	Meeting Minutes evidencing Approval of Engagement		
Governance	501c3 (file the IRS form 1023. This is a lengthy application and costs approx. \$1K. Please work with your legal counsel.) For planning purposes - the 1023 application requires that documentation such as executed bylaws, conflict, and articles of incorporation are already finalized.	Y	Approval or Interim Approval letter from the IRS (the final letter can take months to arrive, for most purposes the interim letter is sufficient)		
Governance	Notification to Office of State Board of Education of Petition Approval. This is required by statute to come from the school board. Please address to Alison Henken (alison.henken@osbe.idaho.gov) and cc Jenn Thompson (jenn.thompson@osbe.idaho.gov).		Discussion.		
Operations (Lead Administrator)	Review procurement requirements and ensure your school proceeds appropriately. This is necessary for nutrition, transportation, IT, and other large purchases. I.C. 67-2806; see also a good summary from the SDE's Nutrition program here: https://www.sde.		Discussion		
Operations (Lead Administrator)	Meet with Building Safety Team - all schools are evacuated on safety and security every 3 years. The resulting report provided by the Department of Building Safety is a confidential document between the school board and the DBS. All schools are evaluated every year on building maintenance, safety and egress. They review based on 650 points of assessment, presenting a graphic to help your team make informed decisions about financial investments. (hint - the answer is not cameras). Contact Mike within 60 days of opening to have an early discussion on safety concerns as you begin your facilities project.		Discussion. Mike Munger School Safety Analyst Office of School Safety and Security - mike.munger@dbs.idaho.gov	Would you like me to try to schedule this as part of the December pre-opening meeting?	

LOOKING FORWARD

Governance	New School Form. This form is available from Michelle Clement Taylor and due to her in January. This form establishes your school and LEA operational numbers with the SDE and ensures you are eligible to received funds. You'll need your EIN and DUNS numbers complete before you submit this document.		Discussion		
Enrollment (Registrar)	Comprehensive Recruitment Plan		Discussion		
Enrollment (Registrar)	Compliant and Accessible Student Enrollment Application (considers potential language barriers and/or access to technology as well as efficiency and security of data collection)		Discussion		
Operations (Lead Administrator)	Consider a 5-Year IT plan		Discussion		

Operations (Lead Administrator)	It is recommended that you begin working on a transportation plan now. The procurement process is lengthy and many charters experience difficulty with bus and driver shortages.		Discussion		
Governance	Review board training expectations and timeline. Evidence that all board members have completed the required trainings as well as a presentation of a year 1 plan are due in April.		Discussion		
Special populations	Intro to the Special Education Readiness review will be conducted by the SDE in the August before you open. This is based on the Special Education Manual. We will review this with the board in October and again in April. Please ensure that your board has read this documentation and that the school is fully prepared (including adopted board policy, child find and RtI programs, appropriate forms, and new student records review).		Discussion		
Governance	Policy Development. School boards must adopt a full scope of policies. A full collection of policies are available from the ISBA with membership. (charter specific, reviewed 2018, but still need full review and minor adaptation from the board. ISBA recommends this process take several months).		Discussion		
Operations (Lead Administrator)	Website Development. A few items are required to be posted regularly on your website. This is evaluated every year and reflected on your annual report.		Discussion.		
Governance	School Leader Evaluation Process. The SDE has required tools and procedures. We will revisit this in April.		Discussion.		
Operations (Lead Administrator)	Wellness Plan/ Policy (required for NSLP compliance, but not until July after first op year. Recommended that you get this in place asap as it can be positive leverage for grants and will be easier to implement from the beginning). See SDE descriptions and resources here: http://www.sde.idaho.gov/cnp/hne/wellness.html		Discussion		Eligibility Manual for School Meals
Overall Meeting Comments:					

Public Charter School Commission Pre-Operational School Meeting #2

	Date of Meeting:	School Attendees:	PCSC Attendees:	
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Facilities plan is on track for opening	Facilities Notes:	
Y / N		

CATEGORY	TOPIC	COPY FOR PCSC	EVIDENCE FOR REVIEW	COMMENTS	VERIFICATION
Finance	Finance Policy review, particularly internal controls.	Y	Document Review		
Finance	Bank Account Established		Discussion		
Finance	Signatories Identified (best practice is 2 required, but 3 identified)		Meeting minutes evidencing appointment.		
Finance	salary scale developed (considers fair hiring practices and local hiring competition)		Discussion of Plan		
Finance	EIN number established (state Tax ID number)		Verify Number exists		
Finance	DUNS number established (required for eligibility to receive government dollars)		Verify Number exists		
Enrollment (Registrar)	Comprehensive Recruitment Plan		Discussion of Plan		
Enrollment (Registrar)	Compliant and Accessible Student Enrollment Application (considers potential language barriers a/o access to technology as well as efficiency and security of data collection).	Y	Discussion of Plan	SDE has a template for this form	
Operations (Lead Administrator)	Staffing plan should be fully established and comprehensive. This should reflect enrollment projections, anticipated demographics, model specific needs, and budgets. It should also include clear trigger points for hiring prior to the first year (i.e. how will you know you can hire a 2nd teacher or a counselor and how will you balance that with the natural hiring season?)		Discussion of Plan (recording on dashboard tab)	See IDAPA 08.02.02 for staffing certification needs	
Operations (Lead Administrator)	job descriptions for general positions are generally representative of duties. A full collection of job descriptions are available from the ISBA with membership.		Document Review	See IDAPA 08.02.02 for staffing certification needs	
Operations (Lead Administrator)	Release of Information on Past Job Performance. Ensure that you have a plan for checking references and documenting fair hiring practices, prior to hiring any employee (including admin). This generally includes board adoption of policy before you can interview.		Document review	33-1210	
Operations (Lead Administrator)	Provide an update on the schools technology plan/progress.		Discussion of Plan	Erate Flow chart	
Operations (Lead Administrator)	Stakeholders must have adequate access to appropriate school personnel. Many schools adopt communication/grievance procedures that include clear documentation. This will also require that the staff reporting structure is clear.	Y	A copy of the school's org chart will need to be provided to the PCSC for our files. The PCSC will also verify that grievance procedures and contact information is appropriately noted on your website.		
Operations (Lead Administrator)	Curriculum Selection Process (should evidence research and stakeholder input as well as a plan for regular review regarding efficacy)		Discussion of Plan	consider: IC 33-512A	
Academics	data analysis / Assessment plan		Discussion of Plan		
Special Populations	Home Language Survey (a section of the registration paperwork) SDE has a state wide required document.		Document Review	http://www.sde.idaho.gov/el-migrant/el/index.html	
Governance	Board Meeting Calendar (high level evidence that the board is planning for key work such as, administrator evaluation process, academic performance review, the audit report, etc.)		Document Review		
Governance	Job Descriptions for Board Officers (chair, secretary, treasurer, etc.) and Committees (governance, academic, finance, etc.)		Document Review		
Governance	Meeting Agendas posted Accurately		Process and Document Review	Open Meetings Law	
Governance	Board Meeting Minutes (format consistent, content sufficient, see open meetings law)	Y	Several Examples will be required throughout the pre-operational year		
Governance	Board Member Succession, Orientation, and Termination Process		Process review based on bylaws.		

LOOKING FORWARD

Enrollment (Registrar)	Review the enrollment procedures guidance document and ensure timelines are in place and planned procedures are compliant.		Discussion	
Operations (Lead Administrator)	Business Manager Hired		Discussion	
Operations (Lead Administrator)	Administrator hired (process needs to evidence fair hiring practices)		Process or Policy Review	

Overall Meeting Comments:

Public Charter School Commission Pre-Operational School Meeting #3

	Date of Meeting:	School Attendees:	PCSC Attendees:
Facilities plan is on track for opening	Facilities Notes:		
Y / N			

CATEGORY	TOPIC	COPY FOR PCSC	EVIDENCE FOR REVIEW	COMMENTS	VERIFICATION
Governance	Policy adoption progress review. Bring copies/ or digital access to all board approved policies to date.	Y	Document Review		
Finance	PO Process Outlined (for admin, board, and staff if different)		Discussion of Plan		
Finance	reimbursement request forms and process established		Document Review		
Enrollment (Registrar)	Records Request process. It is common to include the reference to the applicable statute on the document. See I.C. 33-209		Document Review	Does Michelle have an example of this?	
Finance	Kitchen Capital Purchases (warming ovens, smallwares, etc.). Contact the SDE Nutrition department to ensure your planned service area meets the requirements for food safety, serving, and point of sale.		Discussion		
Enrollment (Registrar)	Notification of lottery date posted		PCSC Staff will verify this on school's website		
Enrollment (Registrar)	First offer notification and expiration process is developed.		Discussion/Document Review		
Enrollment (Registrar)	Registration paperwork is compliant		Document Review		
Enrollment (Registrar)	Student record receipt and processing practices should be ready to go. This will be a significant amount of time after the lottery, and it will matter that you have clear procedures before you begin		Discussion	health and welfare can provide training to schools regarding immunizations.	
Operations (Lead Administrator)	salaried contract established and compliant		Document Review		
Operations (Lead Administrator)	hourly contract established and compliant		Document Review		
Operations (Lead Administrator)	Time-off request forms/ process developed		Document Review		
Operations (Lead Administrator)	playground safe practices outlined (student expectations for outdoor play and supervision plan/expectations. Document should reflect how this information is presented to teachers/students or playground attendants)		Document Review	Resources: https://schoolsafety.dbs.idaho.gov/repository/playgrounds/	
Operations (Lead Administrator)	medical administration plan (policy recommended; documents should include statement of policy, administration tracking chart, and parent signature line. Options for nurse/admin administration as well as student self admin - i.e. diabetes, inhaler, or epi pen)		Document and Process review		
Operations (Lead Administrator)	Contact the Federal Programs Office (Elmira Feather) at the SDE and notify them of your school's primary contact. They will get you set up with a login in for their system. In March you'll provide an estimate of low income students and in April you'll be able to see an estimated allocation. If you choose to take this allocation, formal reporting is due by end of June.		Discussion		
Finance	Annual Budget Approval Process Review the SDE template for newspaper publication. Must have a hearing 30 days prior to the July regular meeting for each school. Board must be approved in July and is due to the PCSC and the SDE by July 15th. SDE require				
Operations (Lead Administrator)	Materials Safety Data Sheet (MSDS) utilized appropriately through the school (any chemicals need to be stored appropriately and usage must be tracked according to these guidelines. Mostly applies to chemistry supplies, but may also apply to janitorial or art supplies. This will matter for fire safety and health inspections. verify that your school is compliant if applicable)		Document and Process review (if applicable)		

LOOKING FORWARD

Enrollment (Registrar)	SIS system set up. Review of ISEE report data and report due dates. Be prepared to begin building a calendar of reminders for the upcoming school year.		Discussion	
Finance	Facility Lease or Mortgage Executed	Y	Fully Executed Copy on File at PCSC and School	
Finance	Accounting System Secured and Set up		Discussion	
Enrollment (Registrar)	Records tracking for special services process			
Operations (Lead Administrator)	Asset tracking and Materials Receipt Process		Discussion	
Enrollment (Registrar)	Student File Compliance Check		Student File plan review/feedback; file spot check in August	
Operations (Lead Administrator)	facilities safety checklists (indoor and outdoor) established		Document Review	
Operations (Lead Administrator)	Crisis Management Plan (review with your local emergency responders the summer before opening; start early as a quality plan will take several months to develop) (plan should include training materials, quick reference guide, evacuation maps, recovery plans, resources can be found here.	Y	PCSC will need a copy of your "Incident Team" org chart with roles defined and your "Recovery Plan" timeline. We will also need to be included on your emergency notification system (whether that is text system, phone tree, or email distribution system).	Include also, a plan for youth suicide prevention and safe and drug free schools. Guidance on both topics can be found here: http://www.sde.idaho.gov/student-engagement/index.html
Operations (Lead Administrator)	drop off and dismissal procedures established (evidence should reflect how this information is shared with families as well as supervision expectations) . The PCSC can provide resources.		Document Review	
Overall Meeting Comments:				

Public Charter School Commission Pre-Operational School Meeting #4

	Date of Meeting:	School Attendees:	PCSC Attendees:
Facilities plan is on track for opening	Facilities Notes:		
Y / N			

CATEGORY	TOPIC	COPY FOR PCSC	EVIDENCE FOR REVIEW	COMMENTS	VERIFICATION
Governance	Policy adoption progress review. Bring copies/ or digital access to all board approved policies to date.	Y	Document Review		
Enrollment (Registrar)	Student information system implementation update		Discussion		
Operations (Lead Administrator)	payroll and timecard systems adopted		Discussion		
Operations (Lead Administrator)	Substitute process established		Discussion		
Operations (Lead Administrator)	Health Benefits Secured		Discussion		
Operations (Lead Administrator)	Retirement Benefits Secured		Discussion		
Operations (Lead Administrator)	New Hire Process Established (paperwork, legal, payroll, benefits, etc.)		Document Review. A sample new-hire checklist is sufficient.		
Operations (Lead Administrator)	New Hire Orientation Established (should consider certified and classified staff and evidence plans for beginning of year as well as mid-year hires)		Discussion		
Operations (Lead Administrator)	PCSC Reporting Calendar Reviewed		Discussion		
Operations (Lead Administrator)	SDE Reporting Calendar Reviewed and Special Education, and OSBE		Discussion	Special Education: http://www.sde.idaho.gov/sped/files/shared/Special-Education-Important-Dates.pdf OSBE: Continuous Improvement Plan; Literacy Intervention program Plan, and College and Career Advising and Mentoring Plan https://boardofed.idaho.gov/k-12-education/school-district-charter-school-planning-training/ ; ISEE Data Monthly Submission Schedules: https://www.sde.idaho.gov/tech-services/isee/files/general/program/Data-Monthly-Submission-Schedules.pdf	
Operations (Lead Administrator)	Stakeholder Reporting Calendar Established (should evidence report cards, state of the school address, stakeholder survey timelines, etc.)		If this type of information is embedded in your published school calendar, no further evidence is necessary.		
Operations (Lead Administrator)	Principal's Repot (to Board) Plan (i.e. data dashboard) Best practices include a standard set of data reported to the governing board by the school principal each meeting. This data should reflect progress toward established goals, and attempt to reflect the board's administrator evaluation process.		Discussion of Plan/ Document Review		
Operations (Lead Administrator)	Community Meeting Plan (assemblies)		If this information is embedded in your daily schedule, no further evidence is required. If not, discussion.		
Operations (Lead Administrator)	Community Event Plan (student work showcases, conferences, etc.)		if this information is embedded in your published school calendar, no further evidence is necessary. If not, discussion.		
Academics	school-wide professional development plan (should include plus with time sufficiently reflected in the calendar and daily schedule)		Document Review	08.02.02 includes some specific requirements.	
Academics	Teacher coaching plan (reflecting how individual needs will be met beyond the school-wide PD plan)		Document Review		
Academics	Teacher formal evaluation tools		Document Review	08.02.02	
Special Populations	Special Education Director Identified		Discussion regarding qualifications, start date, and plan for student intake and paras.		
Special Populations	504 coordinator identified		Discussion regarding qualifications, start date, and time allocation		
Operations (Lead Administrator)	NSLP application approved (if applicable)		Discussion		
Operations (Lead Administrator)	common behaviors description are communicated. (transitions, bathrooms, cafeteria, etc.)		Document Review		

Operations (Lead Administrator)	Positive Behavior Plan (this is in extension of the formal discipline policies and should evidence the school's day to day philosophy and procedures for classroom management)		Document Review		
Operations (Lead Administrator)	Annual Calendar	Y	Board Approved Final Copy		
Operations (Lead Administrator)	Daily Schedule	Y	Board Approved Final Copy		
Operations (Lead Administrator)	Extra Curricular Plan Established (if applicable)		Discussion		
Operations (Lead Administrator)	After school Care Plan Established (if applicable)		Discussion		
Operations (Lead Administrator)	Review the estimated federal programs allocation, provided by the federal programs department and decide whether you intend to pursue the funds.		Discussion		
Operations (Lead Administrator)	Website Compliance Check		PCSC will verify online at various times		
Special Populations	Review of readiness for special education.	Y	Please bring meeting minutes evidencing adoption of the special education manual and special education policies, copies of all policies, forms. You may want to bring your special education director (or intended) to this meeting to discuss plans for staff training and records review.		IEP Guidance Handbook
Governance	Board Member Training	Y	Evidence that all board members have completed the required trainings and a copy of the year 1 development plan is due to the PCSC		
Operations (Lead Administrator)	Building maintenance safety check		https://schoolsafety.dbs.idaho.gov/10yearplans/		
LOOKING FORWARD					
Academics	Curriculum Map for first year (minimally)	Y	Document Review		
Finance	Consolidated Federal and State Grant Applications. Contact SDE- Elmira Feather, due on 5/1.		Discussion		
Governance	New Charter School Boot camp. Admin, Business Manager, program directors, and board members are invited, please talk with Michelle Clement-Taylor for more information.		Discussion		
Academics	First two weeks curriculum plan process		Document Review		
Overall Meeting Comments:					

Public Charter School Commission Pre-Operational School Meeting #5

	Date of Meeting:	School Attendees:	PCSC Attendees:
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Facilities plan is on track for opening Y / N	Facilities Notes:
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CATEGORY	TOPIC	COPY FOR PCSC	EVIDENCE FOR REVIEW	COMMENTS	VERIFICATION
Special Populations	Review of Special Education Readiness Plan (including child find, RtI, and at-risk identification procedures)		Discussion of Plan/ Document Review		
Governance	School Leader Evaluation Tools	Y	Document (if modified from SDE)		
Finance	Transportation Contract Executed		Meeting Minutes evidencing contract award or authorization for signatory		
Finance	Landscaping/Snow Removal Contract Executed		Meeting Minutes evidencing contract award or authorization for signatory		
Finance	Special Services (speech, OT, etc.) Identified and retained		Meeting Minutes evidencing contract award or authorization for signatory		
Finance	Independent Auditor Contract Executed		Meeting Minutes evidencing contract award or authorization for signatory		
Finance	IT Contract Executed (if applicable)		Meeting Minutes evidencing contract award or authorization for signatory		
Finance	D&O Insurance Policy Secured	Y	Meeting Minutes evidencing contract award or authorization for signatory.		
Finance	Property and Liability Insurance Secured		Meeting Minutes evidencing contract award or authorization for signatory		
Finance	Workers Compensation Insurance Secured		Meeting Minutes evidencing contract award or authorization for signatory		
Finance	monthly finance reports established for board		Document Review		
Enrollment (Registrar)	Family orientation process		Discussion		
Enrollment (Registrar)	New student beginning of year process		Discussion		
Enrollment (Registrar)	New student mid-year process		Discussion		
Enrollment (Registrar)	Records tracking for special services process		Discussion		
Academics	Assessment Coordinator Identified		Discussion regarding qualifications, start date, and sufficient time allocation.		
Operations (Lead Administrator)	Asset tracking and Materials Receipt Process		Discussion		
Special Populations	ELL coordinator identified		Discussion regarding qualifications, start date, and plans for reviewing student records.		
Operations (Lead Administrator)	drop off and dismissal procedures established (evidence should reflect how this information is shared with families as well as supervision expectations)		Discussion		
Operations (Lead Administrator)	FRL application process established		Discussion		
Finance	Vended Program Contract Executed or Food and Milk Vendors Contracts Executed		Discussion		
Operations (Lead Administrator)	Crisis Management Plan (review with your local emergency responders the summer before opening; start early as a quality plan will take several months to develop) (plan should include training materials, quick reference guide, evacuation maps, recovery plan, roles of incident team personnel, communication plan, and drill tracking document)	Y	PCSC will need a copy of your "Incident Team" org chart with roles defined and your "Recovery Plan" timeline. We will also need to be included on your emergency notification system (whether that is text system, phone tree, or email distribution system).		
Finance	Charter School Advanced Payment Request Awareness		Contact SDE		
Finance	Transportation Advance Payment Request Awareness		Contact SDE		
Special Populations	Special Education Assurances Filed with SDE Awareness		Contact SDE		
Operations (Lead Administrator)	Formal Reporting with Federal Programs Department is due in June for the upcoming school year.		Discussion		

Operations (Lead Administrator)	Building Reconfiguration Form: anytime a school changes the grade levels served, or makes a significant change to the building this form needs to be filed with the Idaho School Safety and Security department of the Division of Building Safety.		Contact Mike Munger		
Operations (Lead Administrator)	Review Reporting Requirements		Document Review		
Operations (Lead Administrator)	Review Website Requirements		Document Review		
Operations (Lead Administrator)	Review PCSC Performance Framework		Document Review		
LOOKING FORWARD					
Finance	Primary Curriculum Materials (for core subjects and model specific)		Discussion in June; Site Visit Observation in Aug		
Finance	Curriculum Support Materials (counters, etc.)		Discussion in June; Site Visit Observation in Aug		
Finance	Classroom Consumables (markers, paper)		Discussion in June; Site Visit Observation in Aug		
Finance	Maintenance Consumables (cleaning supplies, paper towels)		Discussion in June; Site Visit Observation in Aug		
Finance	Office Consumables (paper, folders)		Discussion in June; Site Visit Observation in Aug		
Finance	Kitchen non-food consumables (napkins, disposable products, gloves)		Discussion in June; Site Visit Observation in Aug		
Enrollment (Registrar)	Student Data uploaded to SIS		Discussion		
Operations (Lead Administrator)	Background Checks are completed for all staff (please explain what service is used for employees and if alternative service is used for volunteers; also address the process)		If this process is not documented in the family and employee handbook additional evidence will need to be provided.		
Operations (Lead Administrator)	Teacher License verification		Discussion of Process and record keeping.		
Special Populations	Record Keeping plan is established for Special Education		Document Review (file checklist, tracking forms, etc. Whatever kind of documentation speaks to your plan)		
Operations (Lead Administrator)	Annual Budget Submitted to SDE/PCSC	Y	meeting minutes documenting approval	33-801	
Overall Meeting Comments:					

Public Charter School Commission Pre-Operational School Meeting #6

Date of Meeting:		School Attendees:		PCSC Attendees:	
CATEGORY	TOPIC	COPY FOR PCSC	EVIDENCE FOR REVIEW	COMMENTS	VERIFICATION
Finance	Primary Curriculum Materials (for core subjects and model specific)		Observation		
Finance	Curriculum Support Materials (counters, etc.)		Observation		
Finance	Classroom Consumables (markers, paper)		Observation		
Finance	Maintenance Consumables (cleaning supplies, paper towels)		Observation		
Finance	Office Consumables (paper, folders)		Observation		
Finance	Kitchen non-food consumables (napkins, disposable products, gloves)		Observation		
Enrollment (Registrar)	Student Data uploaded to SIS and compatibility with ISEE verified		Review		
Operations (Lead Administrator)	Background Checks are completed for all staff and volunteer background check procedures are outlined for a parent audience		Document Review (excerpts from employee and family handbook)		
Operations (Lead Administrator)	Teacher License verification (this is due to SDE via ISEE by 10/17)		Discussion of Process and record keeping.		
Operations (Lead Administrator)	Variance request/ hard to fill positions		Contact SDE if necessary		
Academics	Curriculum Map for first year		Document Review / Discussion		
Academics	First two weeks curriculum plan process		Document Review / Discussion		
Operations (Lead Administrator)	IT coordinator is identified and sufficiently trained or Contracted Services has been retained		Discussion regarding qualifications and duties.		
Operations (Lead Administrator)	Classroom equipment is operational for teacher use (computers, projectors, doc cams, etc.)		Observation		
Operations (Lead Administrator)	Equipment is operational for student use (computers, network, logins set up, etc.)		Observation		
Operations (Lead Administrator)	Internet Access functional and sufficient		Observation		
Operations (Lead Administrator)	facilities safety checklists (indoor and outdoor) established		Document Review		
Operations (Lead Administrator)	allergies accounted for		Document Review / Observation of any accommodated eating space		
Operations (Lead Administrator)	Health Inspection Passed and Filed	Y	Document Review		
Operations (Lead Administrator)	Fire Inspection Passed and Filed	Y	Document Review		
Operations (Lead Administrator)	Occupancy Certificate Posted	Y	Document Review		
Operations (Lead Administrator)	Building Safety Inspection Posted	Y	Document Review		
Operations (Lead Administrator)	Security Plan as applicable(cameras, secured areas/doors, doors labeled for visitors, etc.)		Observation		
Operations (Lead Administrator)	Key Distribution Record		Document Review		
Operations (Lead Administrator)	student space staging is complete prior to back to school night (classrooms and common spaces), age appropriate, and meets needs of model		Observation		
Operations (Lead Administrator)	special populations areas are prepared (variety of spaces and record security)		Observation		
Operations (Lead Administrator)	employee work room prepared		Observation		
Operations (Lead Administrator)	outdoor play space prepared		Observation		
Enrollment (Registrar)	Student File Compliance Check		Student file spot check		

Overall Meeting Comments: