**Pre-Opening Protocol for Charter Schools**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Action** | **Documentation** | **Authorizer Notes** |
| **Students, Enrollment, and Admissions** | Enrollment and admissions policies are board approved. | Enrollment and admissions policy |  |
| Board-approved student code of conduct is on file and provided to students and families in a Student and Family Handbook. | Board approved code of conductCopy of Student and Family Handbook |  |
| Student admissions lottery conducted according to rules and regulations and waitlist | Proof of admissions and compliance with policy |  |
| **Governance**  | Charter contract executed by Board | Board executed charter contract |  |
| Organization is incorporated as a non-for-profit | Copy of charter holder’s certificate of incorporation or similar documentation |  |
| Organization has secured federal tax exempt status | Copy of tax exempt letter and federal tax identification number from IRS |  |
| Bylaws are executed by the board | Copy of executed laws |  |
| Updated board roster (with officer designations) and organizational chart submitted | Board roster and organizational chart |  |
| First board meeting conducted | Copy of board meeting minutes |  |
| **Educational Program** | School calendar is final, including official start date, and complies with statutory and authorizer-specific requirements (if applicable) | School calendar including all key dates |  |
| **Administration** | Qualified school administrator hired | Name, resume, and copies of administrator license(s) demonstrating compliance with certification requirements (if applicable) |  |
| All key leadership roles filled  | Updated organizational or staffing charter with names filled in for all leadership roles |  |
| All teaching positions filled | Copy of staff roster |  |
| Health, safety, and criminal background checks completed for all school staff and volunteers that come into contact with students | Copies of state generated approval |  |
| Employees meet licensure and certification requirements | Copy of valid teaching and administrative license for applicable teachers and administrators |  |
| Adequate Special Education and English Language Learner staffing in place to serve enrolled students  | Documentation of students identified as requiring Special Education or ELL Services and indication of how staffing will meet student needs in accordance with law and IEP’s |  |
| Board-approved personnel policies are provided to all staff in Employee Handbook | Board-approved personnel policiesCopy of Employee Handbook |  |
| **Management Contract (if applicable)** | Management contract executed | Copy of executed agreement approved by the authorizer and signed by representatives of the management company and the school’s board |  |
| **Budget** | Board approved budget for first fiscal year | Copy of board-approved budget with detailed assumptions for all key revenues and expenditures |  |
| Board approved five year budget  | Copy of board-approved five-year budget aligned to provisions of approved charter application |  |
| Detailed monthly cash flow projection for first year of operation | Copy of Monthly cash flow projections |  |
| Revised budget if enrollment is below 95% or projections included in board approved budget | Revised budget that demonstrates fiscal viability of school and ability to fulfill material terms of the approved educational program with reduced enrollment.If revised budget does not demonstrate viability, the authorizer will delay or stop school opening.  |  |
| **Financial Management** | Completed necessary state documents and requirements to generate payments | Documentation as determined by authorizer |  |
| Board-approved fiscal controls policies and procedures | Copy of board-approved internal controls policies  |  |
| Accounting system in place | Evidence of employment of or contract with accountant, bookkeeper, or person who will handle such duties. |  |
| **Facility** | Viable facility secured | Executed lease or copy of deed with physical address of viable facility  |  |
| Certificate of Occupancy  | Certificate of Occupancy |  |
| Safety and Emergency Plan finalized | Safety and emergency plan |  |
| Space meets program requirements (classrooms, special purpose space, restrooms meet requirements of program and number of students enrolled) and is accessible to all students. | Inspection during pre-opening visit |  |
| **Food Service** | Food service pan | Copy of food or vendor services contractEvidence of appropriate state and local health department inspections and licenses |  |
| **Insurance** | Appropriate and required coverage obtained | Proof of appropriate coverage from insurance provider that meets local and statutory requirements |  |