



PRE-OPENING CONDITIONS CALENDAR

Pre-Opening Conditions as Required in the Charter School Contract (Attachment 1)

January	February	March
1 st Open Public Meetings Act Compliance 1 st Student Application Form	15 th Weighted Lottery Proposal	15 th School Location 31 st Board Disclosure Forms 31 st Board Membership 31 st Board Resumes 31 st Board Training 31 st Lease/Facility Agreement 31 st Proof of 501(c)(3) Status
April	May	June
14 th Evidence of Uniform Accounting Systems that Comply with Generally Accepted Accounting Principles (GAAP) 15 th F1 Personal Financial Disclosure Statement for Board Members 30 th Charter/Nonprofit Agreements 30 th Evidence of 50% Enrollment	31 st Building Capacity 31 st Emergency Contact Information 31 st Enrollment Wait List by Grade <i>Will be updates @ end of the week</i>	15 th Employee Handbook 30 th Student Handbook 30 th School Calendar <i>In final form - to HR attorney for review. In final internal review. Soliciting family input through by first 1/2 of June.</i>
July	August	Ongoing
1 st Authorization to Expend Funds 1 st Curricular Scope and Sequence & Detailed Unit/Project Lesson Plans ✓ 1 st Evidence of 80% Enrollment 1 st Evidence of MTSS <i>FR</i> 1 st Safe School Plan <i>-in process</i> 1 st School Complaint Process <i>FR</i> 10 th Annual Budget 15 th Preopening Site Visit Scheduled <i>announcing in: last wk of July - first wk of Aug.</i> 15 th Special Education Policies and Procedures <i>FR</i> 15 th State Assessment Schedule <i>FR → under final review</i>	1 st Background Checks 1 st Certificate of Occupancy 1 st Cumulative Records 1 st Discipline Policy <i>FR</i> 1 st Evidence of Insurance ✓ 1 st Food Safety Permit 1 st Grade Book/Attendance Archive 1 st School Coordinators 1 st Staff Configuration 1 st Staff Qualifications 10 th Annual Budget Publication 15 th Staff Contracts 15 th Training on Child Abuse and Neglect Reporting	<ul style="list-style-type: none"> Monthly Check-ins with Commission staff beginning in January Must attend all New School Onboarding trainings offered by the Commission

Note:

1. If a due date falls on a Saturday or a Sunday, the document/report will be due on the next Monday.
2. If a due date falls on a holiday, the document/report will be due the next business day.

Document Due	Submit To	Comments
<u>501(c)(3) Status</u>	Commission	For schools whose 501(c)(3) status was pending at the time of submission of the charter school application, the School must submit to the Commission verification of its 501(c)(3) status once it has been approved by the Internal Revenue Service (IRS).
<u>Annual Budget</u> <i>*Note:</i> Schools are required to use the Commission's Budget and Quarterly Report template to satisfy this requirement.	Commission	A copy of the annual budget (using the Commission budget template) adopted by the School Board is on file with the Commission.
<u>Annual Budget Publication</u>	Commission	Every charter school shall publish a notice stating that the charter school has completed the budget, placed it on file in the charter school administration office, that a copy thereof will be furnished to any person who calls upon the school for it, and that the school board will meet for the purpose of fixing and adopting the budget of the charter school for the ensuing fiscal year. Said notice shall be published at least once each week for two consecutive weeks in a newspaper of general circulation in the county or counties in which such school is a part. The last notice shall be published no later than seven days immediately prior to the hearing.
<u>Authorization to Expend Funds</u>	Commission	The School has provided evidence of an authorization process that identifies 1) individual(s) authorized to expend school funds and issue checks; 2) safeguards designed to preclude access to funds by unauthorized personnel and/or misappropriation of funds; and 3) individual(s) responsible for review and monitoring of monthly budget reports.
<u>Background Checks</u>	Commission	An employee roster and proof of background check clearance for members of the Charter School Board, all staff, and contractors who will have unsupervised access to children is on file with the Commission.
<u>Board Disclosure Forms</u>	Commission	Board Disclosure forms for each board member are completed and on file with the Commission.
<u>Board Membership</u>	Commission	Evidence that membership on the Board of Directors is complete and complies with the School's Board Bylaws (i.e., board roster with contact information for all board members and identification of officers).
<u>Board Resumes</u>	Commission	Resume of each board member is on file with the Commission.
<u>Board Training</u>	Commission	Evidence Board members have completed open Public Meetings Act and Public Records Act training within 90 days of active membership.
<u>Building Capacity</u>	Commission	School possesses appropriate documents that the School is of sufficient size and with a sufficient number of classrooms to serve the projected enrollment. Copies of documents are on file with the Commission.
<u>Certificate of Occupancy</u>	Commission	The School possesses all permits and licenses required to legally operate in the School facility. Certificate of Occupancy is on file with the Commission.
<u>Charter/Nonprofit Agreements</u>	Commission	If applicable, School must provide evidence of a written agreement that clearly defines the responsibilities between the Charter and the related nonprofit. Said agreement must also address how the School will separate its operations and accounts from that of the nonprofit.

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<u>Cumulative Records</u>	Commission	The school has policies and procedures for requesting, maintaining, securing, and forwarding student records.
<u>Curricular Scope and Sequence and detailed unit/project lesson plans</u>	Commission	Scope and sequence and detailed unit/project lesson plans for the first ½ of the school year in all grade levels served.
<u>Discipline Policy</u>	Commission	The school has written rules regarding pupil conduct, discipline, and rights including, but not limited to short-term suspensions, students with disabilities and a re-engagement plan.
<u>Emergency Contact Information</u>	Commission	Emergency contact information for the Board Chair, School Leader, and other members of the Management Team are on file with the Commission.
<u>Employee Handbook</u>	Commission	Employee Handbook and related employee communication which includes at a minimum, expectations for employee performance and behavior, compensation and benefit information, emergency response information, annual calendar, hours and length of employment, supervisory obligations, and a description of both informal and formal complaint procedures that employees may pursue in the event of disagreements. The school's discrimination complaint procedures, sexual harassment policy and nondiscrimination statement (See WAC 392-190-058, WAC 392-190-060 and OSPI's sample handbook for nondiscrimination statement sample language: http://www.k12.wa.us/Equity/Notice.aspx .)
<u>Enrollment Wait List By Grade</u>	Commission	Enrollment waitlist by grade from any lottery, or after enrollment deadline, or maximum enrollment was met.
<u>Evidence of 50% Enrollment</u>	Commission	Provide evidence that students representing 50% of the projected fall membership have enrolled, including name, address, grade and prior school attended.
<u>Evidence of 80% Enrollment</u>	Commission	Provide evidence that students representing 80% of the projected fall membership have enrolled, including name, address, grade and prior school attended.
<u>Evidence of Insurance</u>	Commission	Evidence that the School has obtained and maintains insurance in the coverage areas and minimum amounts set forth in the <i>Charter Contract</i> .
<u>Evidence of MTSS</u>	Commission	Defined multi-tiered system of supports plan: <ul style="list-style-type: none"> • Defined and detailed behavior management plan • Defined and detailed student social-emotional support plan • Defined and detailed academic support plan
<u>Evidence of Uniform Accounting Systems that Comply with Generally Accepted Accounting Principles (GAAP)</u>	Commission	The School has provided evidence of a uniform system of double-entry bookkeeping that is consistent with Generally Accepted Accounting Principles (GAAP).
<u>F1 Personal Financial Disclosure Statement</u>	Public Disclosure Commission	Members of a charter school board that are listed in Attachment 3 of the executed charter contract, must file personal financial affairs statements with the public disclosure commission within two weeks of the execution of the charter contract.

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<u>Food Safety Permit</u>	Commission	The School facilities have met all applicable Department of Health requirements to serve food. Food Safety Permit is on file with the Commission.
<u>Grade Book/Attendance Archive</u>	Commission	The School has provided evidence of a working system for the maintenance of a proper audit trail and archiving of grade book/attendance (i.e., attendance logs).
<u>Lease/Facility Agreement</u>	Commission	Written, signed copy of facility lease, purchase agreement and/or other facility agreements for primary and ancillary facilities as are necessary for School to operate for one year or more.
<u>Open Public Meetings Act Compliance (OPMA)</u>	Commission	The school must submit annual Board Meeting Schedule (including date, time, and location) to Commission and assure the Commission that the meetings are posted on School website. Additionally, School must provide evidence of how it has or will train School Board members and staff to comply with the OPMA.
<u>Pre-Opening Site Visit</u>	Commission	Prior to a school opening, Commission staff will conduct a site visit to verify that the School has completed or is on track to complete each pre-opening condition and confirm the School is ready to open. (Arrange date with Commission staff)
<u>Safe School Plan</u>	Commission	The required Safe School Plan, consistent with the School mapping information system pursuant to RCW 28A.320.125, RCW 36.28A.060, is on file with the Commission. For more information on a Safe School Plan, please visit: http://www.k12.wa.us/safetycenter/PlanningToolkit/default.aspx
<u>School Calendar</u>	Commission	An annual school calendar approved by the Board of Directors for the first year of the School's operation is on file with the Commission. School calendar must meet the compulsory school attendance requirements of state law, financial guidelines, and state regulations. Calendar must include dates for state and interim norm referenced or criterion referenced assessments.
<u>School Complaint Process</u>	Commission	The School has established a process for resolving public complaints, including complaints regarding curriculum. The process includes an opportunity for complainants to be heard. School's process is on file with the Commission. (See WAC 392-190-060 through 392-190-075, OSPI's sample complain process: http://www.k12.wa.us/Equity/Complaints.aspx)
<u>School Coordinators</u>	Commission and OSPI	The School has provided evidence that the Civil Rights Compliance Coordinator, the Section 504 Coordinator, the Title IX Officer, Harassment, Intimidation, and Bullying (HIB) Compliance Officer, McKinney-Vento Foster Care Liaison and the State Assessment Coordinator have been named and submitted to OSPI, the Commission and posted to the school's website. For online sample statements, please visit http://www.k12.wa.us/Equity/Notice.aspx .

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<u>School Location</u>	Commission	Provide the proposed location of the School; identify any repairs/renovations that need to be completed by School prior to opening, the cost of these repairs, the source of funding for the repairs, and a timeline for completion.
<u>Special Education Policies and Procedures</u>	Commission	Board-approved (with signature page and date) special education policies and procedures (2161 and 2161P). In addition, evidence of submission of policies and procedures to OSPI and approval from OSPI is on file with the Commission.
<u>Staff Configuration</u>	Commission	The School has provided evidence of an adequate staff configuration to include contracted personnel to meet the educational program terms outlined in the charter, its legal obligations, and the needs of all enrolled students (% of staff positions filled) and/or a plan for filling open positions.
<u>Staff Contracts</u>	Commission	The school must provide evidence that it has signed contracts with each certificated staff member.
<u>Staff Qualifications</u>	Commission	Evidence that instructional staff, employees, and volunteers possess all applicable qualifications as required by state and federal law. Schools must also maintain on-site, current files, with evidence of certificated teacher experience, credits, and certification/licensure documents.
<u>State Assessment Schedule</u>	Commission	State assessment schedule is on file with the Commission.
<u>Student Application</u>	Commission	The School's student application form is on file and approved for use by the Commission.
<u>Student Handbook</u>	Commission	The School has provided evidence of a student handbook. Student Handbook must contain at a minimum the following: School's Mission Statement, School's Contact Information, School Calendar, School Attendance Policy, Student Discipline Policy, Student Rights and Responsibilities, School's policy on Homeless Students, School's discrimination complaint procedures, sexual harassment policy, and nondiscrimination statement. (See WAC 392-190-058 and WAC 392-190-060, and OSPI's sample handbook language: http://www.k12.wa.us/Equity/Notice.aspx)
<u>Training on Child Abuse and Neglect Reporting</u>	Commission	The School must provide evidence that all employees have completed training on child abuse and neglect reporting or have comparable experience. Confirmation of the completed training is on file with the Commission.
Weighted lottery proposal	Commission	If the school wishes to offer a weighted enrollment preference for at-risk students or to children of full-time employees of the school if the employees' children reside within the state, the School's enrollment preference must be approved by the Commission.