

New York State Education Department - Opening Procedures Checklist for Charter Schools Opening Fall 2012 - Revised November 2, 2011

#	Task #	Category	Task Description	Notes	Formal Charter School Board Approval Required	Due Date
1	Ac1	Accountability	<input type="checkbox"/> Ensure that Assessment Plan is aligned with the plan outlined in the school's charter application	<input type="checkbox"/> Include plan for collecting baseline data on student performance and other school indicators <input checked="" type="checkbox"/> Ensure that Assessment Plan aligns with the school's Performance Framework and annual NYSED Student Information Repository System (SIRS) reporting requirements <input checked="" type="checkbox"/> Ensure that data collected is aligned with NYSED Charter School Office Annual Report requirements (e.g. graduation / dropout rates, student testing performance, college entry rates, per-pupil spending) <input checked="" type="checkbox"/> Ensure that the school can present evidence that it will		1-Jul-12
2	Ac2	Accountability	<input type="checkbox"/> Ensure that the school establishes necessary mechanisms for reporting student information and student assessment data	<input checked="" type="checkbox"/> Contract with Regional Information Center (RIC) for access to Student Information Repository System (SIRS) to meet state reporting requirements for enrollment, demographic, program and assessment data. <input checked="" type="checkbox"/> Refer to manuals for SIRS and NYS Student Identifier System at NYSED website.		1-Jul-12
3	Ac3	Accountability	<input type="checkbox"/> Ensure that procedures for ordering, receiving and storing all NYS testing materials are in place	<input checked="" type="checkbox"/> For schools with grades 3 and up the Office of Accountability has specific guidance regarding the ordering, securing and returning of secure testing materials. <input checked="" type="checkbox"/> Requests for testing materials must be made at the beginning of each school year. The exact date is available on the website.		1-Jul-12
4	Ac4	Accountability	<input type="checkbox"/> Complete Performance Framework	<input type="checkbox"/> Submit Performance Framework to NYSED	Yes	30-Jun-12
5	At1	Attendance	<input type="checkbox"/> Develop Attendance Policy	<input checked="" type="checkbox"/> Ensure that attendance is taken pursuant to 8 NYCRR § 104.1, which requires attendance data to be reviewed annually		1-Aug-12
6	At2	Attendance	<input type="checkbox"/> Create Attendance Accounting Procedures	<input checked="" type="checkbox"/> Determine how attendance will be captured, reviewed and reported (including absent/tardy triggers)		1-Aug-12
7	CI1	Curriculum & Instruction	<input type="checkbox"/> Ensure that the school has the capacity to implement its full educational plan and provide high quality curriculum and instruction in each NYSED-approved grade			1-Aug-12
8	CI2	Curriculum & Instruction	<input type="checkbox"/> Order needed instructional materials and supplies, including textbooks, supplies and curriculum materials	<input type="checkbox"/> Distribute supplies to classrooms at every grade level		1-Apr-12

New York State Education Department - Opening Procedures Checklist for Charter Schools Opening Fall 2012 - Revised November 2, 2011

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9	CI3	Curriculum & Instruction	<input type="checkbox"/> Create a detailed, specific course scope and sequence for all grade levels offered in Year 1	<input type="checkbox"/> Distribute to all staff		1-Jul-12
10	EAA1	Enrollment and Application for Admission	<input type="checkbox"/> Finalize Enrollment Policy <input type="checkbox"/> Create Application for Admission <input type="checkbox"/> Define application period with statutory due date of April 1; set lottery date and define lottery process	<input type="checkbox"/> Submit Enrollment Policy to NYSED liaison <input checked="" type="checkbox"/> School must use NYSED uniform application form when released <input checked="" type="checkbox"/> Ensure alignment with NYSED guidance and NYS law <input checked="" type="checkbox"/> Enrollment Policy must be aligned with enrollment and retention targets listed in charter (targets for ELLs, students w/disabilities, and students eligible for FRPL) <input checked="" type="checkbox"/> Enrollment Policy must be approved by NYSED before school can begin enrollment	Yes	1-Dec-11
11	EAA2	Enrollment and Application for Admission	<input type="checkbox"/> Translate Application for Admission into languages predominantly spoken in the community where the school is located			1-Feb-12
12	EAA3	Enrollment and Application for Admission	<input type="checkbox"/> Plan and document recruitment and school marketing efforts	<input checked="" type="checkbox"/> Include ELL/SPED enrollment campaign strategy		1-Feb-12
13	EAA4	Enrollment and Application for Admission	<input type="checkbox"/> Conduct random selection admissions process (lottery) in compliance with lottery regulations	<input checked="" type="checkbox"/> School lottery must be conducted via random selection and must be publicized and open to the public <input type="checkbox"/> See forthcoming regulations		15-Apr-11
14	EAA5	Enrollment and Application for Admission	<input type="checkbox"/> Notify parents/guardians of lottery results			23-Apr-11
15	EAA6	Enrollment and Application for Admission	<input type="checkbox"/> Conduct student registration meetings			15-May-11
16	EAA7	Enrollment and Application for Admission	<input type="checkbox"/> Verify that students will enroll in school			1-Jul-12
17	EAA8	Enrollment and Application for Admission	<input type="checkbox"/> Enroll students in data system; train relevant staff to use system	<input type="checkbox"/> Submit a full list of enrolled students to NYSED liaison <input checked="" type="checkbox"/> Enrollment must be aligned with projected enrollment as set forth in application/charter		1-Jul-12
18	EAA9	Enrollment and Application for Admission	<input type="checkbox"/> Conduct parent/student orientations			31-Jul-12
19	EAA10	Enrollment and Application for Admission	<input type="checkbox"/> Prepare student roster by grade level	<input type="checkbox"/> Disseminate roster to teachers		15-Aug-11

New York State Education Department - Opening Procedures Checklist for Charter Schools Opening Fall 2012 - Revised November 2, 2011

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20	EAA11	Enrollment and Application for Admission	<input type="checkbox"/> Contract with Regional Information Center (RIC) for access to Student Information Repository System (SIRS) to meet state reporting requirements for enrollment, demographic, program and assessment data	<input checked="" type="checkbox"/> See Task Ac2		1-Aug-12
21	FM1	Financial Management	<input type="checkbox"/> Finalize fiscal policies and procedures and obtain Board approval	<input type="checkbox"/> Submit finalized fiscal policies and procedures to NYSED liaison <input checked="" type="checkbox"/> Ensure alignment w/NY State law	Yes	1-Jan-12
22	FM2	Financial Management	<input type="checkbox"/> Establish bank account			15-Nov-1
23	FM3	Financial Management	<input type="checkbox"/> Establish escrow account	<input checked="" type="checkbox"/> Escrow account for dissolution includes \$75K to be provided by Year 3 of the charter term; with at least \$25K included in the Year 1 budget		31-Dec-1
24	FM4	Financial Management	<input type="checkbox"/> Establish billing system; confirm accounting system with internal controls			1-Jan-12
25	FM5	Financial Management	<input type="checkbox"/> Develop unaudited statement of activities and financial statements prepared in accordance with GAAP and FASB No. 117, using a template form provided by SED	<input type="checkbox"/> Submit to NYSED liaison an unaudited statement of activities within 45 days of each fiscal quarter until the first year of instruction is completed (first due date indicated to the right). <input checked="" type="checkbox"/> Statement must include Statement of Financial Position, Statement of Activities, Statement of Cash Flows, as well as required note disclosures & supplemental	Yes	15-Feb-1
26	FM6	Financial Management	<input type="checkbox"/> Update and revise budget for first five years of charter to reflect changes to original application	<input type="checkbox"/> Submit to NYSED liaison the school's Board-approved budget for first full fiscal year after incorporation (if there exists material changes to budget submitted in Application) <input checked="" type="checkbox"/> Ensure that final budget is entered into Chart of Accounts (see above) <input checked="" type="checkbox"/> Ensure that start-up funds are sufficient to support school until first per-pupil payment arrives <input checked="" type="checkbox"/> Year 1 budget must include escrow account for dissolution of at least \$25K, with \$75K to be provided by Year 3 of the charter term (see above)	Yes	1-Dec-11
27	FM7	Financial Management	<input type="checkbox"/> Create detailed month-by-month cash flow projection for first year of operation	<input type="checkbox"/> Submit to NYSED the school's Board-approved cash flow plan, identifying sources of funds available to pay start up and operations costs prior to receipt of government tuition support (if there exist material changes to budget submitted in Application)	Yes	15-Apr-1
28	FM8	Financial Management	<input type="checkbox"/> Develop specific budgets: classroom and office furniture; technology; classroom supplies; textbooks; curriculum materials			1-Apr-12

New York State Education Department - Opening Procedures Checklist for Charter Schools Opening Fall 2012 - Revised November 2, 2011

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29	FM9	Financial Management	<input type="checkbox"/> Contract with payroll vendor and independent benefits/ employee broker			Prior to Hiring
30	FM10	Financial Management	<input type="checkbox"/> Establish payroll system			Prior to Hiring
31	FM11	Financial Management	<input type="checkbox"/> Establish final chart of accounts			1-Jan-12
32	FM12	Financial Management	<input type="checkbox"/> Establish vendor accounts for office supplies and complete Electronic Funds Transfer (EFT) Enrollment Form	<input type="checkbox"/> Submit W-9 Vendor Registration form and EFT to SED		1-Mar-12
33	FM13	Financial Management	<input type="checkbox"/> Establish purchasing cycle			1-Mar-12
34	FM14	Financial Management	<input type="checkbox"/> Understand revenue streams (per pupil funds, special education funds, IDEA, Titles I-V)			1-Dec-11
35	FP1	Facility Preparation	<input type="checkbox"/> Obtain insurance coverage for Commercial General liability and Umbrella liability	<input type="checkbox"/> Obtain Certificates of Insurance, all of which must meet the minimum levels required by the Charter Schools Act, including a provision to provide notice to NYSED of any material change, non-renewal or termination of the policy <input type="checkbox"/> Submit all Certificates of Insurance to NYSED liaison ✓ See Insurance section	Yes	15-Jul-12
36	FP2	Facility Preparation	<input type="checkbox"/> Acquire location and facility for the school (via purchase or lease)	<input type="checkbox"/> Submit signed lease agreement to NYSED liaison within 10 days ✓ Ensure compliance with all statutory obligations	Yes	1-Apr-12
37	FP3	Facility Preparation	<input type="checkbox"/> Create Facility Completion Schedule, including renovations schedule and budget			1-Apr-12
38	FP4	Facility Preparation	<input type="checkbox"/> For outside of NYC schools in leased space: acquire valid Certificate of Occupancy Issued by Commissioner <input type="checkbox"/> If building a new facility (outside of NYC), also contact the NYSED Office of Facilities at www.p12.nysed.gov/facplan/ <input type="checkbox"/> For NYC schools in privately leased space, a valid Certificate of Occupancy must be acquired through the NYC Department of Buildings	<input type="checkbox"/> Submit appropriate documentation to the NYSED Office of Facilities to obtain Certificate of Occupancy. ✓ Appropriate documentation includes a local certificate of occupancy, fire safety inspection (without non-conformances) and floor plan.	Yes	1-Aug-12
39	FP5	Facility Preparation - Schools Outside NYC	<input type="checkbox"/> Obtain evidence of all necessary inspections: State Department of Health, County Health Department, State Fire Marshall, local Fire Department, City Building Inspector, etc.	<input type="checkbox"/> Submit to NYSED liaison all current Inspection Certificates (Fire/Safety Inspection; Building Safety; Flammable Compounds and Liquids (if applicable); Health; Triennial AHERA (Asbestos); Lead Paint, Hazardous Waste Removal; Integrated Pest Management; Radon Awareness, etc. See new guidance information.	Yes	15-May-12

New York State Education Department - Opening Procedures Checklist for Charter Schools Opening Fall 2012 - Revised November 2, 2011

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40	FP6	Facility Preparation	<input type="checkbox"/> Notify parents/guardians, faculty, and staff of pesticide applications (if applicable)			As applicat
41	FP7	Facility Preparation	<input type="checkbox"/> Ensure that building/facility is in compliance with Americans with Disabilities requirements and can accommodate students with physical disabilities	<input type="checkbox"/> Submit to NYSED liaison written assurance that facility is programmatically accessible to physically handicapped individuals	Yes	31-Jul-12
42	FP8	Facility Preparation	<input type="checkbox"/> Develop District Safety Plan (public document) and building-level School Safety Emergency Response plan (confidential document, including phone numbers and tactical strategies). Hold public hearing. <input type="checkbox"/> Post District Safety Plan on school website. <input type="checkbox"/> Develop Code of Conduct in conjunction with students, teachers, parents and school safety personnel. Post Code of Conduct	<input type="checkbox"/> Submit District Safety Plan and School Safety Plan (School Safety Plan may be an appendix for a single site charter school) to New York State Center for School Safety for review. Submit to attention of Marjorie Walton at studentsupportservices@mail.nysed.gov and copy NYSED Charter School Office liaison. <input type="checkbox"/> Train teachers on life safety procedures <input type="checkbox"/> Share Code of Conduct with school personnel and families ✓ Space must be safe and secure; entrance and egress must be adequately controlled ✓ Plan must include a minimum of 12 drills each school year, eight of which shall be held prior to December 1.	Yes	31-Jul-12
43	FP9	Facility Preparation	<input type="checkbox"/> Create plan and procedures to control access to the building			1-Aug-12
44	FP10	Facility Preparation	<input type="checkbox"/> Hire necessary facilities security personnel, if needed			1-Aug-12
45	FP11	Facility Preparation	<input type="checkbox"/> Ensure adequate signage; ensure that building is numbered for emergency response	<input type="checkbox"/> Hang required labor posters		1-Aug-12
46	FP12	Facility Preparation	<input type="checkbox"/> Purchase classroom and office furniture; Purchase office supplies			1-Apr-12
47	FP13	Facility Preparation	<input type="checkbox"/> Complete office and classroom set-up checklists			1-Jul-12
48	FP14	Facility Preparation	<input type="checkbox"/> Complete hallway/ exterior set-up checklist			1-Jul-12
49	FP15	Facility Preparation	<input type="checkbox"/> Negotiate copy machine lease; purchase fax machine			1-Jun-12
50	FP16	Facility Preparation	<input type="checkbox"/> Complete first day plans, including routines, welcome, operations			15-Jul-12

New York State Education Department - Opening Procedures Checklist for Charter Schools Opening Fall 2012 - Revised November 2, 2011

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51	FP17	Facility Preparation	<input type="checkbox"/> Ensure that all space is adequate and appropriate for intended use (e.g., office space, classroom space, special education services)			1-Aug-12
52	FP18	Facility Preparation	<input type="checkbox"/> Ensure that the building is well-lit, clean and in good repair <input type="checkbox"/> Ensure that all rooms have necessary furnishings and equipment			1-Aug-12
53	FP19	Facility Preparation	<input type="checkbox"/> Request parking permits as necessary and set up bus drop off and pick up areas.			1-Jul-12
54	FS1	Food Services	<input type="checkbox"/> Complete application materials if your school will participate in the National School Lunch Program	<input type="checkbox"/> Contact NYSED Child Nutrition Office for additional information.	As applicable	1-Apr-12
55	FS2	Food Services	<input type="checkbox"/> Create Food Services Program plan	<input type="checkbox"/> Submit a copy of Food Services Program plan to NYSED <input checked="" type="checkbox"/> Ensure that the Plan is aligned with state and appropriate county and city law		30-Jun-12
56	FS3	Food Services	<input type="checkbox"/> Establish process for distribution and collection of free and reduced-price lunch forms and information, collection of lunch funds, and process for monitoring daily student participation in meal services			1-Aug-12
57	FS4	Food Services	<input type="checkbox"/> Identify and contract with food service provider, or determine how services will be delivered through internal processes	<input type="checkbox"/> Post RFP; recruit, screen and hire food service management company; use NYSED prototype contract (required to be eligible for federal and state reimbursement) <input type="checkbox"/> Maintain appropriate vendor certifications and checks (health, safety, criminal, medical, etc.) <input checked="" type="checkbox"/> If preparing meals on site, arrange/complete health		1-Aug-12
58	FS5	Food Services	<input type="checkbox"/> Ensure that appropriate food/beverage storage is available			1-Aug-12
59	G1	Grants	<input type="checkbox"/> Complete and submit Federal Charter Schools Program Grant Application			3-Oct-11
60	G2	Grants	Apply for E-Rate benefits	<input checked="" type="checkbox"/> The application window for FY 2012 is expected to be announced in November 2011		Check website for deadline
61	G3	Grants	<input type="checkbox"/> Develop NCLB Title I consolidated application and determine whether to operate school wide or targeted assistance program during first year of operation	<input type="checkbox"/> Submit Title I consolidated application to NYSED Office of Title I School and Community Services; contact conappta@mail.nysed.gov or call (518) 473-0295 for assistance		30-Jun-12

New York State Education Department - Opening Procedures Checklist for Charter Schools Opening Fall 2012 - Revised November 2, 2011

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62	G4	Grants	<input type="checkbox"/> Research any other applicable grants and apply	<ul style="list-style-type: none"> ✓ Possible grants include: Charter Schools Planning and Implementation, NYS Charter Schools Stimulus Fund, private foundations (Walton, Broad, Gates) 		Check individual grant deadline
63	GM1	Governance & Management	<input type="checkbox"/> Retain legal counsel		Yes	1-Jan-12
64	GM2	Governance & Management	<input type="checkbox"/> Name permanent school leader/principal and other key leadership roles	<ul style="list-style-type: none"> <input type="checkbox"/> Provide NYSED with Board minutes or resolution that school leader / principal has been named (within five days of hire date) <input type="checkbox"/> Provide all relevant contact information to NYSED and update SEDREF (link provided) 	Yes	1-Apr-12
65	GM3	Governance & Management	<input type="checkbox"/> Establish board of trustees	<ul style="list-style-type: none"> <input type="checkbox"/> Provide affirmation of eligibility for new proposed board members to NYSED liaison for approval (within 45 days) <input type="checkbox"/> Submit School Trustee Background Information form, Disclosure of Financial Interest form and preliminary board resolution to NYSED liaison to document intent to add proposed new board members 	Yes	Ongoing
66	GM4	Governance & Management	<input type="checkbox"/> Obtain insurance for board of trustees	<ul style="list-style-type: none"> <input type="checkbox"/> Submit a copy of the Board insurance binder to NYSED. <input type="checkbox"/> Must be established before first Board meeting. 	Yes	1-Dec-11
67	GM5	Governance & Management	<input type="checkbox"/> Establish and ratify by-laws (assure compliance with Open Meetings Law)	<ul style="list-style-type: none"> <input type="checkbox"/> Submit final by-laws to NYSED liaison for final review and approval ✓ Ensure alignment w/NYS law ✓ By-laws must be ratified within 30 days of charter issuance ✓ By-laws must include provision for terminating charter management contract (unless other termination 	Yes	1-Dec-11
68	GM6	Governance & Management	<input type="checkbox"/> Make appropriate modifications to Code of Ethics from original charter application (if necessary) and submit to Board and NYSED for approval	<ul style="list-style-type: none"> <input type="checkbox"/> Submit finalized Code of Ethics to NYSED liaison ✓ Code of Ethics must align with the General Municipal Law made applicable by the Charter Schools Act, and include standards regarding conflicts of interest issues 	Yes	1-Dec-11
69	GM7	Governance & Management	<input type="checkbox"/> Finalize Board calendar; conduct first Board meeting	<ul style="list-style-type: none"> <input type="checkbox"/> Submit finalized Board calendar to NYSED liaison <input type="checkbox"/> Create binder for Board minutes to be open to the public <input type="checkbox"/> Ensure full compliance with Public Officers Law, Article 7 Open Meetings §104 	Yes	1-Dec-11

New York State Education Department - Opening Procedures Checklist for Charter Schools Opening Fall 2012 - Revised November 2, 2011

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70	GM8	Governance & Management	<input type="checkbox"/> Elect Board officers (Chair, President, Treasurer, Secretary, etc.)	<input type="checkbox"/> Submit finalized list of board officers to NYSED liaison <input checked="" type="checkbox"/> Verify that Board Chair/President name and contact information is entered in SEDREF (see link)	Yes	1-Dec-11
71	GM9	Governance & Management	<input type="checkbox"/> Create final organizational chart, if applicable	<input type="checkbox"/> Submit finalized school organizational chart to NYSED liaison	Yes	1-Apr-12
72	GM10	Governance & Management	<input type="checkbox"/> Ensure that Board members receive training on role, responsibilities and authority, including fiscal matters, oversight and accountability			Ongoing
73	GM11	Governance & Management	<input type="checkbox"/> Develop and adopt school policies. <ul style="list-style-type: none"> • Conflicts of Interest--GM3 • Parent/student Handbook--PDI • Enrollment Policy--EAA1 • HR Manual--S6 • Fiscal Policies and Procedures--FM1 • Health and Safety Plan--SHP3 • Medications Administrations Plan--SHP1 • Transportation Services Plan--T1 • School Wellness Policy--SW1 • Complaint/ Grievance Procedure--PDI 2&3 • School Building Safety Plan (fire drills, evacuation plan)--FP8 • Notification to parents/guardians--FP 6 	<ul style="list-style-type: none"> ✓ Board must vote to approve all policies before submission to NYSED for review ✓ NYSED must approve some policies before stakeholder distribution (see applicable categories for additional details) 	Varies	Varies
74	GM12	Governance & Management	<input type="checkbox"/> Engage independent auditor to review school accounts and draft Initial Statement	<input type="checkbox"/> Submit a copy of the engagement letter to NYSED liaison	Yes	1-Dec-11
75	GM13	Governance & Management	<input type="checkbox"/> Ensure that accountant submits Initial Statement to Board and NYSED for review and approval	<input type="checkbox"/> Submit a copy of the Initial Statement to NYSED <ul style="list-style-type: none"> ✓ Copy must include remedial plans resulting from deficiencies identified in Initial Statement ✓ If applicable, Board must report and correct financial control deficiencies within 45 days of receiving accountant's report ✓ A second copy must be forwarded to NYSED after 	Yes	11-Jan-12
76	GM14	Governance & Management	<input type="checkbox"/> File IRS Form SS-4 to apply for a Federal Employer Identification Number (EIN)			1-Dec-11
77	GM15	Governance & Management	<input type="checkbox"/> Apply for State Unemployment Number			1-Dec-11

New York State Education Department - Opening Procedures Checklist for Charter Schools Opening Fall 2012 - Revised November 2, 2011

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78	GM16	Governance & Management	<input type="checkbox"/> File IRS Form 1023 to obtain tax exempt, 501(c)(3) status	<input type="checkbox"/> Submit proof of Federal tax exempt status to SED <input checked="" type="checkbox"/> Federal tax-exempt status must be obtained no later than one year following the school's Effective Date	Yes	12-Jan-12
79	GM17	Governance & Management	<input type="checkbox"/> File with NY State Charities Bureau. Apply for NY State Exemption Certificate	<input checked="" type="checkbox"/> Filing must take place after school receives tax-exempt status		One year from chart issuance
80	GM18	Governance & Management	<input type="checkbox"/> Begin to engage school community/parents to promote involvement in governance	<input checked="" type="checkbox"/> Continue to implement parent / community engagement plans set out in Application		Ongoing
81	I1	Insurance	<input type="checkbox"/> Obtain additional insurance coverage, for example: <ul style="list-style-type: none"> • Directors' and Officers' Liability • Commercial General Comprehensive Liability • Educators' Legal Liability • Employment Practices Liability • Sexual Abuse • Liability • Automobile Liability • Excess Liability or Umbrella • Workers Compensation Liability • Surety bond 	<input checked="" type="checkbox"/> All policies must include provision requiring NYSED notification at least 30 days in advance of material changes, nonrenewal or termination <input checked="" type="checkbox"/> Insurance policies shall be effective no later than thirty (30) days prior to school opening date	Yes	15-Jul-12
82	PDI1	Policy Development & Implementation	<input type="checkbox"/> Create Student Disciplinary Code that includes suspension and expulsion policies, including students with disabilities	<input type="checkbox"/> Submit finalized Student Disciplinary Code to NYSED liaison <input type="checkbox"/> Forward copy of student policies to parents <input checked="" type="checkbox"/> Include provisions for SPED students	Yes	1-Aug-12
83	PDI2	Policy Development & Implementation	<input type="checkbox"/> Create Complaint/Grievance Policies for staff	<input type="checkbox"/> Submit finalized Complaint/Grievance Policies to NYSED liaison	Yes	1-Aug-12
84	PDI3	Policy Development & Implementation	<input type="checkbox"/> Create Complaint Policies for parents	<input type="checkbox"/> Submit finalized Complaint Policies to SED	Yes	1-Aug-12
85	PDI4	Policy Development & Implementation	<input type="checkbox"/> Create FERPA policy	<input type="checkbox"/> Submit finalized FERPA Policy to SED <input type="checkbox"/> Provide notice of FERPA policy and directory information to families <input type="checkbox"/> Establish student files w/proper FERPA protections and procedures	Yes	1-Aug-12

New York State Education Department - Opening Procedures Checklist for Charter Schools Opening Fall 2012 - Revised November 2, 2011

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86	PDI5	Policy Development & Implementation	<input type="checkbox"/> Create FOIL Policy	<input type="checkbox"/> Submit SED finalized FOIL Policy to NYSED liaison <input type="checkbox"/> Draft FOIL regulations, required lists and notice, and post notice	Yes	1-Dec-11
87	PDI6	Policy Development & Implementation	<input type="checkbox"/> Develop Student and Family Handbook that includes all policies and protocols referenced above	<input type="checkbox"/> Submit finalized Student and Family Handbook to SED <input type="checkbox"/> Distribute to all teachers, students and families <input checked="" type="checkbox"/> Board-approval must be obtained prior to stakeholder distribution	Yes	1-Aug-12
88	PESA1	Performance Evaluation for Staff & Administrators	<input type="checkbox"/> Determine performance goals for school leader and define evaluation system	<input type="checkbox"/> Submit performance goals for school leader to NYSED liaison	Yes	1-Aug-12
89	PESA2	Performance Evaluation for Staff & Administrators	<input type="checkbox"/> Determine performance goals for school administrators and non-instructional staff and define an evaluation system	<input type="checkbox"/> Submit performance goals for school administrators and non-instructional staff to NYSED liaison		1-Aug-12
90	PESA3	Performance Evaluation for Staff & Administrators	<input type="checkbox"/> Determine performance evaluation criteria and design plan for teachers	<input type="checkbox"/> Submit performance evaluation criteria and design plan for teachers to NYSED liaison		1-Aug-12
91	S1	Staffing	<input type="checkbox"/> Create personnel policies and procedures, including position descriptions for each role	<input checked="" type="checkbox"/> Ensure that such policies are available to all stakeholders, including candidates for hire	Yes	1-Apr-12
92	S2	Staffing	<input type="checkbox"/> Post job descriptions	<input type="checkbox"/> Create teacher recruitment strategy; finalize compensation structure (including benefits)		1-Apr-12
93	S3	Staffing	<input type="checkbox"/> Create standard hiring letter and consultant contract (review by legal counsel)			1-Apr-12
94	S4	Staffing	<input type="checkbox"/> Create staffing plan that ensures that the number of teachers is adequate and that assignments align with plan	<input type="checkbox"/> Create teacher roster, including teacher assignment by grade level or specialty	Yes	1-Aug-12
95	S5	Staffing	<input type="checkbox"/> Create model employee file, new hire checklist, and resignation/ termination checklist			1-May-12
96	S6	Staffing	<input type="checkbox"/> Finalize and distribute Employee Handbook to all new staff		Yes	1-Aug-12
97	S7	Staffing	<input type="checkbox"/> Develop system for recording employee attendance			1-Aug-12
98	S8	Staffing	<input type="checkbox"/> Develop time-off forms and system for reporting to payroll			1-Aug-12
99	S9	Staffing	<input type="checkbox"/> Establish process for securing substitute teachers	<input checked="" type="checkbox"/> Ensure completion of relevant background checks for all substitute staff		1-Aug-12

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100	S10	Staffing	<input type="checkbox"/> Recruit and hire appropriately qualified staff	<ul style="list-style-type: none"> ✓ Ensure teacher certification, with no more than the maximum number of non-certified teachers hired (lesser of 5 or 30%) ✓ Ensure that teachers in core academic areas (defined by NCLB) are highly qualified in accordance with NCLB regulations ✓ Determine if teachers will need to complete additional federal or state qualification requirements 		1-Jun-12
101	S11	Staffing	<input type="checkbox"/> Sign up for administrative access to NYSED TEACH system to verify qualifications and criminal background clearance	<ul style="list-style-type: none"> ✓ Follow directions at TEACH link 		1-Dec-11
102	S12	Staffing	<input type="checkbox"/> Pursue fingerprint-supported criminal background checks for all staff and volunteers. Guidance information is available on the NYSED TEACH website.	<ul style="list-style-type: none"> ✓ Ensure that all employees have NYSED-OSPRA clearance ✓ Ensure that new employees have met conditions of Emergency Conditional Clearance ✓ Ensure that national criminal, health and safety background checks have been conducted for all volunteers, including parent volunteers, who have contact 		1-Jul-12
103	S13	Staffing	<input type="checkbox"/> Create process for appointment of Emergency Conditional Employees, both Conditional Prospective Employees and Emergency Conditional Appointments	<ul style="list-style-type: none"> ✓ Process must include submission of fingerprints for all conditional appointments ✓ Conditional Prospective Employees cannot begin w/out NYSED approval, and shall end within 45 days of the appointment start date or when conditional clearance is granted by NYSED <input type="checkbox"/> Submit to NYSED a letter from the Board acknowledging approval for conditional appointment including a summary of the circumstances. <input type="checkbox"/> Submit a letter from the school leader indicating that they will supervise the individual, with a target date for completion. 	Yes	1-Aug-12
104	S14	Staffing	<input type="checkbox"/> Ensure that all staff positions have been filled and employment applications and contracts are on file for each staff member			1-Aug-12
105	S15	Staffing	<input type="checkbox"/> Ensure that paraprofessionals meet requirements under NCLB			1-Aug-12

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106	S16	Staffing	<input type="checkbox"/> Ensure that special education and related services are provided by individuals with appropriate certification or license	<input type="checkbox"/> Submit to NYSED liaison a signed letter of agreement between the school and qualified special education administrator <input checked="" type="checkbox"/> Ensure that SPED teachers/providers hold valid NY State certification	Yes	1-Jul-12
107	S17	Staffing	<input type="checkbox"/> Obtain staff benefits, including insurance (health, dental, vision, long-term disability, short-term disability, life) and retirement plan (401K, 403b)			1-Jun-12
108	S18	Staffing	<input type="checkbox"/> Conduct new employee benefits orientation and enroll staff			1-Aug-12
109	SHP1	School Health Plan / Medical Staff	<input type="checkbox"/> Arrange for/hire school nurse via local school district or independent recruiting efforts.	<input checked="" type="checkbox"/> A school nurse is required for any student with health care needs whose care can only be performed in school settings by licensed health care personnel. <input type="checkbox"/> If there is no school nurse, develop policies for the transportation home of ill/injured students. <input type="checkbox"/> NYC schools have a specific process to follow. Contact the NYCDoE Charter School Office for additional assistance.		1-Aug-12
110	SHP2	School Health Plan / Medical Staff	<input type="checkbox"/> Recruit local medical director (physician or nurse practitioner) to meet school health requirements.	<input type="checkbox"/> Submit to NYSED liaison documentation of physician or nurse practitioner relationship to school <input checked="" type="checkbox"/> Medical director role should include but is not limited to: create policies for dealing with ill or injured students, performing health appraisals and clearing student to participate or return to play in athletics, and writing non-patient specific orders for emergency epinephrine if school nurse (RN) available.		1-Aug-12
111	SHP3	School Health Plan / Medical Staff	<input type="checkbox"/> Create a Health and Safety Plan with the assistance of the local medical director.		Yes	1-Aug-12
112	SHP4	School Health Plan / Medical Staff	<input type="checkbox"/> Maintain copies of professional credentials on file.			1-Aug-12
113	SHP5	School Health Plan / Medical Staff	<input type="checkbox"/> Create Medications Administration Plan for administration of prescription and non-prescription medications to students, and for provision of required health services.	<input type="checkbox"/> Submit a copy of Medications Administration Plan to NYSED liaison.		1-Aug-12

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114	SHP6	School Health Plan / Medical Staff	<input type="checkbox"/> Create plans / procedures for meeting student immunization requirements and body mass index / weight status; and related survey submission to NYS Department of Health. <input type="checkbox"/> Create plans / procedures for conducting required vision, hearing and scoliosis screenings in the required grade levels.	✓ Plan must include assurance that students without immunization records or documented exemption will be excluded from school after 14-30 days as per Public Health Law 2164. Policies should be in place for referrals to Child Protective Services as needed. ✓ Ensure that immunization records or exemption forms are properly filed.		1-Aug-12
115	SHP7	School Health Plan / Medical Staff	<input type="checkbox"/> Ensure that Automated External Defibrillators (AEDs) are available and trained staff member is available at all times, including after-school events	✓ Staff must be trained and certified to use AEDs and perform CPR. ✓ In NYC, contact the NYCDoE Charter School Office for additional information.		1-Aug-12
116	SLT1	Student Learning Time	<input type="checkbox"/> Finalize school calendar	<input type="checkbox"/> Submit completed school-year calendar, if different from original submitted in charter application, to NYSED <input type="checkbox"/> After Board and NYSED approval, distribute to teachers, students and families	Yes	1-May-12
117	SLT2	Student Learning Time	<input type="checkbox"/> Finalize daily schedule	<input type="checkbox"/> Submit finalized daily schedule to NYSED <input type="checkbox"/> After Board and NYSED approval, distribute to teachers, students and families	Yes	15-Jun-12
118	SN1	Special Needs Students	<input type="checkbox"/> Hire or contract with certified SPED teachers and a qualified SPED administrator	<input type="checkbox"/> Submit a signed letter of agreement between the school and qualified SPED administrator to NYSED liaison		1-Aug-12
119	SN2	Special Needs Students	<input type="checkbox"/> Identify students with IEPs	<input type="checkbox"/> Obtain all special education student records, including IEPs		1-Aug-12
120	SN3	Special Needs Students	<input type="checkbox"/> Ensure that all appropriate programs are available for ELL students			1-Aug-12
121	SN4	Special Needs Students	<input type="checkbox"/> Ensure that all arrangements are in place to accommodate Section 504-eligible students			1-Aug-12
122	SN5	Special Needs Students	<input type="checkbox"/> Hire or contract with certified speech and language therapists, occupational and physical therapists, or other necessary services equipment			1-Aug-12
123	SPP1	Service Provider Partnership	<input type="checkbox"/> If partnering with a Charter Management Organization, develop and approve draft management contract	<input type="checkbox"/> Draft contract must be submitted to NYSED liaison at least 45 days prior to entering into legally binding agreement ✓ Ensure that legal counsel has reviewed/approved draft contract	Yes	1-Dec-11

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#	Task #	Category	Task Description	Notes	Formal Charter School Board Approval Required	Due Date
124	SPP2	Service Provider Partnership	<input type="checkbox"/> If partnering with a Charter Management Organization, enter into legally binding agreement	<ul style="list-style-type: none"> ✓ Ensure that legal counsel has reviewed/approved final contract ✓ School must obtain NYSED approval before executing contract 	Yes	15-Jan-12
125	SR1	Student Records	<input type="checkbox"/> Request student records from prior districts / transfer schools			1-Jul-12
126	SR2	Student Records	<input type="checkbox"/> Develop locked storage system for student academic and health records	<ul style="list-style-type: none"> ✓ Student health records must be separated from academic records, preferably filed near the school nurse ✓ See FERPA requirements below 		1-Jul-12
127	SW1	School Wellness	<input type="checkbox"/> Create School Wellness Policy	<ul style="list-style-type: none"> <input type="checkbox"/> Submit a copy of School Wellness Policy to NYSED ✓ Policy must comply with the Child Nutrition and WIC Reauthorization Act of 2004 	Yes	1-Jul-12
128	T1	Transportation	<ul style="list-style-type: none"> <input type="checkbox"/> Develop Transportation Services Plan and arrange for transportation services to be provided to eligible students <input checked="" type="checkbox"/> Obtain copies of fingerprint-supported background checks for employees of supplemental services provider 	<ul style="list-style-type: none"> <input type="checkbox"/> Submit to NYSED liaison copy of Transportation Services plan and any agreement with provider of supplemental transportation services ✓ Transportation must comply with all safety laws and regulations applicable to other public schools 	Yes	1-Aug-12
129	T2	Transportation	<input type="checkbox"/> Ensure that parent/guardian(s) complete request for transportation from the district of residency by April 1 (if appropriate).			1-Apr-12
130	T3	Transportation	<input type="checkbox"/> Receive routes and verify that all stops are correct			1-Aug-12
131	T4	Transportation	<input type="checkbox"/> Inform parents of the type of transportation that school will provide			1-Apr-12
132	TIS1	Technology / Information Systems	<input type="checkbox"/> Select IT staff or hire consultant; complete 5-year technology plan; select server and computers to be purchased	<ul style="list-style-type: none"> ✓ Apply for E-rate funding - See Task G2 		1-May-12
133	TIS2	Technology / Information Systems	<input type="checkbox"/> Select phone service; choose to buy or lease phone system			1-May-12
134	TIS3	Technology / Information Systems	<input type="checkbox"/> Select internet connectivity service			1-May-12
135	TIS5	Technology / Information Systems	<input type="checkbox"/> Select database software or consultant to manage attendance, enrollment, withdrawal, waiting list, transportation, meals, report card creation	<ul style="list-style-type: none"> ✓ Student records data system should easily be able to disaggregate by race, gender, school corporation of residence, SPED, free / reduced-price lunch status, date of enrollment, date of withdrawal, previous schooling, etc. 		1-Jul-12