

Charter Transfer Transition Checklist

I. Governance and Management

Item	Action Item	Acceptable Documentation	Submitted
1	Expanded criminal history and child protection index checks for all Board members.	<ul style="list-style-type: none"> Signed assurance that the organizer has completed the required expanded criminal history and child protection index checks for Board members, members of any subcommittee to which the organizer has delegated some authority regarding the charter school, and school leadership. 	
2	Leadership roles in the school have been filled.	<ul style="list-style-type: none"> Updated organizational chart with names of individuals occupying key leadership roles, with a detailed description of the roles and responsibilities for each. 	
3	Management contract with Educational Management Organization (if applicable) has been executed.	<ul style="list-style-type: none"> Draft management contract must be submitted to the ICSB Executive Director for approval. Once contract has been approved, a copy of executed management contract. 	

II. Staffing

Item	Action Item	Acceptable Documentation	Submitted
4	Staff hired in accordance with application staffing plan.	<ul style="list-style-type: none"> Updated staffing plan with names of specific individuals occupying instructional positions, including licensing information for each individual. 	
5	Special education and/or ELL personnel have been hired or contracted out.	<ul style="list-style-type: none"> If special education or ELL services will be contracted out, a copy of the signed contract(s). 	
6	Employment policies (including the dispute/complaint resolution process and expanded criminal history and child protection index policy) have been established and made available to staff.	<ul style="list-style-type: none"> Employee Handbook and evidence of distribution to staff. Expanded criminal history and child protection index policy. 	
7	Expanded criminal history and child protection index checks for all staff members and volunteers (including	<ul style="list-style-type: none"> Signed assurance that the organizer has completed the required expanded criminal history and child protection index checks for all staff members and volunteers. 	

	parents) who are likely to have direct, ongoing contact with children within the scope of the individuals' employment/duties.		
8	Each employee has a job description which he or she has read and agreed to, and signed contract on file for each teacher.	<ul style="list-style-type: none"> Signed contracts with position descriptions. 	

III. Curriculum and Instruction

Item	Action Item	Acceptable Documentation	Submitted
9	Student records are available to teachers for planning.	<ul style="list-style-type: none"> Evidence that a student roster and student records are on file and accessible to teachers for planning. 	

IV. Students and Parents

Item	Action Item	Acceptable Documentation	Submitted
10	Student admissions (including lottery procedures), enrollment, and intake procedures have been identified, including transfer of student records, and the procedures used to identify students with disabilities.	<ul style="list-style-type: none"> Admissions/Enrollment Policy (if different from Policy submitted with Charter Application). 	
11	Families and students have been, or will be, provided with relevant information about the school.	<ul style="list-style-type: none"> Student and Family Handbook, which includes, at a minimum: 1) the school's discipline policy; 2) notice of parental rights under the Family Educational Rights and Privacy Act ("FERPA"); 3) school health record procedures; 4) dispute/complaint resolution process; and 5) the right of individuals to attend Board meetings. 	
12	Procedures are in place for creating, storing, securing and using student	<ul style="list-style-type: none"> Evidence that a suitable electronic data system is in place (e.g., PowerSchool). Evidence of locked and/or secured electronic storage. 	

	academic, attendance, discipline, and test records.		
13	Student health records are separate from academic records and are in locked storage in the office of the school nurse or other appropriate location.	<ul style="list-style-type: none"> Evidence of separation in locked and/or secured electronic storage. 	

V. Operations

Item	Action Item	Acceptable Documentation	Submitted
14	Arrangements have been made for food service.	<ul style="list-style-type: none"> Food or vendor services contract compliant with IDOE vendor selection and contracting requirements. Appropriate state and local health department inspections and licenses. 	
15	Appropriate provisions have been made for transportation in compliance with federal law, including homeless students and students whose IEP requires transportation as a related service.	<ul style="list-style-type: none"> Transportation Plan. Agreement with provider of supplemental transportation services. 	
16	Written plans for safety procedures, including fire drills and emergency evacuation, consistent with Indiana's Health and Safety Standards (IC 20-34).	<ul style="list-style-type: none"> Specific, detailed plan for preparing and responding to emergencies are posted in the school at the time of the ICSB site visit. Evidence that the Department of Public Works has been contacted and a request has been made for the installation of school zone/speed limit signs. 	
17	Provisions have been made for required health services and screenings, including immunization records.	<ul style="list-style-type: none"> Evidence that health services are available (e.g., school nurse on staff or contract, contract with health care clinic). Medication administration policy. Written plan for providing required health services (e.g., student hearing and vision). Immunization records or proper exemption forms. 	

VI. Finance

Item	Action Item	Acceptable Documentation	Submitted
18	School has established fiscal management and oversight policies and an accounting system with internal controls.	<ul style="list-style-type: none"> By July 1st, Initial Statement as adopted by the Board as well as evidence that the school has contracted with a Certified Public Accounting firm or Accountant to complete an Independent Accountants' Report, per <u>Section 6.4</u> of the Charter Agreement. Independent Accountants' Report no later than forty-five (45) days of engagement of CPA. Evidence of employment of or contract with accountant, bookkeeper or other person to handle such duties. 	
19	A payroll system has been established.	<ul style="list-style-type: none"> Contract with payroll company or evidence of employment of or contract with persons to handle payroll; and copy of deduction policy. 	

VII. Facilities, Fixtures & Equipment

Item	Action Item	Acceptable Documentation	Submitted
20	School location identified and facility secured and/or in development. An organizer operating a virtual charter school may seek an exemption from this section by obtaining prior written consent from the Executive Director.	<ul style="list-style-type: none"> Copy of lease or deed with the physical address of the facility clearly indicated. 	
21	Available space (including classrooms, restrooms, and special purpose space) meets the requirements of the program and the number of students enrolled. Space is accessible to all students (including handicapped students), clean, and well-lit. If building is not required to be handicap accessible, procedures for reasonable accommodation of such persons are in place.	<ul style="list-style-type: none"> Written procedures for accommodation of handicapped persons in compliance with ADA. Certification (or re-certification of an existing structure) from an engineer or architect that the building complies as an E occupancy under the rules of the Fire Prevention and Building Safety commission. Inspection at time of ICSB Site Visit. 	

22	A certificate of occupancy (or statement of substantial completion) is on file, as well as any other appropriate certificates of inspection, or permits.	<ul style="list-style-type: none"> • Certificate of occupancy or statement of substantial completion. • Zoning, land use, and building use permits and/or certification. • State construction design release (if applicable). • Documentation from Indiana Department of Homeland Security. • Documentation from the county or relevant local Health Department. • Documentation from the State Fire Marshall or local Building Inspector. • If applicable, documentation from the local Fire Department. 	
23	Systems are in place for student drop-off and pick-up.	<ul style="list-style-type: none"> • Plan detailing times and locations for student drop-off and pick-up before, during, and after school. 	
24	Space is safe and secure; entrance and egress from the school's space is adequately controlled.	<ul style="list-style-type: none"> • Inspection at time of ICSB Site Visit to ensure safety and evacuation plans in each classroom and school signage are posted. 	