

**School District of Osceola County
On-Site Charter School Monitoring Form
School Year 2009-2010**

CHARTER SCHOOL NAME:	_____
DATE OF VISIT (S):	_____
REVIEWER(S): Dr. Sonia Vazquez Esposito; Jo Ann Battista Kandrac	_____

		*Shaded rows indicate review at District.	
	1. FACILITIES	RECEIVED/ COMPLETED DATE	COMMENTS/RECOMMENDATIONS
1.	A copy of Certificate of Occupancy for each building is on file and has been submitted to the District prior to student occupancy.		
2.	Facilities inspections, permits and reports are on file for expansions and renovations.		Copies provided to Charter Office as needed.
3.	A copy of current Fire Safety Inspection conducted by local fire department is on file and has been submitted to the District by June 30 th .		
4.	A copy of each Health and Safety Inspection conducted by the district is on file.		County Health/Safety Inspection _____ School District Health Inspection _____
5.	A copy of Evacuation and Fire Drills are on file (with a minimum documentation of 10 drills per school year and shall be submitted to the District by June 30 th .		Please have copies available for review.
6.	A safety and emergency plan has been written and is on file. Emergency procedures and exits are posted in all rooms.		Please have copies available for review.
7.	Attach evidence that all staff have been trained in safety and emergency procedure.		Copy of Staff Meeting with teachers signatures.

BUDGET PREPARATION:		RECEIVED/ COMPLETED DATE	COMMENTS/RECOMMENDATIONS									
1.	Charter School has adopted a budget for the current school year.											
	a. Appropriations do not exceed available resources in each fund.											
2.	Copy of Capital Outlay has been submitted to District once a year by July 1 st .											
CHARTER SCHOOLS PRIOR YEAR AUDIT FOLLOW-UP												
1.	Did the school have a deficient balance	2007-2008										
2.	Did the charter school have any prior year audit findings		Net Assets	<input type="checkbox"/>	Governmental Funds	<input type="checkbox"/>						
3.	If 4 above shows a deficit balance, budgets will be present in a format consistent with the deficit position indicated in 4.		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>						
4.	Follow-up management response to the auditor finding/criticism.											
ANNUAL FINANCIAL REPORTING REQUIREMENTS												
1.	Report of furniture, fixtures & equipment	Due April 30th.										
2.	Unaudited Component Unit Report	Due Aug. 20th.										
3.	Audited financial statement	Due Sept. 20th.										
4.	Auditor General Submittal Checklist	Due Sept. 20th.										
5.	Annual Categorical Revenue and Expenditure Report	Due Sept. 20th.										
6.	Annual Program Cost Report	Due Sept. 1st.										
MONTHLY FINANCIAL REPORTING REQUIREMENTS: (Due the 20th of each month)												
	July	August	September	October	November	December	January	February	March	April	May	June

	3. STUDENT SERVICES	RECEIVED/ COMPLETED DATE	COMMENTS/RECOMMENDATIONS
1.	Established admission criteria.		
2.	Established exit procedures.		
3.	Established plan for the admission lottery, if the number of applicants exceeds the program capacity.		
4.	All required student data is entered on TERMS		Screen S313 Demographics
5.	Attendance is recorded daily and entered on TERMS.		Screen S244 Absence Detail
6.	School maintains FTE records signed by administrator.		OCTOBER _____; FEBRUARY _____
7.	Health folders are maintained for every student.		Observation
8.	The School Maintains a Safe Learning Environment as seen in the SESIR report and TERMS Discipline Report.		Screen S272 Discipline Summary
9.	School manages health room, and medication as required.		Observation

	4. DOCUMENTS CHECKLIST	RECEIVED/ COMPLETED DATE	COMMENTS/RECOMMENDATIONS
1.	Complete charter school contract with amendments.		
2.	Cumulative folders are in a secure location, in a locked fireproof cabinet.		
3.	Transportation agreement is on file.		
4.	Food Services agreement is on file.		

	5. INSURANCE	RECEIVED/ COMPLETED DATE	COMMENTS/RECOMMENDATIONS DUE BY AUGUST OF EACH SCHOOL YEAR
1.	Certificate is on file for General Liability and a copy has been submitted to the District.		
2.	Certificate is on file for Property Insurance and a copy has been submitted to the District.		
3.	Certificate is on file for Automobile Liability and a copy has been submitted to the District.		
4.	Certificate is on file for School Leaders Errors & Omissions and a copy has been submitted to the District.		
5.	Certificate is on file for Commercial Crime Insurance and a copy has been submitted to the District.		
6.	Certificate is on file for Workers' Compensation and a copy has been submitted to the District.		
7.	District and Charter holder <u>ARE NAMED</u> as an additional insured as required by the Charter Contract and a copy has been submitted to the District .		

	6. GOVERNANCE	RECEIVED/ COMPLETED DATE	COMMENTS/RECOMMENDATIONS
	The following essential documents are available, up-to-date, signed, dated, appropriately organized, readily accessible, and professionally presented in a notebook or file.		
1.	Incorporation papers with bylaws. (include Renewals)		
2.	All Governing Board Members are fingerprinted upon selection.		<i>Due upon selection</i>
3.	A list of School's Governing Board Members, addresses, and telephone numbers has been submitted to sponsor.		
4.	Document showing that parents have information about how to contact Governing Board Members or place an item on the Governing Board's Agenda.		
5.	Compliance with provision of Chapter 119, F.S., and Chapter 286.011, F.S. (Public Records/Public Meetings) as evidenced by posted announcements of meetings and record of minutes taken.		Observation
6.	There is a set of documents organized chronologically containing Governing Board meetings announcements, meeting agenda (including citizen input) and minutes.		
8.	The name, address, and telephone number of School's contact person for complaints have been submitted.		
9.	The School's Governing Board received Governance Training (Section 1002.33 F.S.) by an approved trainer from DOE by Aug. 3, 2009		<i>Due by August 3, 2009</i>
10.	A list of School Advisory Council (SAC) members have been submitted to the Charter School Department.		<i>Due by August 2009</i>

	7. ACADEMIC ACCOUNTABILITY	RECEIVED/ COMPLETED DATE	COMMENTS/RECOMMENDATIONS
1.	The School follows the Sponsor's "Student Progression Plan," or comparable.		
2.	The school has applied for certification/accreditation for its educational program.		

	8. CURRICULUM	RECEIVED/ COMPLETED DATE	COMMENTS/RECOMMENDATIONS
1.	Teachers are documenting instruction for the Sunshine State Standards in lesson plans.		Obtain Sample
2.	Fidelity Checks (District Team visit documentation is on file)		

	9. SPECIAL EDUCATION	RECEIVED/ COMPLETED DATE	COMMENTS/RECOMMENDATIONS
1.	Procedures are in place for identification, placement and the provision of Special Education Services to exceptional students.		
2.	Exceptional students' IEP's are current.		
3.	Exceptional student records are maintained in accordance with the District's ESE Record Management System.		
4.	Personnel are trained in IEP development.		
5.	Matrices are completed by trained personnel.		
6.	Matrix ratings match the needs and services indicated on student's IEP's.		
7.	Special Education and related services are being delivered as indicated on student's IEP's.		
8.	504 Folders are properly maintained for appropriate students.		
9.	Three year re-evaluations are current.		
10.	District guidelines are followed for transferring and transitioning ESE students.		
11.	Lesson plans reflect appropriate instruction for ESE students.		
12.	Teachers have copies of IEP's in classroom		
13.	Procedures for discipline for ESE students are in compliance with IDEA and District procedures.		
14.	ESE teachers are certified in appropriate areas.		
15.	Substantial notice is given to parent/ guardian to attend IEP's and Child Study Team meetings.		
16.	Evidence that LEA representative and members are invited to and are in attendance at IEP and Child Study Team Meeting.		

	10. ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)	RECEIVED/ COMPLETED DATE	COMMENTS/RECOMMENDATIONS
1.	School registration form includes the home language survey.		
2.	A Home Language Survey is available on file for each student.		
3.	ECS' need to be trained on administrating Entry Exit ESOL Test.		
4.	LEP folders are properly maintained for appropriate students.		
5.	Appropriate certified or endorsed teachers instruct all LEP students.		
6.	The school has procedures in place to insure that all ESOL requirements and documentation are met.		
7.	Proper registration procedures for LEP students and families have been established.		
8.	Teachers have evidence of ESOL instructional strategies in classrooms.		
9.	Yearly re-evaluations are current.		
10.	Communication to parent/guardian of LEP students must be translated into the parent/guardian home language when there are 15 or more students that speak a particular language enrolled at the school.		
11.	A LEP committee has been established and functions according to District Guidelines. A list of names is at the Charter School Department..		

	11. DISCIPLINE	RECEIVED/ COMPLETED DATE	COMMENTS/RECOMMENDATIONS
1.	School's Parent Conflict Resolution Process is available to all parents in Parent Handbook. Copy given to Charter School for review.		
2.	The School Sponsor's "Code of Student Conduct," is readily available to students and parents, well defined, understandable, and discussed at the beginning of every school year. There is evidence that parent/guardian received a copy.		

	12. PERSONNEL	RECEIVED/ COMPLETED DATE	COMMENTS/RECOMMENDATIONS
A.)	SECURITY/FINGERPRINTING		
1.	Copy of Civil Applicant Response from FBI and/or criminal history kept in separate file and location at the school.		
2.	Drug-Free Workplace - copy of the school's policy is kept on file.		
3.	All employees are drug-screened, including School Governing Board Members. Documents on file.		
B.)	CERTIFICATIONS		
1.	Teachers who are determined qualified in accordance with Florida Statutes 231.15 (1). If hired as a qualified, but not certified teacher, documentation substantiating the expertise in the field of specialty, in accordance with the Charter Governing Board Policy must be on file, i.e., official college transcript, work experience verifications, etc.		
2.	All instructional staff are certified as required by Chapter 231 F.S. and certificates are sent to the Charter Office Prior to 1 st . day of employment.		
6.	A NCLB Specialist for highly qualified teachers has been identified.		
7.	Out of field Teachers had been approved for highly qualified Teachers by the School District Board or Charter School Board and a copy is sent to the Charter Office with date approved.	OBTAIN COPY:	October _____ February _____

	<p style="text-align: center;">12. PERSONNEL (cont.)</p>	<p style="text-align: center;">RECEIVED/ COMPLETED DATE</p>	<p style="text-align: center;">COMMENTS/RECOMMENDATIONS</p>
D.	PERSONNEL FILES		
1.	Personnel files are kept locked and access is limited.		
E.	STAFF DEVELOPMENT		
1.	Training/Staff Development activities have been documented including topic, date, and list of participants.		
F.	STAFF MANAGEMENT		
1.	A complete list of Charter School employees is sent to the Charter School District office including address and phone number.		<i>Due by the 1st. of each month</i>

	13. TRANSPORTATION	RECEIVED/ COMPLETED DATE	COMMENTS/RECOMMENDATIONS
1.	This Charter School has on file information regarding all students transported by school bus.		Observation
2.	This Charter School has on file information related to any situation where a parent or other driver is contracted by the school to provide student transportation ex. Field trips.		
3.	This Charter School has on file evidence that any vehicle which is owned or leased by the school and is used to transport students is certified and properly insured. There is documentation that the bus driver has current certification.		
4.	This Charter School has documentation of bus evacuation drills for October and/or February as appropriate.		
5.	This Charter School has documentation of monthly inspections of bus(es) owned by the school.		

	14. FOOD SERVICE	RECEIVED/ COMPLETED DATE	COMMENTS/RECOMMENDATIONS
1.	All students/parents have been provided the opportunity to complete a free and reduced meal application.		
2.	A copy of the health inspection conducted by local Health Department for the food service area is on file and submitted to the School District.		

	15. COMMUNICATION	RECEIVED/ COMPLETED DATE	COMMENTS/RECOMMENDATIONS
1.	There is evidence that parents have been notified of the qualifications of teachers, including Out-of-Field.		OCTOBER _____ FEBRUARY _____
2.	There is evidence that parents/guardians have been informed of Student Progression Plan, including promotion requirements as shown in the School Handbook.		
3.	There is evidence that parents/guardian have been informed of guidelines for mandatory retention of third grade students.		
4.	There is evidence that parents/guardians have been informed of high school graduation requirements and types of diplomas to be awarded.		

	16. TITLE I SERVICES	RECEIVED/ COMPLETED DATE	COMMENTS/RECOMMENDATIONS
1.	There is an approved Title I School wide Plan on file.		
2.	The Title I budget was submitted by the requested date.		
3.	The Title I audit records are up-to-date and accurate.		
4.	The Title I audit records are easily accessible.		
5.	There is evidence of ongoing scientifically research-based staff development.		
6.	There is evidence of family involvement training activities.		
7.	There is evidence that the Title I budget is reviewed regularly.		
8.	Teachers are highly qualified.		
9.	Paraprofessionals are highly qualified.		
10.	There is evidence that the Title I Parent Involvement Policy and Parent-School Compact was written with parental input and distributed in their language.		
11.	There is evidence of compliance regarding Parents' Right to know (i.e., professional qualifications, timely information.)		

**School District of Osceola County
On-Site Charter School Monitoring Form**

Reviewer (s):

Date:

Comments:

Reviewer (s):

Date:

Comments:

Reviewer (s):

Date:

Comments:

Date Completed: _____

Signature: _____