Washington University in St. Louis

Pre-Opening Plan Agreement

The following must be completed prior to opening the charter school:

- Provide proof of adequate liability insurance for the Board of Directors, school leadership and staff.
- Provide evidence (i.e. signed lease agreement) that a suitable facility has been secured.
- Submit approved Board Policy Manual, including Financial Accounting Practices, personnel policies and student policies.
- Provide information concerning the Student Information System (SIS).
- Provide proof of registration with the Public School Retirement System of St. Louis.
- Assure that the school has assigned a User Manager for DESE's web portal.
- Assure that the school is registered for access to the Missouri Student Information System (MOSIS).
- Submit a Certificate of Occupancy for the school facility.
- Submit evidence of facility fire and safety inspections.
- Submit a copy of the Safety and Emergency Plan.
- Submit a copy of the Student/Family Handbook, including the Code of Conduct and Discipline Policies.
- Submit a copy of the Staff Handbook, including personnel policies, benefits, and evaluation process.
- Submit a copy of the Lau Plan (for the education of ELL students).
- Provide information concerning contracts for bus transportation, food service, custodial, and other contracted services.
- Submit assurances for personnel compliance, qualifications, and fingerprint/background checks, including Family Care Safety Registry.
- Provide proof of adequate surety bond/insurance.
- Submit a copy of the Special Education Compliance Plan.
- Provide evidence that the Electronic Fund Transfer (EFT) Enrollment Forms have been submitted to DESE.
- Provide evidence that the necessary state documents to generate payment have been submitted (Vendor Input Form).
- Submit a copy of the Title I Plan.

On behalf of the Board, the undersigned agrees the School will provide the foregoing to the Washington University Charter Sponsor Team.

_____ , Board Chair of _____ ,
       (Printed Name)   (School Name)

_____   _____
          (Signature)   (Date)