Camela & Company

FREE LEADER RESOURCE

# S³ School Readiness Checklist

Eighteen questions to see where your school stands on operations, culture and systems. Use it with your leadership team or before your next board meeting.

**How to use it:** check every statement that is true today, not planned. Be honest; an unchecked box is simply a place to start. Then count your checks and find your phase below.

## Operations

- [ ] Our charter term, renewal date and every board-imposed condition are on one calendar.
- [ ] We have no open audit findings or noncompliance notices.
- [ ] Enrollment is at or above our budgeted number, and we know why families leave.
- [ ] The board receives a clear financial and academic report every month.
- [ ] Facility, safety and certificate-of-occupancy requirements are current.
- [ ] Grant spending (Title, 21st CCLC and others) is documented and matches the approved budget.

## Culture

- [ ] Every staff member can name our top three priorities this year.
- [ ] Teacher turnover is lower than last year, and we know why people leave.
- [ ] All teachers are licensed or on a clear licensure plan.
- [ ] Families hear good news from us as often as bad news.
- [ ] Leadership reviews attendance and discipline data every month.
- [ ] Our head of school has someone outside the building to think with.

## Systems

- [ ] We have three years of growth and proficiency data and know which groups are behind.
- [ ] Teachers meet regularly to look at student work and adjust instruction.
- [ ] Our PD is planned around our biggest gaps, not one-off topics.
- [ ] Key processes (enrollment, hiring, purchasing, reporting) are written down, not just in someone's head.
- [ ] Our improvement plan has measurable targets and a named owner for each.
- [ ] If our leader left tomorrow, the school would keep running.

### ● 0–8 checks: See

Start with a clear picture. Name your three priority gaps before you try to fix everything at once.

### ● 9–14 checks: Stabilize

Your foundation is there. Focus on closing the gaps that put renewal, results or staff at risk.

### ● 15–18 checks: Sustain

Protect what works. Build systems so results hold through leadership changes and renewals.

## Want a second set of eyes?

Book a no-cost S³ Snapshot. In 45 minutes we'll name your top priority, and you'll get a one-page summary within 24 hours.

**Book your no-cost S³ Snapshot**



Dr. Camela Ford · 980.222.4526 · www.camelaandcompany.com