California Department of Education
Charter Schools Division
accs-feb22item01
Attachment 4
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# Attachment 4: California Department of Education Pre-Opening Site Inspection Checklist

## Pre-opening Site Inspection Checklist

**School: Eagle Collegiate Academy
Location: 34736 Agua Dulce Canyon Road, Agua Dulce, California 91390**

The California Department of Education (CDE) conducted the site inspection on February 10, 2022

### General Considerations

NA: Not Applicable

| **General Considerations** | **Compliant** | **Comments** |
| --- | --- | --- |
| Facilities operation permits and certificates, including evidence of inspection by a structural engineer, fire marshal and occupancy certificates, zoning variances, building permits, etc. have been secured. | Yes | Certificate of Educational Occupancy permit application dated 11/5/1991 provided. Fire Inspection certificate visible on fire panel expires Jan 2023; Observed fire extinguishers expire March 2022. |
| Site is away from freeways, railways, flight patterns, excessive noise, obnoxious odors, toxic conditions, electromagnetic fields, earthquake faults, and flood zones. | No | There is an airport noted 0.9 nautical miles from the school site.  Pursuant to California Education Code (EC) Section 17215 requires that property proposed to be acquired or leased for school purposes within two (2) nautical miles (12,152 feet) of an existing or proposed runway be evaluated by the California Department of Transportation Aeronautics Office (Caltrans) prior to the acquisition or lease of the property. This provision applies to school districts, county offices of education, and charter schools regardless of funding source. CDE forwarded a request to Caltrans on February 14, 2022. Caltrans has 30 business days to complete their evaluation. |
| Site has good access and dispersal roads. | Yes | The site is located off of a two-lane rural road. ECA stated that vehicles coming from Sierra Highway would access the site by heading south onto Agua Dulce Canyon Road and use the U-shaped Driveway at Shepard Church to turn left and drive up to the site in order to reduce traffic congestion on Agua Dulce Canyon Rd. At the last site visit, CDE noted that the visibility driving north on Agua Dulce Canyon Road is limited as the road steeply inclines near the site. The parking lot at Shepherd Church allows vehicles to clearly see traffic before exiting. A Memorandum of Understanding or written agreement between ECA and the Shepard Church located at 34667 Agua Dulce Canyon Road is needed to utilize their parking lot or driveway should that serve as staff parking or a part of the student drop-off plan.  |
| Site has separate bus loading, parking areas, and parent drop off areas. | No | During the site inspection, ECA provided a plan to use a flat gravel driveway in front of 34720 Agua Dulce Canyon Road, which is the Outreach Center adjacent to the proposed charter school. This driveway is also shared with the residential unit located at the back of the 34720 site which was discussed in the previous inspection. Students would use an ADA ramp to access the school. The ingress/egress of the drop off area is narrow and limited to one vehicle entering or exiting at one time. CDE stated this is not a viable drop off/pick up area for multiple vehicles.CDE offered suggestions to improve the drop off reconfiguring space in the parking lot on 34736 Agua Dulce Canyon Road. ECA will need to submit a revised plan to the CDE that demonstrates an area where vehicles can enter and exit simultaneously, identify the location of staff and visitor parking and provide a Memorandum of Understanding or written agreement between ECA and the Shepard Church located at 34667 Agua Dulce Canyon Road to utilize their parking lot or driveway should that serve as staff parking or a part of the student drop-off plan. ECA states there is no student bussing. |
| Site has appropriate security (i.e. fencing, adequate lighting, alarms, etc.). | Yes | Site has adequate fencing; There is an area of the perimeter fence which needs to be repaired;Exterior lights present on site. |
| Site and facilities are situated to minimize student contact with adults who do not have appropriate clearances as required by California *Education Code* Section 44237. | No | 34736 building is separated by fencing from 34720 building which houses a currently occupied residence; 34720 building currently planned for use as ECA office and visitor entry. Due to the shared driveway and adjoining interior doors, there is no way to ensure that students would not come in to contact with adults who do not have the proper clearances.There is an area of fencing with a large gaping hole between the sites that needs to be repaired. |
| Facilities are generally conducive to a learning environment. | Yes | During inspection, learning areas were defined by moveable curtain type partitions with noise reduction panels; Floor space was set-up for instructional purposes. |
| Building placement is compatible. | Yes | Building is situated away from the roadway and centrally located on the parcel of land. |
| Facilities are sufficient to accommodate estimated student enrollment and to carry out the curricular and instruction program envisioned in the charter.  | No | The Charter stated that the current enrollment of the school is 12 pupils. During the site visit, CDE observed a kidney table and chairs in each learning space to accommodate 24 students for grades TK-3 and space partitioned in the lobby for preschool. For the current enrollment, the facilities are sufficient to meet estimated current student enrollment.  However, the space will not meet the charter’s projected enrollment of 57 students. Based on the Los Angeles Building Code, Section 1004, Table 1004.5 states that 20 net square feet (SF) is required per student in an educational setting. CDE measured the approximately 573 SF of instructional space for the TK-3rd grade learning spaces (28 students maximum) and 126 SF for preschool (6 students maximum).  |
| Facilities are sufficient to accommodate the administrative and business functions, including the storage of student and other records, reports, and documents. | Yes | Locking file cabinet visible in CEO Office. |
| Site has adequate space for the support services the school intends to provide to its students (i.e. nurse, counselors, tutors, after-school programs, etc.). | Yes | Private office available for confidential meetings and services. |
| Facilities include cafeteria or other suitable space for students to eat meals. | Yes | No kitchen facility in 34736 building; food services to be delivered; outdoor eating area observed. |
| Library or other space dedicated to research and study is suitable for the educational program being provided. | NA | No dedicated library space. |
| Indoor and/or outdoor physical education facilities are sufficient to accommodate the program envisioned in the charter. | NA | NA |
| Facilities meet requirements of the Americans with Disabilities Act, including: (1) accessible routes from outside the school to the entry and from the school entry to all other buildings; and (2) stairs, ramps, toilets, and signage that meet accessibility standards. | Yes | 34736 Building meets ADA requirements; There is only 1 restroom stall in the building for staff and students. |

### Building Exterior

| **Building Exterior** | **Compliant** | **Comments** |
| --- | --- | --- |
| Facilities are generally free of chipped paint, cracked floors, uneven surfaces, mold, and evidence of leaks. | Yes | 34736 Building is compliant. |
| Sidewalks, driveways, and outdoor play areas are relatively free of cracks and uneven surfaces, and are in good repair. | Yes | NA |
| Perimeter fences are installed as necessary and are in good repair. | No | There is a gap in fencing between the 34736 building and the 34720 building. |
| Graffiti or other signs of vandalism to the building are absent. | Yes | NA |
| School exterior needs minimal cosmetic repairs, painting, or additional lighting. | Yes | NA |
| Windows and doors are intact and in good repair. | Yes | NA |
| Exterior stairs or handrails are in good repair. | Yes | NA |
| Exits of buildings are free of obstructions. | Yes | NA |
| Signage is adequate for traffic flow and for directions to school offices.  | Yes | Eagle Collegiate Academy Signage was visible. Traffic signs were visible indicating school traffic area. |
| Trees and vegetation provide a clear view of the school; places to hide or to gain authorized access to the building are minimized.  | Yes | NA |
| School site is substantially free of litter and clutter. | Yes | NA |

### Interior Entrances, Corridors, and Stairs

| **Interior Entrances, Corridors, and Stairs** | **Compliant** | **Comments** |
| --- | --- | --- |
| Heating and ventilation systems are adequate for the size of the building and numbers of students. | Yes | NA |
| Electrical system has no major code violations. | Yes | NA |
| Fire alarm system meets applicable local fire safety codes; appropriate fire extinguishers exist in the building(s) and inspections are up to date. | Yes | Fire panel inspection certificate observed that expires Jan 2023. Two fire extinguishers observed that expire March of 2022. |
| Restrooms are conveniently located and accessible to students; toilets are clean and operable.  | Yes | The toilet in the restroom is a higher handicapped toilet which may be difficult for younger students to access. |
| Bracing of overhead light fixtures, heating and air conditioning vents, etc. comply with local ordinances. | NA | NA |
| Lighting, including nighttime lighting, is sufficient for the educational activities being conducted at the site. | Yes | NA |
| Floors, walls, and ceilings are clean; ceiling tiles are all intact. | Yes | NA |
| Halls and stairs are adequately lit. | Yes | NA |
| Exit doors, including emergency exits, are free of clutter and readily accessible; doors are secure to prevent intruders into the building. | Yes | NA |
| Interior is free of other hazards that could endanger student safety. | Yes | NA |

### Classrooms

| **Classrooms** | **Compliant** | **Comments** |
| --- | --- | --- |
| Classroom size and layout are related to functions that will be performed in them (i.e. kindergartens, laboratories, special education, locker rooms, gyms, etc.). | No | Extremely undersized as classrooms. Refer to section above “Facilities are sufficient to accommodate estimated student enrollment and to carry out the curricular and instruction program envisioned in the charter.” |
| Desks, tables, and chairs are in good repair. | Yes | NA |
| Space is provided to secure computers and other expensive electronic devices. | No | No lockable charging carts have been purchased; CEO office is lockable. |
| Bookcases, racks, fixtures, etc. are adequately anchored to adjacent structures.  | NA | No fixtures or furnishings were large enough to be anchored to the walls. |
| Gas, electrical, and water outlets and appliances are in good repair. | Yes | Sinks in restrooms are dual handle hot/cold. |
| Classrooms have adequate lighting. | Yes | NA |
| Classrooms are visible to teachers at all times; classroom layout is conducive to quick evacuation. | Yes | NA |
| Kindergarten classrooms have toilet facilities, or dedicated facilities are located within close proximity to classrooms, and are of appropriate height. | No | Single use ADA toilet in facility with higher handicapped toilet which may be difficult for smaller students to access. |

### Additional Comments

There are many religious artifacts visible on the walls and horizontal surfaces such as the shelves, desks and file cabinets.

### Reviewer Information

School Facilities and Transportation Division (SFTSD) Reviewer: Angel Doughty, Education Programs Consultant, SFTSD
Date of Site Visit: 2/10/2022