Note from the New Schools Team

The decision to start a charter public school is a monumental one and indicates a commitment to taking the time necessary to research, build support, assemble a team and ultimately design a school that meets a need in your community. When asked what the most critical element is in developing a successful school, we have learned that it always comes back to TIME!

It typically takes 18 months to 3 years to bring a school from theory to reality. The first phase alone, if done well, is very time consuming as you research charter school law and best practice, visit other schools, learn about the state accountability system, garner support in the community and build a team with a diverse set of skills. To learn more about the many steps involved in charter school development, please visit the Start a Charter Colorado Flowchart and gain quick access to many of the resources necessary to start a school.

No matter what phase of development you are in, this monthly newsletter will offer you critical resources, helpful tips and information about important events and trainings so that your school can possess a solid foundation with a high likelihood of success.

If you haven’t come in for a face to face meeting yet, please schedule that with us at your convenience.

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Stages of School Development

![Diagram of stages of school development]

Schools At Every Stage

**New School Development Needs Assessment and Satisfaction Survey**

We strive to meet the needs of all the school launchers we work with and to impact the development of quality schools right from the start. Please take 10 - 15 minutes to complete [this survey](https://ui.constantcontact.com/visualeditor/visual_editor_preview.jsp?agent.uid=1130373352033&format=html&print=true) to share with us what we are getting right, could be doing more of, less of or differently.

Interested in a bonus? If you complete the survey by May 20, you will be entered to win a $25.00 Visa prepaid card. One winner will be randomly selected.

Planning Stage: Mark Your Calendar

**CDE Charter School Boot Camp**

*Hosted by the Colorado Department of Education (CDE)*

**Dates:** Wednesday, April 18, Thursday, April 19, and Friday, April 20

**Time:** 8:30 AM - 4:00 PM each day

**Location:** Independence Institute, 727 East 16th Avenue, Denver

**Note:** Each day covers separate material. Attendance for all three days is not required, but it is highly recommended that someone from your planning team attend each day.

**Description:**

The grand bargain for charter schools is accountability in exchange for autonomy. If charter planning teams are going to open and operate a quality school that is accountable to their stakeholders and has the autonomy to self-govern, they have to understand the critical elements of starting a charter school well before they receive a charter or apply for the CCSP (Colorado Charter School Program) grant.

Plan on joining this foundational training which is designed to support planning teams, at all stages of application writing, in gaining a clear picture of the realities for opening and operating a school, as well as, to support teams in finding the gaps in their plan and team. This three-day workshop looks at essential aspects of developing a charter school application, calling on expert presenters and providing supplemental resources to assist the charter school development team. Planning teams will leave the training with information, strategies and resources necessary to develop a strong application that will ultimately lay the foundation for a quality charter school.

**Registration:** [Click here to register](https://ui.constantcontact.com/visualeditor/visual_editor_preview.jsp?agent.uid=1130373352033&format=html&print=true). Register by 8:00 AM on Friday, April 13. Please contact [CDE](https://ui.constantcontact.com/visualeditor/visual_editor_preview.jsp?agent.uid=1130373352033&format=html&print=true) directly for questions and more information.
Tips and Resources for Schools in the Planning Stage

Application Review
If your school is in the process of writing an application to submit in the fall of 2018, be sure to reach out to Kathy Zlomke, the League's New School Development Manager, at kzломке@coloradoleague.org to schedule your comprehensive, two-part application review.

School Founder Mentor Program
Are you a part of a charter school founding team in Colorado? Would you like to have a personal mentor who has successfully navigated the process? The League can match you with a mentor who has been involved in the development, startup and continued operations of a successful charter school. Our mentors are happy to consult with you on an as-needed basis as you work toward the successful launch of your school. Please contact Lori Ventimiglia at lventimiglia@coloradoleague.org for more information.

Understanding Charter School Finance
When beginning to develop your school budget, school founders should contact the Chief Financial Officer of their local school district in which they intend to apply to obtain the most accurate and up-to-date information on key sources of income or designations of charter schools’ revenue, including:

- The Per Pupil Revenue (PPR) the district receives for each student;
- Any authorizer required services such as Special Education;
- Any mill levy, Title or other funds the charter is entitled to receive

Colorado public school finance calculations are based on multiple factors that affect funding formulas in each district. Complete descriptions of these areas are given in more detail in the Colorado Charter School Financial Management Guide. Also, don’t forget to contact the League for a list of consultants with experience assisting developing charter schools with their budget and finances!

Startup Stage: Mark Your Calendar

Onboarding Your Charter School
Hosted by the Colorado League of Charter Schools (A League training for newly approved charter schools)
Date: July 10
Time: 8:00 AM - 5:00 PM
Location: Colorado League of Charter School Office, 2696 S. Colorado Blvd. Denver, Suite 250
Description: Recently approved - and hoping to soon be approved - charter schools to open in 2019 or beyond won’t want to miss this training! Onboarding is a training for founding teams/governing boards of new charter schools (and hopeful new charter schools). Your team will be guided to navigate the complexities of the startup phase; presenting a clear path forward as your school moves from theory to reality. There will be morning workshops and customized, afternoon "office hours" with League staff across critical areas of school startup.

Morning Workshops:
- Recruiting, Onboarding and Retaining a Strong School Leadership Team
- Avoid Common HR Pitfalls in Hiring
- Recommended Screening and Interviewing Practices
- Using a Head of School Evaluation to Guide the Hiring Process
Hiring and Beyond: Monitoring and Evaluating your Head of School

The Business Side of School Startup
Critical Back Office Systems and Information
Navigate the Facilities Maze
Need to Know Insurance Information
Ready, Set, Shop - The Mass Purchasing Begins

If You Build It...
Student Recruitment Strategies
Community Partnerships
The Enrollment Process - What you Need to Know

Customized Afternoon Office Hours:
Individual teams will meet with League content experts to delve deeper around their school's specific needs and circumstances.
Registration: Click here to register and learn more.

Startup Stage: Tips and Resources

Garner Support from our Member Business Services Department
Click here to sign up for Business Office Perspectives, a newsletter published by the Colorado League of Charter Schools that will keep you informed about a variety of school finance, business and operational resources, as well as professional development opportunities.

Also, be sure to contact Griselda Nanfito in the League's Member Business Services office at gnanfito@coloradoleague.org for questions, sample documents or other resources you may need as you navigate the world of charter school finance and operations.

Self-Care
As founding teams are coming into the final stretch prior to opening the doors to their new charter school, the sheer volume of work can start taking a toll. Be sure you find time to slow down, enjoy the changing of seasons and make time for your personal practice of self-care that is needed in order for you to operate at your best. Don't forget to take a walk, schedule a short vacation, or continue your exercise routine. If all else fails and you need a reminder that it's all going to work out, don't hesitate to call Kathy or Lori who have seen and supported many stressed out school founders who have gone on to open and operate successful charter schools!

In Every Issue
The following information is included in each newsletter as they are valuable resources to keep on your radar.

New School Development Resources
Visit the League's New School Development page for sample model documents, upcoming events, information about grants and much more. Check back frequently for updates!

Stay Informed! Be sure to receive these informative publications from the League:

- Business Office Perspectives (monthly e-newsletter for business managers)
- Friday Wire (weekly e-newsletter with links to charter related news articles)
• Legislative Updates (bi-weekly e-newsletter during the legislative session January - May)
• Professional Development Insider (monthly e-newsletter of upcoming trainings and events)
• School Safety Awareness Newsletter (monthly e-newsletter of resources to help improve the safety of school environments)
• The League Monthly Update (monthly e-newsletter that will keep member schools informed of the League's work and how we are supporting charter schools in our state)
  Click here to subscribe.

Health and Wellness Resources
http://www.coloradoedinitiative.org/resources/healthy-schools-best-practices-guides/


School Safety
http://cdpsdocs.state.co.us/safeschools/E-Updates/CSSRC-E-UpdateJuly2017.pdf

Community Presentation Resources

• Videos: https://www.youtube.com/channel/UCJNggDobfoI0Qf3t78oVMcQ

• FACTS: http://coloradoleague.org/?charterschoolfacts

• Infographics: http://coloradoleague.org/?infographics

• Website: http://www.charterpublic.org/
  (Great for messaging your charter school!)

Information from CDE Schools of Choice Office
http://www.cde.state.co.us/cdechart/chartregstart.asp - This is the events page for the Schools of Choice unit at CDE. This site should also be checked frequently as there are always important and relevant workshops and seminars for developing schools that CDE Schools of Choice offers.

CDE's Schools of Choice Office provides a variety of Technical Assistance events for developing, new, and continuing charter schools. You can learn more about these offerings, see their schedule of events, and register for their trainings at http://www.cde.state.co.us/cdechart/chartecalendar

CDE's Schools of Choice Office puts out a twice-monthly "SOC Update" email and other important announcements through its Charter School ListServ. To sign up visit: http://www.cde.state.co.us/cdechart/joinlistserv

Mark Your Calendar

Whether you are in the planning phase, have been approved or are a Year-One school, there are critical professional development opportunities listed below. If you are unclear as to whether or not you should attend a training listed below, please contact the League's New School Development department. Please continue to check the League Calendar for upcoming trainings.
Business Office Perspectives Meeting (formerly known as Business Manager Network)
Hosted by the Colorado League of Charter Schools
Date: Friday, April 20
Time: 8:30 AM - 3:00 PM
Cost: League Members: $35; Non-Members: $55
Location: The Vanguard School, 1605 South Corona Avenue, Colorado Springs
Meals: Breakfast and lunch will be provided.
Description: Business Office Perspective Meetings, held four times per year, provide networking opportunities and professional development credits for charter school business managers. All school leaders and staff involved in school business operations are invited to attend these informative events to stay abreast of relevant compliance updates, legislative issues, and best practices in the areas of finance, facilities, I.T., Human Resources, and more.
Agenda: Click here
Registration: Click here to register. Deadline: Wednesday, April 18.

Tech Talk Quarterly
Hosted by the Colorado League of Charter Schools
Date: Friday, April 20
Time: 8:30 AM - 3:00 PM
Cost: League Members: $35 per person; Non-Members: $55 per person
Location: The Vanguard School, 1605 S. Corona Avenue, Colorado Springs
Description: These meetings enable charter school technology personnel to regularly network and share best practices with one another. The Colorado League of Charter Schools hosts, facilitates and coordinates these quarterly meetings in an effort to learn about and provide the resources and tools needed by schools to:
1.) Develop effective technology plans for their organizations;
2.) Develop efficient and cost-effective methods of implementation; and
3.) Maximize the performance of their technology in growing student achievement levels.
Agenda: Coming soon.
Registration: Click here to register. Deadline: Wednesday, April 18.

Charter Communicators Network Meeting
Hosted by the Colorado League of Charter Schools
Sponsored by Edlio
Date: Thursday, May 10
Time: 9:30 AM - 2:00 PM
Cost: League Members: $25 per person; Non-members: $75 per person
Location: TBD
Meals: Includes coffee and lunch
Description: Charter Communicators Network Meetings take place three times per year. This is a chance for charter school communications staff, or any staff interested in building school communications and marketing efforts, to come together. During these meetings, attendees will network and share best practices, as well as hear from experts in the field.
Agenda: Coming soon.
Registration: Click here to register. Deadline: Friday, May 3.
Member Login: If you are a member, please login to access all your member benefits and manage your subscriptions.

Username: YM Username  | Email: kbarclay@coloradoleague.org

Password: If you forgot your password, click the "Forgot your password?" under the Sign In box. A password reset email will be sent to kbarclay@coloradoleague.org.

This email was sent to you from the Colorado League of Charter Schools. If you wish to alter which emails you receive or stop receiving emails, simply visit your profile and select/unselect the desired subscriptions: https://coloradoleague.site-ym.com/members/edit.asp

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