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COLORADO LEAGUE of
CHARTER SCHOOLS
focus on achievement

NEW SCHOOL NEWS

August 2016



Welcome

Dear New School Developers,

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 three 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](#) to 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 have a solid foundation with a high likelihood of success.

If you haven't scheduled a face to face meeting with us yet, please do so at your convenience!

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[New School Resources and Links](#)
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Phases of New School Development

Planning Phase

(typically 12 months+)

- Early Exploration and Establishing Need/Support
- Community Outreach and Establishing a Founding Team
- Application Development and Ongoing Community Outreach

Startup Phase

(also referred to as "Year-0" - ranges from 6-14 months depending on authorizer)

- Application Approval and Contract Negotiations with Authorizer
- Procurement of School Leader, Facility, Insurance, Materials, Board and Staff Trainings, etc.
- Ongoing Development: Academic Program, Policies, Handbooks, Student Recruitment, Internal Systems, etc.

Implementation Phase

(opening through 3 to 5 years - until a school reaches full enrollment)

- Executing all of the Pieces that are in the Application and Agreements Made in the Contract
- Growing the School to Capacity
- Establishing the School Culture
- School Accountability
- Ongoing Professional Development for the Staff and Training for the Board

New School Spotlight

Doral Academy, Arvada

Opening Fall 2016

Doral Vision

Doral Academy of Colorado seeks to develop students who are college and career ready, having the skills to communicate, collaborate and think critically.

Doral Mission

The mission of Doral Academy of Colorado (DAC) is to maximize student potential using an arts-integrated curriculum to educate the whole child. DAC will actively engage families and the community in this pursuit.



Summary

The Doral Academy Inc. curriculum model has been highly successful in the opening of six schools in Florida and two in Nevada. Two of the Doral

Academy High Schools have been consistently ranked as one of the nation's top schools. Doral Academy Charter High School, Florida continues to be ranked as one of the nation's top high schools according to *US News & World Report*.

Doral Academy of Colorado's educational philosophy is built upon innovative learning methods. Through the arts, (music, dance, theatre, visual arts, and media production) students are afforded the opportunity to learn in a way that meets their own unique cultural, intellectual, social, and emotional needs. Students' minds are opened and their understanding deepened through project-based learning. Doral's program is modeled after specific arts-integration learning methods and strategies from Doral Inc.'s replicated system as well as The Kennedy Center for the Arts. These methods have proven successful in raising both student engagement and achievement.

Doral Academy of Colorado is committed to engaging all learners by educating the whole person: mind, body, and heart. DAC believes in high standards of achievement, in a culturally responsive school environment, that can be realized through active learning by using an arts-integrated approach, nurturing a strong sense of belonging to the school.

The Arts also create a learning place that is inclusive for all students. The benefits of this model extend beyond students. The nature of integration fosters collaboration amongst all stakeholders as learners; students, teachers, parents, administrators, and community. Such collaborative relationships contribute to increased learner satisfaction, interest, and success, and lead to the development of a sense of community of practice in the school.

Doral will provide a new excellent education choice for the children living near Arvada, Westminster, Broomfield, and Golden as well as all children in and near Jefferson County Public Schools. DAC has an anti-discriminatory open admissions policy serving any student in grades K-12 (K-7 in the first year with additional grades added each year after), who would qualify to attend a traditional public school in Colorado.

For more information, visit:

<http://www.doralcolorado.org>

<https://www.facebook.com/Doral-Academy-of-Colorado-1613127668920621/>

If your school is opening in 2016 and you would like it to be featured in an upcoming New School News, please send Lori Ventimiglia a brief description, logo and/or any pictures that you might have.

Tips and Resources for Schools in the Planning Phase

Charter public school founding groups should equip themselves with knowledge. Starting a school is an endeavor of massive proportions and high stakes. It is incumbent upon founding groups to understand Colorado charter school law, the state accountability system, financial management issues, and much more. **[Click here](#) for a list of critical readings for groups at the early stages of school development.**

Start-a-Charter-Colorado Flowchart

The starta chartercolorado.org website is a flowchart that suggests a process by which founding groups, and authorizers alike, might follow as a plan for submitting a charter school application. The flowchart is divided into major steps for development: Preliminary Exploration, Initial Draft of the Application, Obtain Assistance and Feedback, Submit to the Authorizer, Contract and Negotiations. Each step is further subdivided into three components: Communication and Networking, Development and Process, and Training and Education. The website is jam packed with links to resources that will help developing groups thoroughly research all that goes into starting a charter public school in Colorado.

Six Quality Outcomes for New Charter Schools

Research has shown that schools with a strong start have a higher likelihood of providing a quality education throughout the life of the school. The League has identified six quality outcomes that, if new schools clearly exhibit at the end of their first year of operation, should set them up for years of excellence:



1. **Qualified and Competent School Leadership:** School Leader has instilled confidence from teachers, parents, board and students and has effectively begun to implement many components of the school proposal.
2. **Sound Operational Practices:** Foundations for strong fiscal management and effective business operations have been established and are being adhered to.
3. **Functional Governing Board:** Board has obtained initial training, is committed to ongoing training, and adheres to state statutes and board policies with fidelity.
4. **Effective Academics & Instruction:** Curriculum is being effectively implemented and instructional staff engages students for optimal learning.
5. **Robust Performance Management Plan:** Data from a Data Management System and Interim Assessments are being used effectively to guide instruction.
6. **Clear, Mission-Driven School Culture:** A strong, mission-driven culture has been established and can be easily observed throughout most aspects of the school.

The League's targeted supports and resources are aligned with these six Quality Outcomes and, with the exception of a couple of low cost trainings, are offered completely free of charge! To learn more about the League's New School Development department and offerings, [click here](#).

Tips and Resources for Schools in the Start-Up

Phase

Colorado Charter Schools Charter Program Grant

If your school has been approved to open, or if you're applying to your authorizer this fall, be sure to attend the Colorado Charter Schools Program (CCSP) Grant Writers' Boot Camp.

CCSP Grant Writers' Bootcamp

Date: Wednesday, August 17

Time: 9:00 AM - 4:00 PM

Location: Colorado School Districts Self Insurance Pool, 6857 S. Spruce Street, Centennial

Registration: [Click here to register.](#)

- For questions regarding registration, contact Whitney Whitson at whitson_w@cde.state.co.us or 303-866-6276.
- For information about event content and agendas, contact Peg McMillen at mcmillen_p@cde.state.co.us or 303-866-6790.

Charter School Business Manager Orientation Program

The Charter School Business Manager Orientation Program provides 25 hours of content specifically designed for new business managers of Colorado charter public schools. New charter school business managers are strongly encouraged to register for this program. All charter school business managers are welcome to participate. Program content will include:

- Charter School Law in Colorado
- Charter Contract Management
- Risk Management
- School Finance in the Charter Sector
- Budgeting
- Facility Acquisition and Management
- Human Capital Management and Compliance
- Information Management: Data Privacy and Access Control
- Purchasing Practices and Vendor Management
- Food Service
- Transportation Management
- Volunteer Management
- Technology Planning and Management

Program Requirements:

Required attendance the following events:

- Four (4) Business Manager Network (BMN) meetings: November, January, March, May.
- [2016 Fall Charter School Summit](#) - September 26, 2016.
- 2017 Colorado Charter Schools Conference - February 23-24, 2017.
- Four (4) League-hosted Orientation Webinars (December, March, June).

Program Cost:

\$630 per participant (includes registration in above required events).

Program participants are automatically registered for the above required

events, at no additional cost.

[Click here to register.](#)

Program registration ends August 31, 2016.

Program completion occurs June 30, 2017.

Certificate of completion provided June 30, 2017.

For more information, contact [Tiffany Kallevik](#) or [Jacqui Carter](#).

Additional Resources for Charter School Business Managers

2016 Fall Charter School Summit: Facility, Finance & Policy

The Fall Charter School Summit is designed to provide charter school leaders, business managers and board members with important updates related to policy, finance and facilities management. Innovations in the field of operations and financial management as well as ongoing policy issues affecting charter schools will be highlighted. Attendees will also hear from individuals experienced in all aspects of the charter school facilities process and learn decision-making best practices regarding facilities projects for their schools. **All CCSP Grant recipients are required to attend this event.** [Click here for more information and to register.](#)

Business Manager Network Meetings

The League, in collaboration with the Colorado Department of Education, hosts quarterly Business Manager Network meetings where topical information is shared with schools. There is also plenty of time for networking where charter school business office staffers share personal challenges and solutions. These meetings are a MUST for those new to the charter school sector. Check the [League's event calendar](#) for more information (coming soon). Business Manager Network Meetings will take place in November, January, March and May.

Charter Focus Journal

Charter Focus is a print, quarterly journal for charter school business managers. Each issue features a topic of critical importance to charter school business managers, written by peers and experts in the field. [Click here to access archive.](#) Email tkallevik@coloradoleague.org to subscribe.

Business Office Perspectives

Business Office Perspectives is an e-newsletter published monthly by the Colorado League of Charter Schools, designed to provide information about upcoming educational events for charter school business management leaders as well as special purchase opportunities from vendors. Email srader@coloradoleague.org to subscribe.

Tiffany Kallevik is the Director of Member Business Services at the League and is happy to meet with new school developers anytime to talk further about any operations and business management related issues or questions. She can be reached at tkallevik@coloradoleague.org or 303-989-5356, ext. 116.

Mark Your Calendar

MARK YOUR CALENDAR! Whether you are in the application development phase, have been approved and are in Year-0 or are a Year-1 school, there are critical professional development opportunities listed below for everyone. If you are unclear as to

whether or not you should attend a training listed below please contact the Colorado League of Charter Schools' [New School Development department](#) to inquire further. Visit the [League Calendar](#) to learn about upcoming trainings.

Webinar Series: The School Safety Plan

(Webinar 1 in a series of 5)

Hosted by the Colorado League of Charter Schools

Date: Wednesday, July 27

Time: 10:00 AM - 11:30 AM

Location: Online/Webinar

Cost: Free

Description: The Safe Schools Act for Colorado can be read in C.R.S. 22-32-109.1. The Act requires all schools, including charter public schools, to adopt and implement a safe school plan. This School Safety Plan webinar series focuses on Subsection (4) of the Act and will lead each participating charter public school through a step-by-step process to build and complete their school-specific plan by June 30, 2017. This webinar series (5 webinars) will help schools establish a school response framework that shall consist of policies described in subsection (4) of the Act. By satisfying the requirements of subsection (4), a school shall be in compliance with the national incident management system, referred to in this subsection (4) as "NIMS", developed by the federal emergency management agency.

Registration: [Click here to register](#). Deadline: Tuesday, July 26.

Register using a valid email address and the webinar URL will be emailed to you before July 27.

Risk Management and Practical Legal Topics for Your Charter School

Hosted by the Colorado League of Charter Schools, Ireland Stapleton

Pryor & Pascoe, PC, and HUB International

Date: Thursday, August 4

Time: 8:30 AM - 3:00 PM

Location: Colorado School Districts Self Insurance Pool, 6857 S. Spruce Street, Centennial

Cost: New school developers:\$35 per person.

Description: Kick off the school year right with this timely seminar on risk management and legal issues. Managing a charter school facility can be complicated. It can involve premises liability issues, school security practices and policies, and liability coverage. This seminar will provide attendees with information on how to effectively manage their charter school facility to minimize risk and liability.

Contracting with third parties is a common occurrence in the charter school sector. Schools often leave themselves vulnerable to liability due to a poor understanding of how to effectively draft and negotiate their contractual obligations. This workshop will provide attendees with important tools to better understand and advocate for their school during the contracting process.

No back to school seminar is complete without an employment law refresher! The most common HR questions the League receives pertain to policies relating to employee leave. This seminar will feature an

employment law panel on key leave policies such as FMLA, ADA, maternity/paternity and more. Presenters will use real charter school policies and experiences as examples. Attendees are encouraged to bring their leave policies to discuss and review during the workshop.

Additional employment law topics will include important trends in social media and technology, and how these impact charter school employees and students.

Registration: [Click here to register](#). **Deadline:** Monday, August 1.

Applying GASB 34: Books to Financial Statements

Hosted by Colorado ASBO

Date: Friday, August 5

Time: 8:00 AM - 4:30 PM

Location: Denver Marriott Westminster, 7000 Church Ranch Blvd., Westminster

Description: Governments, including School Districts, historically keep their financial records (the books) on a cash basis. End of Year happens. Now we have to get the information from our books into our financial statements. One of the most sweeping changes to our financial statements was the issuance of GASB 34. Attend this class to learn how to go from "cash basis" to "accrual basis" accounting and how the different statements are presented.

Lodging: Discounted rates of \$149 for lodging are available at the Denver Marriott Westminster. Reference code: ColoradoASBO

Registration: [Click here to register](#).

8 Critical Strategies for Compliant Special Education Programming

Hosted by the Colorado League of Charter Schools

Date: Friday, August 19

Time: 9:00 AM - 3:00 PM

Cost: League Members and New School Developers: \$175, additional attendees \$100; Non-Members: \$250, additional attendees \$100

Location: Colorado League of Charter Schools Training Center, 4201 E. Yale Avenue, Denver

Description: School leaders (principals, executive directors, etc.) are ultimately responsible for the operation and compliance of special education programming in their schools. Therefore, it is essential that school leaders, in addition to special education teachers/coordinators, understand the IDEA requirements for special education services and make sure their school is in compliance with these requirements. This workshop is designed to equip school leaders with 8 critical strategies for managing Special Education compliance.

Registration: [Click here to register](#). **Deadline:** Wednesday, August 17. Event contingent on a minimum of 8 registrants.

Charter Communicators Network Meeting

Hosted by the Colorado League of Charter Schools

Date: Thursday, September 8

Time: 9:30 AM - 2:30 PM

Location: Peak to Peak Charter School, 800 Merlin Drive, Lafayette

Cost: League Members and New School Developers: \$25 per person;

Non-Members: \$75 per person

Note: 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.

Registration: [Click here to register](#). **Deadline:** September 6.

Gifted Education 101

Hosted by the Colorado League of Charter Schools

Date: Friday, September 16

Time: 9:00 AM - 3:00 PM

Location: Academy for Advanced and Creative Learning, 2510 N. Chestnut Street, Colorado Springs

Cost: League Members and New School Developers: \$175 for one person and \$100 for each additional attendee; Non-Members: \$250 for one person and \$100 for each additional attendee.

Description: Founding principal and Academy Director Nikki Myers and founding teacher and gifted education specialist Teresa Brown will guide participants in the following objectives:

- Awareness of the definition of giftedness and requirements in the state of Colorado for each charter and traditional public school.
- Awareness of the characteristics of giftedness as they present in the classroom and the challenges that teachers face in supporting those needs.
- Strategies and techniques for addressing gifted educational needs that can be met within a variety of school models.
- Sample Advanced Learning Plan formats that meet requirements for Colorado.

Registration: [Click here to register](#). **Deadline:** September 14.

Event is contingent on a minimum of 10 registrants.

Specially Designed Instruction in Literacy

Hosted by Colorado League of Charter Schools

Date: Friday, September 23

Time: 9:00 AM - 3:00 PM

Location: Colorado League of Charter Schools Training Center, 4201 E Yale Avenue, Denver

Cost: League Members and New School Developers: \$175 for one person and \$100 for each additional attendee; Non-members: \$250 for one person and \$100 for each additional attendee.

Description: Attend this workshop to understand the different cognitive processing of reading. Participants will be able to improve student growth by implementing a continuous instructional inquiry cycle:

- Teachers collect various screeners that assess the different processing of reading.
- Teachers plot and analyze screening data to determine root cause gaps.
- Teachers triangulate data with other assessment and observational sources.

- Teachers prioritize instruction through a problem solving process.
- Teachers implement prioritized instruction and progress monitor goals/objectives.
- Teachers review progress monitoring and adjust groupings and instructional plans.

In addition to gaining a deeper understanding of reading processes and building a stronger skill set in data-driven instruction, participants will learn instructional best practices and evidence-based programming options for specialized instruction in reading and writing.

Registration: [Click here to register.](#) **Deadline:** September 21.
Event contingent on a minimum of 10 registrants.

Fall Charter School Summit: Facility, Finance & Policy

Formerly the Annual Finance Seminar and Charter School Policy & Facility Summit

Hosted by the Colorado League of Charter Schools and CDE Schools of Choice Unit

Date: Monday, September 26

Time: 8:00 AM - 4:00 PM

Cost: League Members and New School Developers: \$75 per person.
Non-Members: \$100 per person.

Breakfast and lunch will be provided.

Group Discount: There is a 20% discount when registering groups of three or more. Please enter discount code 20GROUP at checkout.

Location: TBD

Description: The Fall Charter School Summit is designed to provide charter school leaders, business managers and board members with important updates related to policy, finance and facilities management. Innovations in the field of operations and financial management as well as ongoing policy issues affecting charter schools will be highlighted. Attendees will also hear from individuals experienced in all aspects of the charter school facilities process and learn decision-making best practices regarding facilities projects for their schools.

Please Note: The 2016 Fall Charter School Summit represents a combination of what had previously been two separate events - the CDE Annual Charter School Finance Seminar and the League's Charter School Policy and Facility Summit. Consistent with prior requirements of the Finance Seminar, **all CCSP Grant recipients are required to attend this event.**

Registration: [Click here to register.](#) **Deadline:** September 19.

Interpreting Reading Data to Close Gaps and Strengthen Student Achievement

Hosted by the Colorado League of Charter Schools

Date: Tuesday, September 27

Time: 9:00 AM - 3:30 PM

Cost: League Members and New School Developers: \$175 for one person and \$100 for each additional attendee; Non-Members: \$225 for one person and \$100 for each additional attendee.

Location: Colorado League of Charter Schools Training Center, 4201 E. Yale Avenue, Denver

Description: What evidence do you use to identify reading ability gaps and struggling readers? Build expertise in interpreting reading assessment data in order to accurately identify reading needs. Learn to select targeted instructional strategies appropriate for struggling readers and their specific needs. Participants will:

- Build expertise and confidence interpreting reading assessment data to responsively drive instruction.
- Analyze different reading measures to identify assessment purpose and feasibility for progress monitoring.
- Align high-yield reading strategies with struggling readers for phonics, fluency, vocabulary, and comprehension.
- Discover a wealth of free, diverse reading resources and instructional materials (lessons, videos, etc.) for readers at various levels.

Registration: [Click here to register](#). **Deadline:** September 21.

Event is contingent on a minimum of 16 registrants.

State Assessment Interpretation & Action

Hosted by the Colorado League of Charter Schools

Date: Wednesday, September 28

Time: 9:00 AM - 3:30 PM

Cost: League Members and New School Developers: \$175 for one person and \$100 for each additional attendee; Non-Members: \$225 for one person and \$100 for each additional attendee.

Location: Colorado League of Charter Schools Training Center, 4201 E. Yale Avenue, Denver

Description: Do you understand your state assessment results? Can you make meaning of the scale scores? Do you know how to translate your state data into action? This session is a deep dive into your state assessment data. Learn more about the assessment itself and look at your data to identify strengths and needs. You will leave this session feeling more confident in using and discussing your state data.

Participants will:

- Explore summary reports for state measures to identify use and audience.
- Expand knowledge of state assessment reporting fields.
- Explore state assessment resources.
- Understand components, standards, subscores and scoring of new assessments.
- Use and customize quick graphs to look for patterns and trends.

Registration: [Click here to register](#). **Deadline:** September 22.

Event is contingent on a minimum of 16 registrants.

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. Check

back frequently for updates!

Community Presentation Resources

- Video: <http://coloradoleague.org/?page=aboutcharterschool>
- FACTS: <http://coloradoleague.org/?charterschoolfacts>
- Infographics: <http://coloradoleague.org/?infographics>
- Website: <http://www.charterpublic.org/>
(Great for messaging for 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>

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