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.

Whether you are in the preliminary exploration stage, actively working on your application or have been approved and are in either year-0 or year-1, this monthly newsletter will offer you critical resources, helpful tips and information on important events and trainings so your school builds 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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2016 Colorado Charter Schools Conference

**REGISTER NOW!**

2016 Colorado Charter School Conference  
February 25-27 2016  
Omni Interlocken Hotel, 500 Interlocken Blvd., Broomfield, CO 80021

**PLANNING GRANTS AVAILABLE FOR NEW SCHOOL DEVELOPERS TO ATTEND THE CONFERENCE!** Contact [Lori Ventimiglia](mailto) immediately if you are interested.

The Colorado Charter Schools Conference is the largest gathering of the Colorado charter school community. There are over 60 breakout sessions including a Kick-Off Workshop designed specifically for new school developers.

The conference sessions cover a wide range of charter related topics - school leadership, teacher effectiveness, governance, finance, human resources, legal issues, facilities, and more.

Join over 700 attendees at the Colorado Charter Schools Conference to learn and share best practices in all areas of a charter school, from the classroom, to the business office, to the board room, and more. Meet other new school developers, hear about lessons learned from those who have already opened a school and attend sessions in all areas of charter school governance and operations to better develop a quality application!

For more information, visit [www.cocharterconference.org](http://www.cocharterconference.org).

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Charter School Boot Camp

*Hosted by the Colorado League of Charter Schools & CDE*

**Date:** Thursday, April 7 and Friday, April 8  
**Time:** 8:30 AM - 4:00 PM  
**Location:** Colorado School Districts Self Insurance Pool, 6857 S. Spruce Street, Englewood  
**Cost:** $35 per day (fee includes coffee, lunch and materials)  
**Description:** As school accountability continues to rise in Colorado, there is a growing need to ensure charter planning teams are truly prepared to open and operate a school before they receive a charter or apply for the CCSP grant. Plan on joining this critical training which is designed to support planning teams, at all stages of application writing, in getting a clear picture of the realities of opening and operating a school, as well as, supporting teams in finding the gaps within their plan and team. This two-day workshop looks at various aspects of developing a charter school application, calling on expert presenters and providing supplemental resources to assist the charter school development team. The Charter School Boot Camp will play a key role toward the following goals:

- Identify promising strategies to promote charter school growth.
- Improve knowledge of and ability to navigate the charter school development and application process.
- Provide foundational concepts toward improved charter school leader effectiveness.
- Identify strategies for improved authorizer relations, feedback and review in the application process through interaction with a panel of authorizer.
- Learn from others successes and failures through a dialogue with a panel of previous new school developers.

The Colorado League of Charter Schools works closely with the Colorado Department of Education's Schools of Choice unit through the organization and facilitation of the Charter School Boot Camp.
Registration: Click here to register. Deadline: Friday, April 1.

Tips for Developing and Approved Schools

Tip for Developing Schools: Establishing Need
Establishing need and understanding the community in which you hope to start a school is a critical early step in charter school development. Additionally, it is incumbent upon a developing group to answer the question, “Why this school, in this community, with this model and these students at this time?” While outreach to potential families will be an ongoing pursuit throughout the development of the school, the following research and outreach practices will help you answer those questions and are important to conduct early in the process:

- The founding committee has adequately researched the community in which the charter school will exist; has knowledge of the demographics, cultural and academic needs, and has interviewed a variety of community members to verify that there is a need and desire for the charter school in the community.
- The founding committee has adequately researched the student population to be served to understand their educational needs and what services are currently in place to meet those needs.
- The founding committee proactively develops a relationship with the charter authorizer. This relationship is initiated by notifying the authorizer of the group’s intent to apply for a charter and is maintained throughout the application process. The founding committee seeks guidance from the authorizer and actively works to understand the authorizer’s expectations.
- The founding committee is made up, in part, of community members who reside within the district/community where the school is proposing to locate.

Tip for Developing and Approved Schools: Conducting Sound Due Diligence
From consultants and counsel to playground equipment and the building itself; you will need to be a savvy consumer as you create your school. Below is a list of important steps you will want to employ as you conduct your due diligence for purchases big and small:

- Consider the nature of your school, staff organization and the business opportunity under consideration to determine the parties involved in the due diligence process. **Involve your team**, including anyone with legal and financial expertise or expertise in the pertinent area (such as real estate or construction), where appropriate.
- Contact Tiffany Kallevik at the Colorado League of Charter Schools to explore if the provider in consideration has any involvement with the League's vendor programs: 1) Group Purchasing Partners, 2) Preferred Service Providers, or 3) Charter Marketplace.
- Request that the company in consideration provide **company information** regarding their experience with charter schools, their activities, accomplishments, products, performance and/or results.
- Get pricing and detailed product/service specifications **in writing**.
- Check references! **Talk to other charter schools** that have used the provider in consideration. The League can help you make these connections.
- Select random **samples of projects** and evaluate the selection for information, including performance, timeliness of completion, budget to actual, and any warranty service needed and performed.
New School Development Satisfaction Survey

New School Development Satisfaction Survey
Complete this survey by Monday, February 15 to be eligible to win one FREE two-day admission to the Colorado Charter Schools Conference in February.

If you have worked with the Colorado League of Charter Schools' New School Development Department over the past three years, we need to hear from you! Please take 5 to 10 minutes to complete a brief satisfaction survey.

In order for the League to continue impacting growth and quality in the Colorado charter public school sector, it is critical for us to get things right. We value the feedback and insight from those we work with. This survey will guide how we evolve the services we provide developing schools moving forward.

Click here to complete the New School Development Satisfaction Survey 2016.

Please complete this survey by Monday, February 15.
If you have any questions, contact Lori Ventimiglia at lventimiglia@coloradoleague.org.

New School Webinar Series

New School Development Webinar Series
The Colorado League of Charter Schools is pleased to announce updates and new offerings in our free webinar series for new charter school developers. These 90-minute webinars are designed for people who are in the process of developing a charter school application; however, anyone is welcome to attend.

Each monthly webinar will focus on an area of critical importance to groups in the process of designing a school and writing a charter application. All you need is a computer and internet access to participate! Remember you can always access archived webinars here.

New Recorded Webinars:
Revising Your Application Based on Feedback
This webinar will provide information on how to take feedback and information you find through research, training, networking, school visits, an application review or other resources, and use it to more thoroughly to develop a quality charter application. Developers will hear from Kathy Zlomke, Program Manager of New School Development, as well as a successful charter applicant whose application was originally denied. This team re-grouped, participated in the League’s planning grant program, hired consultants, spent an additional year developing a more complete application, used feedback from the League’s application review process, and was successful in getting an application approved with distinction the second year they submitted their application.

Live Webinars:
Tuesday, March 1 – 9:00 AM - 10:30 AM
Overview of Relevant Education Laws
Tuesday, April 5 – 9:00 AM - 10:30 AM
Negotiating a Charter Contract
Tuesday, May 3 – 9:00 AM - 10:30 AM
Writing SMART Goals

Recent New School Webinars You Might Have Missed:
Facilities Financing: What You Need to Know
What you Need to Know About the State Assessment Transition, Accountability Timeline and the UIP for the 2015-16 School Year
Charter School Facilities Overview
Developing a Performance Management (PM) Strategy
And stay tuned for our comprehensive, new Facilities Webinar Series!

Resources of the Month
Developing Schools Resource of the Month: Budget Template for Application Development
If you are still in the application development stage, the Budget Template is a great tool that assists developers of charter schools in planning for and executing the development of charter schools, including but not limited to detailed financial analysis. First, check with your district/authorizer to see if they have their own budget template. If they do not, the League has a great Budget Template available that was developed by a trusted professional, Abstract Insights, LLC. It is available to new school developers upon signing of a license agreement. Please contact the New School Development department to request a license agreement and, upon having that signed and on file, we will send you the Budget Template.

8th Annual Charter School Teacher Job Fair
Date: Saturday, March 12
Time: 8:00 AM - 4:00 PM
Location: Peak to Peak Charter School, 800 Merlin Drive, Lafayette
Description: This is the largest teacher job fair in Colorado exclusively for charter schools and presents an excellent opportunity for schools and teaching candidates to participate in face-to-face interviews and discuss career opportunities. Teachers, counselors, administrators, and schools come from Colorado and surrounding states. Over 40 charter schools and 600 teacher candidates attend this annual event. Meet with and pre-screen top-quality teaching candidates from Colorado and neighboring states. Conduct face-to-face interviews with dozens of teaching candidates—all in one day, in a single setting. Present the benefits of your charter school and career opportunities to experienced teachers and recent graduates, in an environment where you won't be competing with large public school districts.
Registration: Click here for School Registration and click here for Job Fair Information for Schools.

REMINDER: The Charter School Waiver Process has Changed
Charter school and district personnel who handle waiver requests should be aware that the State Board of Education approved a revised version of 1 CCR 301-35, RULES FOR THE ADMINISTRATION OF THE WAIVER OF STATUTE AND RULE at the December 9 state board meeting. Updated guidance and resources on the waiver process can be found on the waiver webpage of CDE's website.

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. Please take some time to review the offerings and always know that you can visit the League Calendar for upcoming trainings any time. If you are not certain that a training pertains to you at your stage of school development, please feel free to contact the New School Development office to learn more.

Montessori Applied to Children at Risk
A Seminar offered by the Shelton School, Dallas, TX
Hosted by Compass Montessori School Wheat Ridge/Golden
Date: Friday, February 5 - Sunday, February 7
Time: 8:00 AM - 4:00 PM Friday & Saturday; 8:00 AM - 1:00 PM Sunday
Location: Sheraton Denver West Hotel, 360 Union Boulevard, Lakewood
Cost: $400 includes light breakfast, light snacks, and lunch
**Description:** MACAR - The goal of this workshop is to understand the specific needs of children diagnosed with Learning Differences and provide specific strategies to the registrant for matching the Montessori educational method to those needs.

**Topics Include:**

- An Overview of Learning Differences at All Ages
- Understanding The Child Who Is At-Risk for Learning Differences
- Applications of the Montessori Method And Techniques
- Practical Life, Sensorial, and Mathematics for the At-Risk Child
- Oral and Written Language Program
- Social Skills Development

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

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**Energy Savings for Schools Program Webinar**

*Hosted by U.S. Green Building Council*

**Date:** Tuesday, February 9  
**Time:** 3:00 PM to 4:00 PM  
**Location:** Webinar  
**Cost:** $10 for Members of USGBC and $15 for Nonmembers  
**Presenter:** Michael Turner, Energy Efficiency Programs Manager, Colorado Energy Office  

**Description:** This webinar will give an in-depth description of Colorado's K through 12 school profile and in-depth overview of the ESS Program, starting from market driven demands to today's successful case studies. Program successes will be covered and also the challenges between urban and rural communities and school districts. This 1 hour webinar is beneficial not only to built environment industry workers but to those who work with and in schools. Learn what resources are out there to help schools and how to apply for the program to improve your school's energy performance and increase energy cost savings for K through 12 schools.  

**Registration:** [Click here to register and learn more](#).

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**Promising Practices in Family and Community Partnerships**

*Hosted by Colorado Department of Education*

**Date:** Thursday, February 11  
**Time:** 1:00 PM -2:00 PM  
**Location:** Webinar  
**Cost:** Free  

**Description:** This webinar session will provide information about the research-base of family, school, and community partnerships for student learning. Participants will learn examples of promising partnership practices based on the National Standards for Family-School Partnerships.  

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

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**Report-Building Tools in PowerSchool**

*Hosted by Colorado League of Charter Schools*

**Date:** Friday, February 12  
**Time:** 9:00 AM - 3:30 PM  
**Location:** Colorado League of Charter Schools Training Center, 4201 E. Yale Avenue, Denver  
**Cost:** League Members: $75 for one person and $25 for each additional attendee; Non-Members: $125 for one person and $25 each additional attendee  

**Note:** Please note that lunch is not provided but time is allotted and there are many options within walking distance.  
**Audience:** Geared toward those who create standardized forms and letters for their schools.

https://ui.constantcontact.com/visualeditor/visual_editor_preview.jsp?agent.uid=1123397969209&format=html&print=true
**Description:** The three basic PowerSchool report-building tools (Form Letter, Report Card, or Object Report) can be used to create unlimited customized forms such as labels, class lists, report cards, progress reports, certificates, enrollment forms, etc. This hands-on workshop will help you decide which tool is the best choice for various needs, and then walk you through the basic features and functions of each. Participants will create reports using each tool. (Please note: we will not cover ReportWorks in this workshop.)

**Registration:** [Click here to register](#).
**Deadline:** Monday, February 8.
Event contingent on a minimum of 10 registrants.

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**Waldorf Education: Principles, Practices, and Innovation**
*Hosted by Mountain Phoenix Community School*

**Date:** Wednesday, February 17 - Friday, February 19
**Location:** Mountain Phoenix Community School, 4725 Miller Street, Wheat Ridge

**Cost:** Full Day Option: $195. The full-day conference fee includes snacks and two lunches. Half Day Option: $110 to attend only the 3 morning sessions (until 12:30 p.m.) focused on the theme of Waldorf Education: Principles, Practices, and Innovation.

**Description:** The task of bringing Waldorf Education to children has two sides: on the one hand are the abiding principles that make Waldorf what it is, that make "Waldorf" a meaningful term. On the other hand, there are continually changing, specific circumstances that create a context for these principles. In this conference, we will look at the tension between the abiding principles and the specific circumstances, and how a truly creative education can arise out of conscious engagement with both poles.

**Registration:** [Click here for more information and to register](#).

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**Administrator Mentoring Cohort**
*Hosted by the Colorado Department of Education Schools of Choice Unit*

**Date:** Tuesday, February 23
**Time:** 8:30 AM - 3:00 PM
**Location:** Ashley Elementary School, 1914 Syracuse Street, Denver

**Meals:** Coffee and Lunch provided

**Description:** A mentoring program that meets six times a year, geared toward new administrators or experienced administrators that are new to the charter school environment (though administrators outside these categories are welcome). Administrators will work as a cohort team, work one-on-one with a mentor, and participate in site observations as they build leadership capacity among new charter school administrators. The AMC is also fully accredited as a charter school principal induction program where charter school leaders with their initial principal license can be recommended for professional licensure.

**Registration:** [Click here for more information](#). Registration coming soon.

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**2016 Colorado Charter Schools Conference**
*Straight A’s: Autonomy, Accountability, Achievement*
*Presented by the Colorado League of Charter Schools*

**Date:** Thursday, February 25 - Saturday, February 27
**Location:** Omni Interlocken Resort, 500 Interlocken Blvd., Broomfield

**Cost:** Special discounted rates available for new school developers

**Description:** The Colorado Charter Schools Conference is the largest gathering of the Colorado charter school community. There are over 60 breakout sessions including a Kick-Off Workshop designed specifically for new school developers. The conference sessions cover a wide range of charter related topics - school leadership, teacher effectiveness, governance, finance, human resources, legal issues, facilities, and more.

Join over 700 attendees at the Colorado Charter Schools Conference to learn and share best practices in all areas of a charter school, from the
classroom, to the business office, to the board room, and more. Meet other new school developers, hear about lessons learned from those who have already opened a school and attend sessions in all areas of charter school governance and operations to better develop a quality application!

**NEW THIS YEAR:** A variety of breakout sessions for charter school teachers will be available on Friday, February 26 and Saturday, February 27.

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**Registration:** [Click here to register](https://ui.constantcontact.com/visualeditor/visual_editor_preview.jsp?agent.uid=1123397969209&format=html&print=true)

Visit [www.cocharterconference.org](http://www.cocharterconference.org) for more information.

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**Post-Secondary Planning for Students with Special Needs**  
*Hosted by the Colorado League of Charter Schools*

**Date:** Friday, March 4  
**Time:** 9:00 AM - 3:00 PM  
**Cost:** League Members: $175 for one person and $100 per additional attendee; Non-members: $250 for one person and $100 per additional attendee  
**Location:** Colorado League of Charter Schools Training Center, 4201 E. Yale Avenue, Denver  
**Description:** IEP Transition Plans: Indicator 13 and 14 transition requirements are robust and have significant implications for the entire IEP process. Transition planning is a critical component of IEP compliance and there are many provisions that a school must be aware of and consider in the planning process. Beyond transition compliance, transition planning is a high-leverage lens for investing and motivating students to engage in a personalized education that prepares them for their post-secondary goals and aspirations. Participants will:

- Gain a better understanding of Indicator 13 and 14 best practices.  
- Be able to craft data-driven transition plans.  
- Understand how to use transition plans to drive the rest of the IEP process.  
- Know how to access community resources for transition.

This session is not offered to provide legal advice. This session will provide best practices and resources. The League recommends that every charter school work with legal counsel regarding IEP compliance. 

**Registration:** [Click here to register](https://ui.constantcontact.com/visualeditor/visual_editor_preview.jsp?agent.uid=1123397969209&format=html&print=true)  
**Deadline:** Wednesday, March 2.  
Event is contingent on a minimum of 10 attendees.

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**Tech Talk Quarterly**  
*Hosted by Colorado League of Charter Schools*

**Date:** Wednesday, March 9  
**Time:** 9:00 AM - 3:00 PM  
**Location:** Space Foundation, 4425 Arrowswest Drive, Colorado Springs  
**Cost:** League Members: $25 per person; Non-members: $75 per person  
**Audience:** IT Managers, Administrators, Business Managers  
**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 then 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.  

**Registration:** [Click here to register](https://ui.constantcontact.com/visualeditor/visual_editor_preview.jsp?agent.uid=1123397969209&format=html&print=true)  
**Deadline:** Monday, March 7.
PARCC Assessment Interpretation and Action Workshop for Charters
Hosted by Colorado League of Charter Schools
Date: Thursday, March 10
Time: 9:00 AM - 4:00 PM
Location: Colorado League of Charter Schools Training Center, 4201 E. Yale Avenue, Denver
Cost: $175 per person
Description: These workshops are designed to support your understanding of how to utilize your recently released PARCC data and reports. While the day is focused primarily for those who use the Alpine Achievement system and reports available within the system, non-users of the Alpine system are also welcome to attend and will walk away with tools and a deeper understanding around PARCC data. A couple of the training sections are Alpine report oriented while other sections dive deep into PARCC and using the data to make sound instructional decisions. Sample data reports will be provided for some hands-on activities. Regardless of your experience with student assessment data or skill with Alpine tools, you will leave these workshops with increased confidence in using and discussing your results, and with the materials and training tips you need to replicate this training in your school.

Learning Outcomes:
- Develop foundational knowledge of the PARCC assessment including the components, subscores, scoring, etc.
- Explore the many pre-designed summary reports, graphs, rosters, and extensive PARCC resources within Alpine.
- Practice data interpretation frameworks to uncover patterns and trends, investigate data "hunches," and find gaps in order to inform future instruction.
- Alpine has done the work of streamlining the massive amount of PARCC information and resources available for you! Participants will learn where to access these within Alpine and how to use them efficiently.

Registration: Click here to register. Deadline: Tuesday, March 8.

PowerScheduler: Preparing your Master Schedule
Hosted by Colorado League of Charter Schools
Date: Friday, April 15
Time: 9:00 AM - 3:30 PM
Location: Colorado League of Charter Schools Training Center, 4201 E. Yale Ave, Denver
Cost: League Members: $75 for one person and $25 for each additional attendee; Non-Members: $125 for one person and $25 each additional attendee
Note: Please note that lunch is not provided but time is allotted and there are many options within walking distance.
Description: Get an in-depth look at the Load Only process in PowerScheduler. Attendees will:
- Learn how to build a master schedule (already prepared, but needs to be entered into PowerSchool).
- Learn how to prepare Student and Teacher Information.
- Learn how to collect/enter Student Requests.
- Hear about available constraint options and how they affect the ability to load students.
- Hear about the actual Load process, various reports available, and follow up steps needed to finalize scheduling.

This will be a hands-on workshop that will allow attendees to follow each step in their own system and leave with the skills and tools needed to complete their school’s scheduling process.
**PowerSchool: Preparing for End of Year (EOY) Process**

*Hosted by Colorado League of Charter Schools*

**Date:** Friday, April 29  
**Time:** 9:30 AM - 3:30 PM 
**Location:** Colorado League of Charter Schools Training Center, 4201 E. Yale Ave, Denver  
**Cost:** League Members: $100 for one person and $25 for each additional attendee; Non-Members: $125 for one person and $25 each additional attendee  
**Note:** Please note a light breakfast and snacks will be provided but lunch is not provided. Time will be allotted and there are many options within walking distance.  
**Prerequisites:** General PowerSchool navigation skills; Admin login access 
**Audience:** Registrar, Secretary, PS System Admin, Submissions Coordinator  
**Description:** The End of Year (EOY) process is used to close out the current school year and roll your students over to the grade level and school that each will be attending during the upcoming school year. This should take place after the school year is finished, and all final grades have been permanently stored. This session will cover the steps necessary to prepare for EOY, the reports to be printed before running EOY, and how to check settings for the new year after running the process. Participants will receive checklists to help them in the process.  
**Trainer:** TC Travis, Director of Technology/District Assessment Coordinator, Wray School District  
**Registration:** [Click here to register] Deadline: Monday, April 25. Event is contingent on a minimum of 10 attendees.

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**Information from CDE Schools of Choice Office**

Each month, this section will provide updates and resources from the Colorado Department of Education (CDE)'s Schools of Choice Office.

The Schools of Choice unit at CDE hosts an events page that should be checked frequently as there are always important and relevant workshops and seminars for developing schools that CDE Schools of Choice offers. [Click here](#) for the events page.

CDE's Schools of Choice Office provides a variety of Technical Assistance events for developing, new, and continuing charter schools. [Click here](#) to learn more about these offerings, see their schedule of events, and register for their trainings.

CDE's Schools of Choice Office puts out a twice-monthly "SOC Update" email and other important announcements through its Charter School ListServ. [Click here](#) to sign up.

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**In Every Issue**

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

**Educating your Community**

Even 20 years into the life of charter schools in Colorado, it is amazing how many people don't really understand what charter schools are and that they are public schools. New and developing schools will find this video to be a great introduction at community meetings and other outreach efforts.
What is a Charter School?

Additionally, the following links will be useful for you to remain focused on the facts in your community:
- Charter School Facts
- Charter School Infographics

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!

Website - CharterPublic.org
The Colorado League of Charter Schools recently launched a public awareness campaign about charter public schools. Please check out the League's campaign website where the community can learn more about charter schools and find a charter school near them. We encourage you to take a look at this website and share it with your school community including prospective families.