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COLORADO LEAGUE of
CHARTER SCHOOLS
focus on achievement

NEW SCHOOL NEWS

July 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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Contact Us

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[New School Resources and Links](#)
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[Information and Links](#)

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

Critical Training for the Spring

Onboarding Your Charter Schools

For 2016 Cohort of Approved Charter Schools

If your school was approved this spring, sign-up today for **Onboarding Your Charter School!** This training will assist you as you navigate through the complexities of the Start-Up Phase; presenting a clear path forward as your school moves from theory to reality.

With a combination of sessions AND "office hours" (personalized team meetings with various League staff), content will cover the following critical areas of school start-up:

- **Qualified and Competent School Leadership** - *Recruiting, Onboarding and Retaining a Strong School Leader: Human Resources Information, How to Use the Head of School Evaluation as a Hiring Guide, Screening and Interview Processes, Managing Expectations and More!*
- **Sound Operational Practices** - *Business Management Startup 101: How to Negotiate, Enter and Monitor Contracts with Authorizer and Vendors, Set up the Back Office and Navigate Facilities, Insurance and Mass Purchasing.*
- **Functional Governing Boards** - *Transitioning from a Founding*

Committee to a Formal Governing Board: Understanding Board vs. Head of School Roles, Legal Duties and Common Pitfalls like "founders grip."

Also, learn how to establish essential systems and tools at the outset in order to monitor your school for **Effective Academics and Instruction, a Robust Performance Management Plan and a Clear, Mission-Driven School Culture! And learn how to get the most out of your Marketing, Student Recruitment and Community Outreach efforts!**

This training is recommend for planning teams (anyone involved in the Start-Up Phase of your school).

Special group discounts apply for schools with three or more attendees.

Date: Monday, July 18

Time: 8:30 AM - 5:00 PM

Cost: Special new school pricing! \$75 per person. Groups of 3 or more use promo code GROUP20 at checkout for \$20 off each ticket.

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

Registration: [Click here to register.](#) **Deadline:** Monday, July 11.

Tips and Resources for Schools in the Planning Phase: Read, Read, Read!

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.](#)**

Hire a Consultant

We understand that founding groups don't always possess all of the skill sets and expertise necessary for charter school development. Charter school law and finance, for example, are areas where founding groups typically require assistance from experienced professionals. Additionally, development of the academic program is sometimes a field where founders seek the input and guidance from paid consultants.

The Colorado League of Charter Schools' New School Development office has a list of consultants who have been working in the Colorado charter school space for many years. Please contact [Lori Ventimiglia](#) or [Kathy Zlomke](#) to request these lists. Please note the League has not vetted these consultants beyond their relationships with current charter schools. Therefore, we recommend that you perform due diligence in contacting more than one of the consultants, in a given area, and asking for costs, expected deliverables, and references before determining a fit for your school or signing any contracts.

Application Review

Time is running out! If you are planning to submit a charter application to your district this fall and haven't scheduled a review yet, now is the time! The Colorado League of Charter Schools' extensive two-part application review process should begin eight weeks prior to your district/authorizer

application deadline. [Stage 5 Planning Grants](#) are available to cover the costs of the application review. These grants are available for groups that have most of the essential pieces of their charter application in place, including a sound budget, thoughtful academic and performance management plans, and a mission-aligned organizational structure. Contact [Lori Ventimiglia](#) or [Kathy Zlomke](#) for more information and to schedule your review.

Tips and Resources for Schools in the Start-Up Phase

Hiring Resources

If you are a newly approved school you are gearing up for the hiring game! The following two resources will help you develop a hiring plan:

- [Employment Issues and Hiring a School Leader - Recorded Webinar](#)
- [Attracting and Retaining Top Talent For Schools](#)

Don't forget - new charter schools can post job openings on the [Colorado League of Charter Schools' website](#) for free. If you don't have a user ID and password to access the League's website, contact [Jeff Johnson](#) to get started.

Charter Contract Resources

The resources below will provide guidance for both you and your authorizer on writing effective charter school contracts. Because the charter contract is the foundational agreement that establishes a charter school's autonomy and accountability and the district's rights and obligations, it is essential that the contract meet legal requirements and adhere to best practices. The Sample Contract Language and Attachments have been recently updated and articulate rights and responsibilities of both parties.

[**A Resource for Developing Charter School Contracts**](#)
[**Sample Contract Language and Attachments**](#)

Training for Newly-Approved Schools: Onboarding Your Charter School

Onboarding Your Charter School Training For 2016 Cohort of Approved Charter Schools

If your school was approved this spring, sign-up today for [**Onboarding Your Charter School!**](#) This training will assist you as you navigate through the complexities of the Start-Up Phase; presenting a clear path forward as your school moves from theory to reality.

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- **Sound Operational Practices** - *Business Management Startup 101: How to Negotiate, Enter and Monitor Contracts with Authorizer and Vendors, Set up the Back Office and Navigate Facilities, Insurance and Mass Purchasing.*
- **Functional Governing Boards** - *Transitioning from a Founding Committee to a Formal Governing Board: Understanding Board vs. Head of School Roles, Legal Duties and Common Pitfalls like "founders grip."*

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New School Spotlight

Power Technical Early College, Colorado Springs Opening Fall 2016

Power Technical Early College (PTEC), created by James Irwin Charter Schools (JICS), is a trade school serving grades 6-14 that will offer solid academics and character development in addition to 1.5 to 3 hours per day of shop class. Students will attend grades 13 and 14 at Pikes Peak Community College and earn a free Associate's Degree in a skilled trade such as CAD, Construction Management, or Electronics. HVAC, Plumbing, Welding, and Manufacturing.



JICS has purchased and is remodeling a church in Falcon District 49 located near Powers and Constitution (2525 Canada Drive, 80922). Located on 8.74 acres, the building will have approximately 46,000 square feet with four labs including woodworking, machining, mechanical and welding after its remodel.

PTEC is partnering with the Housing and Building Association of Colorado Springs as well as local manufacturers such as Allegion and Bal Seal Engineering to provide mentoring and internship positions.

[Click here](#) to learn more about Power Technical Early College.



Principal Rob Daugherty and Assistant Principal LeErica Warren

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.

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.

2016 Summer School Safety Conference

Hosted by the Colorado Association of D.A.R.E. Officers

Dates: Wednesday, July 6 - Friday, July 8

Cost: Pricing varies, refer to website

Location: The Sheraton Steamboat Resort and Villas, 2200 Village Inn Court, Steamboat

Description: This training conference will have classes on Effects of Marijuana in the Adolescent Mind, Youth Mental Health First Aid (Certification Class), Drug Impaired Education for Educators and Professionals, F.B.I. B.A.U. Active Shooter: Pre-Attack Behavior Indicators and more.

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

Onboarding Your Charter School

Hosted by the Colorado League of Charter Schools

Date: Monday, July 18

Time: 8:30 AM - 5:00 PM

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

Cost: Special new school pricing! \$75 per person. Groups of 3 or more use promo code GROUP20 at checkout for \$20 off each ticket.

Audience: This training is recommended for planning teams (anyone involved in the Start-Up Phase of your school). Special group discounts apply for schools with three or more attendees. You may be eligible for planning grants to cover the cost of this training (contact [Lori Ventimiglia](#)).

Description: Naturally, the first thing you will do when you learn your

charter school application has been approved is celebrate. The next thing you should do? [Sign-Up](#) for Onboarding Your Charter School!

This training will assist you as you navigate through the complexities of the Start-Up Phase; presenting a clear path forward as your school moves from theory to reality. With a combination of sessions AND personalized team meetings with various League staff across all of the critical areas of Year-0, Onboarding is designed to help you effectively identify next steps and understand how to implement them across the following critical areas of school start-up:

- Qualified and Competent Leadership
- Qualified and Competent School Leadership
- Sound Operational Practices
- Functional Governing Boards
- Effective Academics and Instruction
- Robust Performance Management Plan
- Clear, Mission-Driven School Culture

Registration: [Click here to register.](#) **Deadline:** Monday, July 11.

Leading Effective Professional Development Workshop

Hosted by Colorado League of Charter Schools

Date: Wednesday, July 27

Time: 9:00 AM - 3:00 PM

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

Cost: League Member: \$175 and \$100 for additional attendee;

Non-member: \$250 and \$100 for additional attendee

Description: This workshop will apply research-based strategies for teaching adult learners to support teachers in learning how to structure, plan, and lead effective professional development workshops. This session will build instructional leaders' capacity to lead school-based PD sessions in their areas of expertise.

Registration: [Click here to register.](#) **Deadline:** Monday, July 25.

An Overview for Creating an English Language Development Standards Crosswalk for Curriculum Mapping, Lesson Planning, and Implementation of Best Language Strategies

Hosted by Colorado League of Charter Schools

Date: Thursday, July 28

Time: 9:00 AM - 3:00 PM

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

Cost: League Members: \$175 and \$100 for each additional attendee;

Non-members: \$225 and \$100 for each additional attendee

Description: With the growing population of English Language Learners in your schools, it is crucial for the schools to be prepared with the best tools and resources that can be utilized to help with implementation of quality instruction. One of the of the most important tools needed is a Standards Crosswalk of the WIDA standards integrated with the Common Core Standards, Essential Questions, English Language Development Best Practices, and Vocabulary. Teachers need a tool that is user friendly, can be aligned to any curriculum for mapping, and can offer the benefit of

alignment for assessment. This training will provide an overview of the process needed to create the Standards Crosswalk for pacing/mapping out the school year, aligning curriculum, and streamlining the lesson planning process for your teachers. This training will begin to build a foundation for clearer understanding of ALL of the standards, lesson planning and integration of language teaching strategies to best meet the needs of English Language Learners.

Registration: [Click here to register.](#) **Deadline:** Wednesday, July 13.
Event contingent on a minimum of 8 registrants.

Active Shooter Response Training Instructor Course

Hosted by Loveland Classical Schools

Dates: Monday, August 1 - Tuesday, August 2

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

Location: Loveland Classical Schools, 3835 SW 14th Street, Loveland

Cost: \$595 per person

Description: ALICE (Alert, Lockdown, Inform, Counter, Evacuate) is a set of proactive, options-based strategies, that increase your chances of survival during a violent intruder or Active Shooter event. For 14 years, the ALICE Training Institute has provided violent intruder response training to individuals and organizations across the nation. This 2-Day Instructor training course is designed to teach law enforcement as well as school, church, hospital and workplace administrators and employees skills and strategies that bridge the gap between the time a violent event begins and law enforcement arrives.

- **Background:** You will become knowledgeable in statistics and information about active shooter situations and why ALICE training is effective.
- **ALICE Concepts:** We will deliver a detailed overview of ALICE training and the liability of proactive vs. passive
- **Physical Drills:** You will experience live scenario drills that compare passive vs. active responses.
- **Effective Training:** You will learn the strategies and be provided with materials to become an effective ALICE Instructor in your own organization.

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

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: \$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.

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/chartcalendar>

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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