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COLORADO LEAGUE of
CHARTER SCHOOLS
focus on achievement

NEW SCHOOL NEWS

June 2018



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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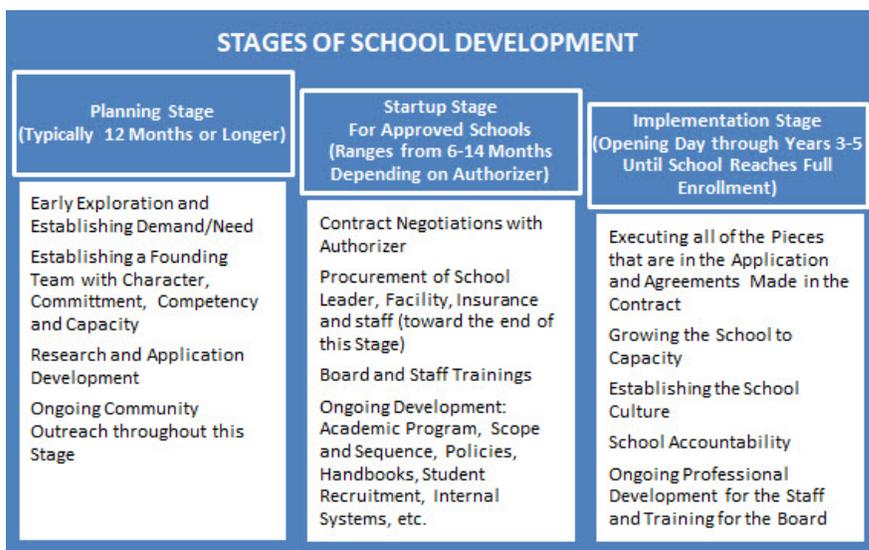
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Contact Us:

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Kathy Zlomke
303-989-5356

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Stages of School Development



Schools At Every Stage

Special Announcement!

The League is seeking a full-time New School Development Specialist to assist with the daily operations of the New School Development (NSD) department. First-hand experience in new charter school development (preferably in Colorado) and operations is essential. The ideal candidate will have managed or assisted with a successful school planning and start-up process and/or served in a leadership or management position at a new school or with a school organization that has successfully opened or replicated.

Some of the essential job duties include:

- Work collaboratively across League departments to optimize new school supports for developing through year-three schools
- Facilitate the grants requirements and implementation for the department
- Provide direct technical assistance to new school developers throughout their process of designing a new school, writing a charter application, and opening a new school
- Assist in maintaining a process for continuous improvement by: reviewing supports regularly to identify gaps, creating new supports where necessary, staying apprised of external resources available to new school developers and using periodic surveys to review level of satisfaction among new school developers
- Assist with planning for the annual conference and other trainings
- Assist with tracking expanding and replicating schools
- Review charter applications as needed
- Review planning grants as needed

[Click here](#) to view the entire job description.

If you have been involved with a successful school startup process, please inquire with [Teresa Tate](#). If you know someone you think would qualify for this position please spread the word!

New School Development Needs Assessment and Satisfaction Survey

Survey closes Wednesday, June 20. If you haven't taken this survey yet, please do so today!

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](#) to share with us what we are getting right, could be doing more of, less of or differently.

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 kzломke@coloradoleague.org to schedule your comprehensive, [two-part application review](#).

Reflections from a Charter Application Reviewer

Included below are several key areas for understanding optimum feedback when submitting a draft application. This is a compilation of what charter applicants should know about the application review process. They include the following:

- The rush at the beginning of the season puts a strain on reviewers and applicants alike, as it is a busy time for many professions, and most reviewers work other jobs as well.
- Independent review consultants depend on the schedule for their work and only get paid when a review is completed. Slips or last minute schedule drops can be difficult to recover from as work may have been turned down to reserve time for an application review.
- Reviewers often have many proposals that overlap between different review teams, during the heavy review season, and these take an average of 12 hours each to review.
- Limited time is available for reviews and poorly written/organized applications can take up to 18 hours in order to find content so we can provide valuable feedback.
- Different experiences in reviewers, from education experts to outsiders (who often find things others miss), helps ensure that information is explained so both a lay-person and expert can understand implementation of the entire program (The board members that vote are not always experts in education - if a reviewer doesn't get it; they may not either).
- Sharing their knowledge/understanding in proposal areas is most effective if reviewers can refer to the specific page number, of the item that is being identified, to provide details that will help the developer fine-tune specifically to the targeted feedback.
- Discussion of a proposal's merits and weak points can only be provided if enough information is presented, i.e. reviewers have a difficult time providing detailed feedback if there is minimal information to go on when they review for:
- Application cohesiveness & alignment to requirements and standards (at times there is so little to go on that the only response possible, in the allotted time frame, can be to ask the writer to answer the questions)
- Adequate research and proposal detail
- Implementation plan(s): is there clarity or does it need detail? If so, what?
- Innovative ideas: Are they well-developed to include component research, implementation planning and indicators of why they will be effective?
- Evaluation plan for program effectiveness and improvement planning
- An adequate budget and operational and board oversight planning
- Proposal readiness
- Independent reviewers do not all have access to Google accounts, nor can they always download or see details like page numbers with links to "cloud" documents, which are also not secure.

Therefore all submissions should be in the form of email attachments.

- All materials need to be able to be searched for missing items, and compatible with more universal computer programs, as each reviewer provides their own technology system(s), i.e. protocol is to use Excel and not Numbers (Apple) or Sheets (Google)

Feedback adapted from the following resources:

Everett, L., Grissom, S., & Millard, D. (2010). *NSF Proposal Review Process: Mock Review Webinar* [Video Webinar]. Retrieved from [here](#) and Anecdotal feedback and Survey Monkey: Charter Application Review Process Consultant Survey 2017- Spring.

Application Review Webinar

If you are entering the application review phase with the League, don't miss the [Writing a Charter School Application webinar](#). This webinar will help you understand and be best prepared for the review.

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)

New Date: Monday, August 20

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

Elements of Sound Purchasing Practices

- School districts and charter schools in Colorado set their own purchasing policies and procedures, as procurement within the Colorado educational community is decentralized.
- Check your authorizer's policies to see which ones apply to you.
- Review your school's purchasing policies. Draft a written purchasing policy. Within the policy, be sure to clarify who has purchasing authority.
- If you are spending federal funds, you must comply with "EDGAR" rules. You will need to conduct an RFP process.
- Implement internal controls.
- When to consider conducting an RFP process:
 - If you are considering using a friend, relative, volunteer or board relationship
 - If it's a purchase in a category that is outside of your expertise or that requires specialized expertise
 - If it is high-dollar expense category / high liability
 - It's your individual school's policy to do so
- 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.
- Talk to other charter schools that have used the provider in consideration. The League can help you make connections.
- Set clear performance targets and timelines. Consider keeping a purchasing calendar so as not to miss order and renewal dates.
- Get pricing and detailed product/service specs in writing.
- Be sure to ask about "soft costs" (anything additional that is not quoted in the provider's retail price).
- Request that the company in consideration provide company information regarding their experience with charter schools, their activities, accomplishments, products, performance and/or results.
- Check references of the provider in consideration.
- Consider these typically KEY contract provisions:
 - Scope of Work
 - Deliverables
 - Change Orders
 - Payment Terms
 - Dispute Resolution
 - Dissolution Process
 - Arbitration or Mediation clauses
 - Multi-year contracts: need TABOR or non-appropriation clause included
- Have legal counsel review contracts before a school representative signs on the dotted line.
- When using volunteers or donated items, be especially careful to set clear expectations and procedures (ex. computer donations).
- Use the Colorado League of Charter Schools as a resource for charter-experienced vendors and for information regarding typical benchmarks.
- Contact [Griselda Nanfito](#) 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) Marketplace participants, as many of these providers have been vetted.

The League is presenting this guidance as an example of good practices and matters to consider for planning and implementation purposes. This guidance does not create any requirements beyond those included in applicable law and regulations, or create any additional rights for any person, entity or organization. Nothing in this document should be construed as legal advice.

The League recommends schools seek planning guidance and participation from their authorizer and legal counsel on a regular basis.

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)
- 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/>

<http://www.coloradoedinitiative.org/resources/connecting-health-and-learning-health-is-vital-to-student-success-an-overview-of-relevant-research/>

<http://www.coloradoedinitiative.org/wp-content/uploads/2015/02/MakingtheCaseFF.pdf>

School Safety

<http://cdpsdocs.state.co.us/safeschools/E-Updates/CSSRC-E-UpdateJuly2017.pdf>

Community Presentation Resources

- Videos: <https://www.youtube.com/channel/UCJNqgDobfoI0Qf3t78oVMcQ>
- 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 stage, have been approved or are a Year-One 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 League's [New School Development department](#) to inquire further. Visit the [League Calendar](#) for upcoming trainings. [Click here](#) to view the Colorado Department of Education (CDE) calendar of events and [click here](#) to view the Colorado School Institute (CSI) calendar of events.

Two-Day Workshop Multi-Tiered Systems of Support (MTSS)

Hosted by the Colorado League of Charter Schools

Date: Thursday, June 14 and Friday, June 15

Time: 9:00 AM - 3:00 PM each day

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

Cost: League Members: \$350.00 for one person and \$200.00 per additional attendee from the same school community; Non-members: \$450.00 for one person and \$300.00 per additional attendee

Meals: A light breakfast and lunch will be provided both days.

Description: MTSS is a comprehensive, student-centered assessment, systems, and intervention framework used to identify and support individual student academic or social emotional gaps and challenges. Attend this workshop to learn how to effectively select intervention strategies aligned with current evidence of student learning through a collaborative model that includes:

Identifying, collecting and analyzing student data with a robust body of evidence

Selecting instructional and social emotional Tier 1,2, and 3 interventions aligned to appropriate skill gaps

Monitoring student progress and setting appropriate goals

Deepen your understanding of the principles of MTSS and best practices as shared through national researched based practices and real time case scenarios,

Prioritize an action plan on next steps for your team or individual tool box and capacity

This workshop on Multi-Tiered Systems of Support will be led by Rachael Gurian, who has facilitated numerous Colorado League sponsored PD, presented at the League annual conference, and has supported several charter schools as a school leader and partner across the Denver metropolitan area. Rachael has also worked in Philadelphia, Baltimore, and San Diego within the capacity of school leader, teacher, and as a school counselor. Her highlights of work include successful on the ground models of MTSS in urban and rural areas across the country specifically targeting literacy and social emotional supports. Rachael currently acts an associate special education partner for 25 charter schools in Denver Public Schools and a diagnostic reviewer for school identified on school improvement for the Colorado Department of Education.

Facilitated by: TBD

Registration: [Click here to register](#). **Deadline:** Monday, June 11. Event is contingent on a minimum of 8 registrants.

Functional Behavioral Assessments and Behavior Intervention Planning

Hosted by the Colorado League of Charter Schools

Date: Friday, June 22

Time: 9:00 AM - 3:00 PM

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

Cost: League Members: \$175 for one person and \$125 per additional attendee; Non-members: \$225 for one person and \$125 per additional attendee

Meals: A light breakfast and lunch will be provided.

Description: Are students displaying challenging behaviors that impact their learning and the learning of others? Not sure what to do next? This workshop is designed to enable school administrators, special education teachers, and other stakeholders to craft effective Tier II and Tier III behavior intervention plans for struggling students. Additionally, the workshop will provide training on Functional Behavioral Assessments, an essential component of the IEP process when a behavioral or developmental disorder is suspected. School Personnel will take away several resources for best practices in behavior interventions: data collection tools, behavior change monitoring tools, strategies for FAIR Plans and BIPS, social emotional learning intervention programs, and sample MTSS structures for behavior/social emotional learning.

Facilitated by: Sabrina Hodges

Registration: [Click here to register](#). **Deadline:** Wednesday, June 20. Event is contingent on a minimum of 8 registrants.

Colorado League of Charter Schools

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