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](https://app.flowchart.com/flows?flowId=6c4a5729-40b2-525e-96f4-806c5f3c5d28) 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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Important Event for Developing Charter Schools (Pre-Approval)

Charter School Boot Camp  
*Hosted by the Colorado League of Charter Schools & CDE Schools of Choice Unit*

**Date:** Thursday, April 7 - Friday, April 8  
**Time:** 8:30 AM - 4:00 PM  
**Location:** Colorado School Districts Self Insurance Pool, 6857 S. Spruce Street, Centennial  
**Cost:** $35 per person, 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. Join this critical training which is designed to support planning teams, at all stages of application writing, in gaining 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 throughout the organization and facilitation of the Charter School Boot Camp.  
**Registration:** [Click here to register]  
**Deadline:** Friday, April 1.

Tips for Approved Schools

**Charter School Teacher Job Fair - March 12**  
If you are still searching for your Head of School or other employees make sure to attend the 8th Annual Charter School Teacher Job Fair on Saturday, March 12 at Peak to Peak Charter School in Lafayette. 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 all over Colorado and surrounding states. Over 40 charter schools and 600 teacher candidates attend this annual event.  
[School Registration]  
[Job Fair Information for Schools]

**Customized Governance Training**  
If your school is approved to open in 2016, don't forget to schedule your customized governance training. We recommend that this training occur shortly after you have your Head of School hired so that the board and school leader begin their relationship with a shared understanding of best practices in charter school governance.

The Colorado League of Charter Schools offers customized governance
trainings designed to meet a school’s unique needs around board development. Workshops are held at your charter school or location of your choosing and are facilitated by a member of our cadre of experienced charter school professionals.

League trainings generally focus on the themes, but all workshops are customized via a pre-session survey and conference call to determine your school’s unique needs, goals and key issues. Best Practices in charter school governance training introduces basic roles, responsibilities and general practices essential to creating and/or operating an effective charter school board.

Planning Grants may be available for your governance training. Please check with Lori Ventimiglia to determine eligibility. There are half-day and full-day trainings available.

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.

Upcoming Webinar: Overview of Relevant Education Laws
This webinar, hosted by Colorado League of Charter Schools, will provide an overview of relevant education laws, including re-authorization of the federal Every Child Succeeds Act (previously referred to as No Child Left Behind), School Accountability Committees (SAC), Response to Intervention (RtI) and Multi-Tiered Systems of Support (MTSS), English Language Learners (ELL), Advanced Learning Plans (ALP) and the READ Act. While each of these topics could involve a full-day of training to get a complete understanding, this introduction will provide participants with overview information about the key educational laws and terminology, allowing you to incorporate the various components into your charter school application. This free webinar will take place on Tuesday, March 1 from 9:00 AM - 10:30 AM. Click here to register. Please use a valid email address when registering and the URL will be emailed to you before March 1. Registration deadline is Monday, February 29.

New Recorded Webinars:
Revising Your Application Based on Feedback
This webinar provides 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.

Webinar: Overview of Relevant Education Laws
Hosted by Colorado League of Charter Schools
Date: Tuesday, March 1
Time: 9:00 AM - 10:30 AM
Location: Webinar. Please use a valid email address when registering and the URL will be emailed to you before March 1.
Cost: Free
Description: This session provides an overview of relevant education laws, including re-authorization of the federal Every Child Succeeds Act (previously referred to as No Child Left Behind), School Accountability Committees (SAC), Response to Intervention (RtI) and Multi-tiered Systems of Support (MTSS), English Language Learners (ELL), Advanced Learning Plans (ALP) and the READ Act. While each of these topics could involve a full day of training to get a complete understanding, this introduction will provide participants with overview information about the key educational laws and terminology, allowing you to incorporate the various components into your charter school application.
Registration: Click here to register. Deadline: Monday, February 29.

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. Deadline: Wednesday, March 2.
Event is contingent on a minimum of 10 attendees.

Specially Designed Instruction in Math
Hosted by Colorado League of Charter Schools

Date: Monday, March 7
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 $100 for each additional attendee; Non-Members: $250 for one person and $100 each additional attendee.
Description: Are your students with specific learning disabilities in math still not closing the gap after their third round of a research-based math intervention program? This is because 1) research-based programming is not a "one-size-fits-all" remedy for reading deficiencies, and 2) the magic is in the implementation not the box set. Special Education teachers must adeptly diagnosis root cause gaps in skills and knowledge, and specially design curriculum and instruction to address these personalized needs- and they must do it efficiently. Participants will understand the different cognitive processing of math, and will be able to improve student growth by implementing a continuous data inquiry cycle in which:

- Teachers collect various screeners that assess the different processing of math.
- 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 the cognitive processes of math 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 math calculation and math problem solving.

Registration: Click here to register. Deadline: Thursday, March 3. Event contingent on a minimum of 10 registrants.

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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. Deadline: Monday, March 7.

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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:** This workshop is 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.

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**Charter School Preschool Directors Professional Development Day**  
*Hosted by Colorado League of Charter Schools*  
**Date:** Friday, March 11  
**Time:** 9:00 AM - 3:00 PM  
**Location:** Colorado League of Charter Schools Training Center, 4201 E. Yale Avenue, Denver  
**Cost:** $75 per person  
**Description:** Join us for a full-day of professional development designed especially for charter public school preschool directors. Participants will have the opportunity to learn from experts at the Colorado Department of Human Services and Colorado Department of Education about new regulations, resources for support, and implications for charter preschools. Take advantage of this opportunity to network and collaborate with other professionals in the field, as well as learn more about how to navigate common barriers around credentials, licensure, special education, and funding.  
**Registration:** [Click here to register]  
**Deadline:** Wednesday, March 9.

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**Business Manager Network Meeting**  
*Hosted by Colorado League of Charter Schools and CDE Schools of Choice Unit*  
**Date:** Friday, March 11  
**Time:** Registration 8:45 AM; Meeting 9:15 AM - 3:00 PM  
**Location:** Independence Institute, 727 E. 16th Avenue, Denver  
**Cost:** $35 per person  
**Description:** These meetings are hosted jointly by the SOC Unit and the Colorado League of Charter Schools and occur bi-monthly on Fridays during the school year. Each meeting includes the Business Manager 101 course for those with less than three years’ experience, networking and
troubleshooting for more experienced managers, and Responsive and Technical Expert presentations on key issues of relevance to all business managers. [Click here to view the draft meeting agenda.]

**Registration:** [Click here to register.]

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**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 more information and to register.]

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**GSA Network Leadership Summit - Southern Colorado**

*Hosted by The One Colorado GSA Network*

**Date:** Saturday, March 12  
**Time:** 8:30 AM - 5:00 PM  
**Location:** University of Colorado Colorado Springs, University Center, 1420 Austin Bluffs Parkway, Colorado Springs  
**Cost:** Free (travel and lodging scholarships available)  
**Description:** The One Colorado GSA Network will host a Southern Colorado Regional Gay-Straight Alliance Leadership Summit to bring together students, advisors, and other stakeholders committed to making schools safer and inclusive for LGBTQ youth. At the Summit, we will share best practices for creating and supporting GSA programs and facilitating leadership development for LGBTQ students. Students (middle school, high school, and college-aged) and adults engaged in creating safe, inclusive learning environments are welcome and encouraged to attend! Travel scholarships are available by emailing Lauren at cogsa@one-colorado.org.

**Registration:** [Click here to register.]

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**Webinar: Negotiating a Charter Contract**

*Hosted by Colorado League of Charter Schools*

**Date:** Tuesday, April 5  
**Time:** 9:00 AM - 10:30 AM  
**Location:** Webinar. Please use a valid email address when registering and the URL will be emailed to you before April 5.  
**Cost:** Free  
**Description:** This webinar will provide an overview of the importance of the charter contract in addressing issues of both autonomy and accountability. We will also cover the model contract language being used by many authorizers around the state and information on the negotiation process.

**Registration:** [Click here to register.]  
**Deadline:** Monday, April 4.

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**Charter School Boot Camp**

*Hosted by Colorado League of Charter Schools & CDE Schools of Choice*
Unit
Date: Thursday, April 7 - Friday April 8
Time: 8:30 AM - 4:00 PM
Location: Colorado School Districts Self Insurance Pool, 6857 S. Spruce Street, Centennial
Cost: $35 per person, 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 gaining 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 throughout the organization and facilitation of the Charter School Boot Camp.

Registration: [Click here to register] Deadline: Friday, April 1.

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.
Meals: 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.
Trainer: Nyssa Strom, Student Information Coordinator, Victory Preparatory Academy
Registration: [Click here to register] Deadline: Monday, April 11.
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 Avenue, 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.

**Meals:** 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 22 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.