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COLORADO LEAGUE of  
CHARTER SCHOOLS  
*focus on achievement*

## NEW SCHOOL NEWS

### April 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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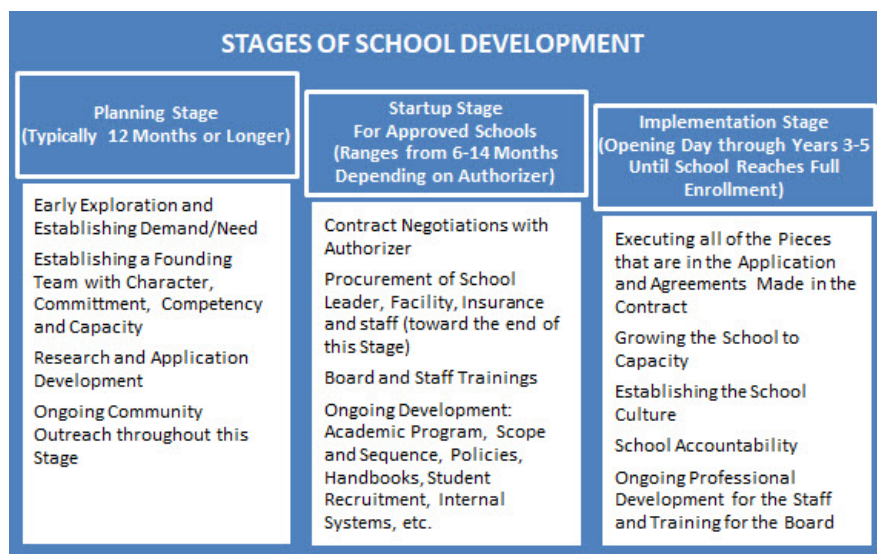
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#### Contact Us

**Colorado League of Charter Schools**  
New Schools Office  
Lori Ventimiglia  
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303-989-5356

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## Stages of School Development



### Schools At Every Stage

#### New School Development Needs Assessment and Satisfaction Survey

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.

Interested in a bonus? If you complete the survey by May 20, you will be entered to win a \$25.00 Visa prepaid card. One winner will be randomly selected.

### Planning Stage: Mark Your Calendar

#### CDE Charter School Boot Camp

*Hosted by the Colorado Department of Education (CDE)*

**Dates:** Wednesday, April 18, Thursday, April 19, and Friday, April 20

**Time:** 8:30 AM - 4:00 PM each day

**Location:** Independence Institute, 727 East 16th Avenue, Denver

**Note:** Each day covers separate material. Attendance for all three days is not required, but it is highly recommended that someone from your planning team attend each day.

**Description:** The grand bargain for charter schools is accountability in exchange for autonomy. If charter planning teams are going to open and operate a quality school that is accountable to their stakeholders and has the autonomy to self-govern, they have to understand the critical elements of starting a charter school well before they receive a charter or apply for the CCSP (Colorado Charter School Program) grant.

Plan on joining this foundational training which is designed to support planning teams, at all stages of application writing, in gaining a clear picture of the realities for opening and operating a school, as well as, to support teams in finding the gaps in their plan and team. This three-day workshop looks at essential aspects of developing a charter school application, calling on expert presenters and providing supplemental resources to assist the charter school development team. Planning teams will leave the training with information, strategies and resources necessary to develop a strong application that will ultimately lay the foundation for a quality charter school.

**Registration:** [Click here to register](#). Register by 8:00 AM on Friday, April 13. Please contact [CDE](#) directly for questions and more information.

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

### School Founder Mentor Program

Are you a part of a charter school founding team in Colorado? Would you like to have a personal mentor who has successfully navigated the process? The League can match you with a mentor who has been involved in the development, startup and continued operations of a successful charter school. Our mentors are happy to consult with you on an as-needed basis as you work toward the successful launch of your school. Please contact Lori Ventimiglia at [lventimiglia@coloradoleague.org](mailto:lventimiglia@coloradoleague.org) for more information.

### Understanding Charter School Finance

When beginning to develop your school budget, school founders should contact the Chief Financial Officer of their local school district in which they intend to apply to obtain the most accurate and up-to-date information on key sources of income or designations of charter schools' revenue, including:

- The Per Pupil Revenue (PPR) the district receives for each student;
- Any authorizer required services such as Special Education;
- Any mill levy, Title or other funds the charter is entitled to receive

Colorado public school finance calculations are based on multiple factors that affect funding formulas in each district. Complete descriptions of these areas are given in more detail in the [Colorado Charter School Financial Management Guide](#). Also, don't forget to contact the League for a list of consultants with experience assisting developing charter schools with their budget and finances!

## 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)*

**Date:** July 10

**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

**Garner Support from our Member Business Services Department**

[Click here](#) to sign up for Business Office Perspectives, a newsletter published by the Colorado League of Charter Schools that will keep you informed about a variety of school finance, business and operational resources, as well as professional development opportunities.

Also, be sure to contact Griselda Nanfito in the League's Member Business Services office at [gnanfito@coloradoleague.org](mailto:gnanfito@coloradoleague.org) for questions, sample documents or other resources you may need as you navigate the world of charter school finance and operations.

**Self-Care**

As founding teams are coming into the final stretch prior to opening the doors to their new charter school, the sheer volume of work can start taking a toll. Be sure you find time to slow down, enjoy the changing of seasons and make time for your personal practice of self-care that is needed in order for you to operate at your best. Don't forget to take a walk, schedule a short vacation, or continue your exercise routine. If all else fails and you need a reminder that it's all going to work out, don't hesitate to call Kathy or Lori who have seen and supported many stressed out school founders who have gone on to open and operate successful charter schools!

## 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)
- School Safety Awareness Newsletter (monthly e-newsletter of resources to help improve the safety of school environments)
- 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/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>

## Mark Your Calendar

**Whether you are in the planning phase, have been approved or are a Year-One school, there are critical professional development opportunities listed below. 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](#). Please continue to check the [League Calendar](#) for upcoming trainings.**



## Business Office Perspectives Meeting (formerly known as Business Manager Network)

*Hosted by the Colorado League of Charter Schools*

**Date:** Friday, April 20

**Time:** 8:30 AM - 3:00 PM

**Cost:** League Members: \$35; Non-Members: \$55

**Location:** The Vanguard School, 1605 South Corona Avenue, Colorado Springs

**Meals:** Breakfast and lunch will be provided.

**Description:** Business Office Perspective Meetings, held four times per year, provide networking opportunities and professional development credits for charter school business managers. All school leaders and staff involved in school business operations are invited to attend these informative events to stay abreast of relevant compliance updates, legislative issues, and best practices in the areas of finance, facilities, I.T., Human Resources, and more.

**Agenda:** [Click here.](#)

**Registration:** [Click here to register.](#) **Deadline:** Wednesday, April 18.

## Tech Talk Quarterly

*Hosted by the Colorado League of Charter Schools*

**Date:** Friday, April 20

**Time:** 8:30 AM - 3:00 PM

**Cost:** League Members: \$35 per person; Non-Members: \$55 per person

**Location:** The Vanguard School, 1605 S. Corona Avenue, Colorado Springs

**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 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.

**Agenda:** Coming soon.

**Registration:** [Click here to register.](#) **Deadline:** Wednesday, April 18.

## Charter Communicators Network Meeting

*Hosted by the Colorado League of Charter Schools*

Sponsored by Edlio

**Date:** Thursday, May 10

**Time:** 9:30 AM - 2:00 PM

**Cost:** League Members: \$25 per person; Non-members: \$75 per person

**Location:** TBD

**Meals:** Includes coffee and lunch

**Description:** Charter Communicators Network Meetings take place three times per year. This is a chance for charter school communications staff, or any staff interested in building school communications and marketing efforts, to come together. During these meetings, attendees will network and share best practices, as well as hear from experts in the field.

**Agenda:** Coming soon.

**Registration:** [Click here to register.](#) **Deadline:** Friday, May 3.

Colorado League of Charter Schools

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