

Having trouble viewing this email? [Click here](#)

Hi, just a reminder that you're receiving this email because you have expressed an interest in Colorado League of Charter Schools. Don't forget to add [info@coloradoleague.org](mailto:info@coloradoleague.org) to your address book so we'll be sure to land in your inbox!

You may [unsubscribe](#) if you no longer wish to receive our emails.



COLORADO LEAGUE of  
CHARTER SCHOOLS  
*focus on achievement*

## NEW SCHOOL NEWS

### May 2017



#### Welcome

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 noticed 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 have 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!

Lori Ventimiglia, Director, New School Development  
Colorado League of Charter Schools  
303-989-5356, ext. 113  
[lventimiglia@coloradoleague.org](mailto:lventimiglia@coloradoleague.org)

#### Table of Contents

[Welcome](#)

[Phases of School Development](#)

[New School Development Satisfaction Survey](#)

[Tips for Schools in the Planning Phase](#)

[Use Your Resources!](#)

[Startup Phase: Mark Your Calendar](#)

[Tips for Startup Phase](#)

[In Every Issue](#)

[Mark Your Calendar](#)

#### Contact Us

**Colorado League of Charter Schools**

New Schools Office

[Lori Ventimiglia](#)

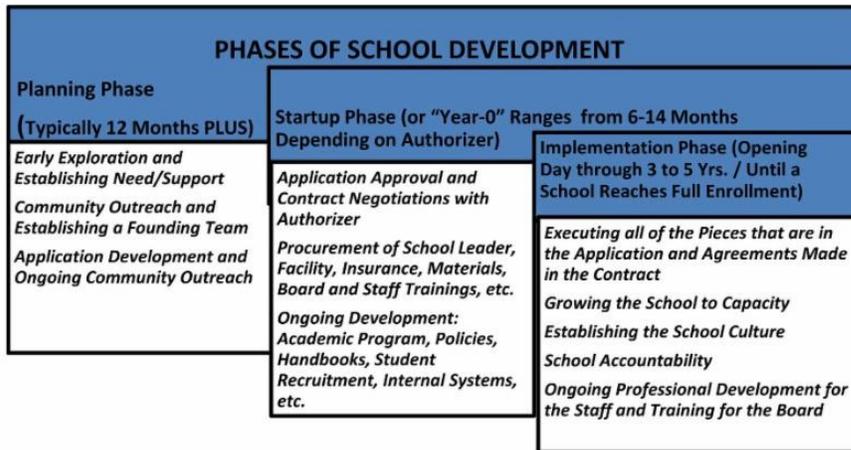
[Kathy Zlomke](#)

303-989-5356

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

Kathy Zlomke, New School Development Manager  
 Colorado League of Charter Schools  
 303-989-5356, ext. 104  
[kzломke@coloradoleague.org](mailto:kzломke@coloradoleague.org)

## Phases of School Development



## New School Development Satisfaction Survey

We strive to meet the needs of all school launchers we work with and to impact the development of quality schools right from the start! Please take the 10 - 15 minutes needed to complete this survey telling us what we are getting right, could be doing more of, less of or differently. **Bonus - Enter to win a \$25 Visa prepaid card if you fill out the entire survey by Friday, May 19!** [Click here to access the survey.](#)

## Tips for Schools in the Planning Phase

### Building your Team

Starting a school is not a solo endeavor! It is imperative to have a team of committed and hard-working individuals contributing to the wide variety of tasks related to school development. Your initial team will be considered a Steering or Founding Committee and some of these same people should transition over to the school's formal governing board upon having an approved charter application. When building your team, make sure they are aligned with the mission and model of the school, let them know the amount of time and effort that will be required and look for people with a variety of skill sets such as the ones listed below:

- Organizational and Financial Management
- Community Development
- Facility/Project Management
- Academic/Education
- Business/Corporate
- Accounting
- Banking
- Fund Raising/Capital Campaign
- Law
- Marketing
- Human Resources

- Public Relations
- Real Estate
- Community Resident
- Parent of Child that will Attend the School
- Latino/Culture Competency
- Technology

Also, [click here to view the March 2017 edition of New School News](#) to read about *Characteristics of a Highly Effective Founding Committee*.

## Use Your Resources!

Some of the first things you should do once you've established a team include:

- Review the [Colorado Charter Schools Act](#)
- Bookmark the [start charter colorado](#) website and flowchart on your computer
- Read the Vanderbilt University report, "[Starting Strong](#)"
- Check out the [resources on the League's website](#) including the Phase 0 Charter School Startup Timeline and [sample charter applications](#) (if you can't find samples that might serve as examples for your region, school model or population, please reach out to the League's New School Department and we'll search our archives).

## Startup Phase Schools: Mark Your Calendar

### *Important Training for the Spring 2017 Cohort of Approved Charter Schools*

#### **Onboarding Your Charter School**

*Hosted by the Colorado League of Charter Schools*

**Date:** Tuesday, July 11

**Time:** 8:30 AM - 5:00 PM

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

**Cost:** \$75 per group. You may be eligible for planning grants to cover the cost of this training (check with [Lori Ventimiglia](#)).

**Registration:** [Click here to register](#). Deadline: Friday, July 7.

Naturally the first thing you will do when you learn that your charter school application has been approved will be to celebrate! The next thing you should do? [Sign-Up for Onboarding Your Charter School!](#) Recently approved charter public schools with a planned 2018 (or later) opening won't want to miss this training! Onboarding is for founding teams/governing boards of newly approved charter schools and will guide teams as they navigate through the complexities of the startup phase; presenting a clear path forward as your school moves from theory to reality. There are morning workshops and customized, afternoon "office hours" with League staff across essential areas of school startup. Onboarding is designed to help schools begin to unpack their application and gain critical information and resources encompassing the following:

- Qualified and Competent School Leadership- Recruiting, Onboarding and Retaining a Strong School Leader:
  - 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
- Sound Operational Practices- Business Management Startup 101:
  - How to Negotiate, Enter and Monitor Contracts with Authorizer and Vendors
  - Critical Back Office Systems and Information
  - Navigate the Facilities Maze
  - Need to Know Insurance Information
  - Ready, Set, Shop- The Mass Purchasing Begins
- Effective Governing Boards- Transitioning from a Founding Committee to a Formal Governing Board:
  - Understanding Board vs. Head of School Roles
  - Cover Your Legal Bases
  - Avoid Common Pitfalls like "Founders Grip"
  - What to Look for in order to Monitor the Mission Driven Culture and Financial Health of the School
- Robust Performance Management Plan - Understanding the Boards Role in Ensuring Improved Student and School Success:
  - How to review Student Performance Data
  - Why Boards Need to Understand the State Accountability System
  - Establishing Systems to Provide Academic Performance Oversight and Monitoring
- Clear Mission-Driven School Culture- Don't let it be an afterthought!
  - Establishing a strong school culture before the doors open
  - Discipline, Climate Surveys, School Safety, Health and Wellness Resources

This training is recommended for planning teams (as many members involved in the startup phase of your school as possible) and 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 (check with [Lori Ventimiglia](#)).

## Tips for Startup Phase

### **Get Support from the League's Member Business Services Department (MBS)**

You are not just starting a school; you are starting a multi-million dollar business! From facilities, purchasing materials, setting up your business office and procuring insurance, the League's MBS department can help you!

[Click here 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.

Reach out to Tiffany Kallevik or Jacqui Carter in the League's Member Business Services office for questions, sample documents or other resources that you are looking for as you navigate the world of charter school finance and operations.

If you haven't met with MBS team yet for a face-to-face meeting, please be sure to contact them at your convenience to set something up. They will take good care of you!

### **Colorado League of Charter Schools' Member Business Services**

#### **Team:**

Tiffany Kallevik

303-989-5356, ext.116

tkallevik@coloradoleague.org

Jacqui Carter

303-875-8586

jcarter@coloradoleague.org

## **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!

### **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>

### **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 Manager Network Meeting**

*A CDE Schools of Choice event hosted by the Colorado League of Charter Schools*

**Date:** Friday, May 12

**Time:** 9:00 AM - 3:00 PM

**Location:** The Summit Conference & Event Center, 411 Sable Blvd., Aurora

**Cost:** \$35 per person. CCSP grantees and their representatives are free. Use the code CCSPFREE when registering.

**Description:** These meetings 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.

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

**Registration:** [Click here to register](#). **Deadline:** Tuesday, May 9.

### **Topic-Based Webinar: Multi-Tiered System of Supports**

*Hosted by the CDE Schools of Choice Office*

**Date:** Wednesday, May 17

**Time:** 11:00 AM - 12:30 PM

**Location:** Online/Webinar

**Cost:** Free

**Registration:** [Click here to register](#). **Deadline:** Wednesday, May 17 at 8:00 AM.

### **Tech Talk Quarterly**

*Hosted by the Colorado League of Charter Schools*

**Date:** Thursday, May 18

**Time:** 9:00 AM - 3:00 PM

**Location:** TBD

**Cost:** \$25 per person

**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.

**Registration:** [Click here to register.](#) **Deadline:** Tuesday, May 16

## Board Fundamentals

*Hosted by the CDE Schools of Choice Office*

**Date:** Friday, June 2

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

**Location:** Community First Foundation, 5955 Wadsworth Bypass, Arvada

**Description:** A training offered twice a year in collaboration with the Colorado League of Charter Schools to support board members in providing a sound introduction to board practice and responsibilities, a refresher to continuing board members in board leadership roles, and to introduce school leaders to general charter school governing board practices and responsibilities.

**Registration:** [Click here to register.](#) Register by 8:00 AM on Thursday, June 1.

## Administrator Mentoring Cohort (AMC)

*Hosted by the CDE Schools of Choice Office*

**Date:** Wednesday, June 7

**Time:** 8:30 AM - 12:30 PM

**Location:** Prospect Ridge Academy, 2555 Preble Creek Parkway, Broomfield

**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 to register.](#) **Deadline:** Friday, June 2.

## Two-Day Workshop: Multi-Tiered Systems of Support

*Hosted by the Colorado League of Charter Schools*

**Date:** Monday, June 19 - Tuesday, June 20

**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 and New School Developers: \$350 for one person and \$175 per additional attendee from the same school community.

**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
- Deepening your understanding of the principles of MTSS and best practices as shared through national researched-based practices and real
- time case scenarios
- Prioritizing an action plan that includes next steps for your team or individual toolbox and capacity

*Some of the content is provided by The Leadership and Learning Center.*

**Registration:** [Click here to register.](#) **Deadline:** Thursday, June 15.

## Facilitation of Quality Professional Development

*Hosted by the Colorado League of Charter Schools*

**Date:** Wednesday, June 21

**Time:** 9:00 AM - 3:00 PM

**Cost:** League Members and New School Developers: \$175 for one person and \$100 each additional attendee.  
attendee

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

**Description:** An overview will be presented on what successful PD facilitation is. This will allow us to build background knowledge about the components of quality PD that will lead to quality PD structures that can become systematized over time. We will then explore research-based strategies for teaching adult learners and analyze how these fit within PD structures. We will also have time to plan and create think partnerships about how to lead effective professional development sessions.

**Registration:** [Click here to register.](#) **Deadline:** Friday, June 16.

## 8 Critical Strategies for Compliant Special Education Programming

*Hosted by the Colorado League of Charter Schools*

**Date:** Monday, June 26

**Time:** 9:00 AM - 12:00 PM

**Cost:** League Members and New School Developers: \$100 for one person and \$75 each additional attendee.

**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 to ensure 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, June 21.  
Event contingent on a minimum of 8 attendees.

Colorado League of Charter Schools, 2696 S. Colorado Blvd.,  
Suite 250, Denver, CO 80222

[SafeUnsubscribe™ {recipient's email}](#)

[Forward email](#) | [Update Profile](#) | [About our service provider](#)

Sent by [lventimiglia@coloradoleague.org](mailto:lventimiglia@coloradoleague.org) in collaboration with



Try it free today