# Appendix M: Technical Assistance Proposal – CCSP Grant (3-year)

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| Charter School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Grant Contact Person, including phone and email: | | | |
| **Session Title/Event** | **Participation** | **Target Dates** | **Attendees** |
|  |  | *Please "X" the event you intend to attend. Where not provided, please indicate the scheduled or targeted date.* | *Please "X" the proposed attendees for each event.* |
| **Planning Year Sub-Grantee Activities** | | | |
| **Sub-Grantee Support** | | | |
| CCSP Grant and Application Training | Required | \_\_\_ Fall | \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| CCSP Grant Budget Workshop | 1 Encouraged | \_\_\_ Fall  \_\_\_ Spring | \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| CCSP All Sub-Grantee Calls | 2 Required | \_\_\_ September  \_\_\_ December  \_\_\_ March  \_\_\_ May | \_\_\_ Sch grant contact  \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| CCSP Grant Post-Award Webinar | Required  (2-parts) | \_\_\_ Fall/Winter | \_\_\_ Sch grant contact (required)  \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| **Governing Board Support** | | | |
| Charter School Board Training Modules  *(New platform:* [*Freestone*](https://coloradoleague.org/page/boardtrainingbundle) *for 11 modules available beginning FY22-23)* | Required | Complete modules 1-3 (Governing Board Basics) in Freestone by  \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Founder(s)  \_\_\_ Board member(s) (required) |
| Board Fundamentals | 1 Required | \_\_\_ Fall  \_\_\_ Spring | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| Performance Management Training: Data Dashboard with Academic, Culture, Financial and Operational Measures *(Training request form required; offered* [*on demand*](https://www.cde.state.co.us/cdechart/charter-school-topic-based-webinars) *or schedule individually with an outside entity*) | Required | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| Specialized Governing Board Training  *(Training request form required; schedule individually with an outside entity)* | Encouraged | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)  \_\_\_ Administrator(s) |
| Topic-based Webinars | Encouraged | \_\_\_ November  \_\_\_ December  \_\_\_ January  \_\_\_ February  \_\_\_ May | \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s) |
| **Administrator Support** | | | |
| Administrator Mentoring  *(Signed mentor log and reflection required)* | 8-10 hours Required | \_\_\_ Mentor: \_\_\_\_\_\_\_\_ | \_\_\_ Administrator(s) |
| CDE School Administrator Mentoring Cohort Meetings *(Professional Development)* | Review AMC Program Overview recording, plus  4 required | \_\_\_ September  \_\_\_ October  \_\_\_ November  \_\_\_ February  \_\_\_ March  \_\_\_ May | \_\_\_ Administrator(s) |
| Specialized Instructional Leadership Training *(Training request form required; schedule individually with an outside entity)* | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)  \_\_\_ Administrator(s) (required)  \_\_\_ Instructional staff |
| Performance Management Training: CDE Unified Improvement Plan *(Training request form required; offered* [*on demand*](https://www.cde.state.co.us/cdechart/charter-school-topic-based-webinars) *or schedule individually with CDE or an outside entity)* | Encouraged | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)  \_\_\_ Administrator(s) |
| Topic-based Webinars | \_\_\_ November  \_\_\_ December  \_\_\_ January  \_\_\_ February  \_\_\_ May | \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s) |
| **Business Operations Support** | | | |
| Business Operations Networking Meetings | 1 Required | \_\_\_ November \_\_\_ February \_\_\_ May | \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| Specialized Business Operations Training  *(Training request form required; schedule individually with an outside entity)* | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| Topic-based Webinars | Encouraged | \_\_\_ November  \_\_\_ December  \_\_\_ January  \_\_\_ February  \_\_\_ May | \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s) |
| Charter School Business Professionals Training and Capacity Building Program | 100 Level Required | \_\_\_ Accounting 101  \_\_\_ Financial Fxns 101  \_\_\_ Revenue 101  \_\_\_ Grants 101  \_\_\_ Payroll/HR 101  \_\_\_ Benefits 101  \_\_\_ Procurement 101  \_\_\_ Audits 101  \_\_\_ Risk Mngmt 101 | \_\_\_ Business professional(s) |
| **Year 1 Implementation Sub-Grantee Activities** | | | |
| **Sub-Grantee Support** | | | |
| CCSP Grant Renewal Proposal  Pre-recorded Webinar | Required | \_\_\_ Fall | \_\_\_ Sch grant contact (required)  \_\_\_ Board member(s) \_\_\_ Administrator(s) \_\_\_ Business professional(s) |
| CCSP Grant Budget Workshop | 1 Required | \_\_\_ Fall  \_\_\_ Spring | \_\_\_ Sch grant contact  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) (required) |
| CCSP All Sub-Grantee Calls | 2 Required | \_\_\_ September  \_\_\_ March  \_\_\_ May | \_\_\_ Sch grant contact  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| CCSP Implementation Grant Site Visit | Required | CDE Schools of Choice will initiate and schedule with the school | \_\_\_ Founder(s) \_\_\_ Board member(s) \_\_\_ Administrator(s) \_\_\_ Business professional(s) |

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| **Governing Board Support** | | | |
| Charter School Board Training Modules  *(New platform:* [*Freestone*](https://coloradoleague.org/page/boardtrainingbundle) *for 11 modules available beginning FY22-23)* | Required | Complete modules 4-78 Governing Board Effectiveness in Freestone by March 2025  \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Founder(s)  \_\_\_ Board member(s) (required) |
| Performance Management Training: CDE Unified Improvement Plan *(Training request form required; offered* [*on demand*](https://www.cde.state.co.us/cdechart/charter-school-topic-based-webinars) *or schedule individually with CDE or an outside entity)* | Required | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| Board Fundamentals | Encouraged | \_\_\_ Fall  \_\_\_ Spring | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| Specialized Governing Board Training  *(Training request form required; schedule individually with an outside entity)* | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)  \_\_\_ Administrator(s) |
| Topic-based Webinars | \_\_\_ November  \_\_\_ December  \_\_\_ January  \_\_\_ February  \_\_\_ May | \_\_\_ Founder(s)  \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| **Administrator Support** | | | |
| Administrator Mentoring  *(Signed mentor log required)* | 25-32 hours Required | \_\_\_ Mentor: \_\_\_\_\_\_\_\_\_ | \_\_\_ Administrator(s) |
| CDE School Administrator Mentoring Cohort Meetings *(Professional Development)* | 6 Strongly Encouraged,  4 Required | \_\_\_ September \_\_\_ October \_\_\_ November \_\_\_ February \_\_\_ March  \_\_\_ May | \_\_\_ Administrator(s) |
| Specialized Instructional Leadership Training *(Training request form required; schedule individually with an outside entity)* | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)  \_\_\_ Administrator(s) (required)  \_\_\_ Instructional staff |
| Performance Management Training: CDE Unified Improvement Plan *(Training request form required; offered* [*on demand*](https://www.cde.state.co.us/cdechart/charter-school-topic-based-webinars) *or schedule individually with CDE or an outside entity)* | Required | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)  \_\_\_ Administrator(s) (required) |
| Topic-based Webinars | Encouraged | \_\_\_ November  \_\_\_ December  \_\_\_ January  \_\_\_ February  \_\_\_ May | \_\_\_ Founder(s)  \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| **Business Operations Support** | | | |
| Annual Finance Seminar | Required | \_\_\_ Fall | \_\_\_ Sch grant contact  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| Business Operations Networking Meetings | 3 Required | \_\_\_ November \_\_\_ February \_\_\_ April | \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| Specialized Business Operations Training  *(Training request form required)* | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| Charter School Business Professional Training Modules and Capacity Building Program | 200 Level Required | List of specific topics will be released in 2023; content will be available in 2024 | \_\_\_ Business professional(s) |

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| **Year 2 Implementation Sub-Grantee Activities** | | | |
| **Sub-Grantee Support** | | | |
| CCSP Grant Budget Workshop | 1 Required | \_\_\_ Fall  \_\_\_ Spring | \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| CCSP All Sub-Grantee Calls | 2 Required | \_\_\_ September  \_\_\_ December  \_\_\_ March  \_\_\_ May | \_\_\_ Sch grant contact  \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| Charter School Support Initiative (CSSI) Overview  ([*Pre-recorded*](https://drive.google.com/file/d/1rJGrELMNBa7ruKfHJoOxnjs5Xok7nuBy/view)) | Encouraged | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Founder(s)  \_\_\_ Board member(s) \_\_\_ Administrator(s) \_\_\_ Business professional(s)  \_\_\_ Instructional staff |
| Charter School Support Initiative (CSSI) Site Visit | Required | CSSI team lead will initiate and schedule with the school | \_\_\_ Founder(s)  \_\_\_ Board member(s) \_\_\_ Administrator(s) \_\_\_ Business professional(s)  \_\_\_ Instructional staff |
| **Governing Board Support** | | | |
| Charter School Board Training Modules  *(Accessible via* [*Freestone*](https://coloradoleague.org/page/boardtrainingbundle) *beginning FY22-23)* | Required | Complete modules 9-11 (Governing Board Continuous Improvement)  \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Founder(s)  \_\_\_ Board member(s) (required) |
| Performance Management Training: Board Self-Assessment *(Training request form required; conduct on board’s own or schedule individually with an outside entity)* | Required | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| Performance Management Training: Strategic Planning *(Training request form required; conduct on board’s own or schedule individually with an outside entity)* | Required | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| Board Fundamentals | Encouraged | \_\_\_ Fall  \_\_\_ Spring | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| Specialized Governing Board Training  *(Training request form required; schedule individually with an outside entity)* | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)  \_\_\_ Administrator(s) |
| Topic-based Webinars | \_\_\_ November  \_\_\_ December  \_\_\_ January  \_\_\_ February  \_\_\_ May | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| **Administrator Support** | | | |
| Administrator Mentoring  *(Signed mentor log and reflection required)* | 20-25 hours Required | \_\_\_ Mentor: \_\_\_\_\_\_\_\_\_ | \_\_\_ Administrator(s) |
| CDE School Administrator Mentoring Cohort Meetings *(Professional Development)* | 4 Required | \_\_\_ September \_\_\_ October \_\_\_ November \_\_\_ February \_\_\_ March  \_\_\_ May | \_\_\_ Administrator(s) |
| Specialized Instructional Leadership Training *(Training request form required)* | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) \_\_\_ Administrator(s) (required)  \_\_\_ Business professional(s)  \_\_\_ Instructional staff |
| Topic-based Webinars | Encouraged | \_\_\_ November  \_\_\_ December  \_\_\_ January  \_\_\_ February  \_\_\_ May | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| **Business Operations Support** | | | |
| Annual Finance Seminar | Required | \_\_\_ Fall | \_\_\_ Founder(s) \_\_\_ Board member(s) \_\_\_ Administrator(s) \_\_\_ Business professional(s) |
| Business Operations Networking Meetings | 3 Required | \_\_\_ November \_\_\_ February \_\_\_ April | \_\_\_ Board member(s) \_\_\_ Administrator(s) \_\_\_ Business professional(s) |
| Specialized Business Operations Training  *(Training request form required)* | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) \_\_\_ Administrator(s) \_\_\_ Business professional(s) |
| Charter School Business Professionals Training Modules and Capacity Building Program | 300 Level Required | List of specific topics will be released in 2024; content will be available in 2025 | \_\_\_ Business professional(s) |
| **\*Other Support Options – All Years** | | | |
| Equity Convening *(The final Equity Convening will occur in the Fall of 2023)* | Encouraged | \_\_\_ Fall | \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s) \_\_\_ Business professional(s)  \_\_\_ Instructional staff |
| Charter School Support Forums (e.g., Black, Indigenous, and People of Color (BIPOC) and Rural, etc.) | Encouraged | \_\_\_ September  \_\_\_ November \_\_\_ January  \_\_\_ February \_\_\_ March  \_\_\_ June | \_\_\_ Founder(s)  \_\_\_ Sch grant contact  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s)  \_\_\_ Instructional staff |
| Rural and Non-Metro Charter School Support Seminar (formerly the Western Slope Seminar) | Encouraged | \_\_\_ Winter | \_\_\_ Board member(s)  \_\_\_ Administrator(s) \_\_\_ Business professional(s) |
| Colorado Charter School Conference or National Charter School Conference  *(Training request form required)* | Encouraged | \_\_\_ March  \_\_\_ June | \_\_\_ Sch grant contact  \_\_\_ Board member(s) \_\_\_ Administrator(s) \_\_\_ Business professional(s) \_\_\_Instructional staff |

\**CCSP credit for attending technical assistance events or trainings identified in the “Other Support Options” category may be applied to remediate any missing technical assistance requirement. Please inquire with CDE Schools of Choice to learn more.*

# CCSP Grant Technical Assistance Requirements

The Colorado Charter Schools Program (CCSP) places great value on providing high-quality support and training based on research-proven best practices that are intentionally designed to improve each school’s chance for success. Therefore, participation in varied technical assistance (TA) events is expected of sub-grantees. Flexibility exists within the TA requirements for schools to tailor their selection of trainings to best meet the school’s unique needs. Using the TA requirements as a plan, and grant funds as a resource, schools should self-evaluate and use this opportunity to build capacity. A [training request form](http://www.cde.state.co.us/choice/tarequestform) must be completed and submitted to CDE Schools of Choice via Smartsheet submission in follow up to attending an event hosted by an individual, agency, or group outside of the Schools of Choice Unit to document the professional development gained to receive credit.

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| **Technical Assistance Requirements** | **Events Per Year** | **Planning**  **Year 0\*** | **Implementation Year 1** | **Implementation Year 2** |
| **Sub-grantee Support** | | | | |
| CCSP Grant and Application Training | 1 | Required |  |  |
| CCSP Grant Budget Workshops | Up to 2 | Encouraged | 1 Required | 1 Required |
| CCSP Grant Post-Award Webinar | 1 | Required |  |  |
| CCSP Grant Renewal Proposal Webinar | 1 |  | Required |  |
| CCSP All Sub-Grantee Calls | 3 | 2 Required | 2 Required | 2 Required |
| CCSP Implementation Year 1 Site Visit | CDE Schools of Choice schedules with the school |  | Required |  |
| Charter School Support Initiative (CSSI) Overview Webinar | [**Recording**](https://drive.google.com/file/d/1rJGrELMNBa7ruKfHJoOxnjs5Xok7nuBy/view) |  |  | Encouraged |
| CSSI Site Visit | CSSI team lead schedules with the school |  |  | Required |
| **Governing Board Support** | | | | |
| Charter School Board Training Modules | 11 modules  completed collectively  (Accessible on [**Freestone**](https://coloradoleague.org/page/boardtrainingbundle)) | Complete 3 Governing Board Basics | Complete 5 Governing Board Effectiveness | Complete 3 Governing Board Continuous Improvement |
| Board Fundamentals | 2 | 1 Required | Encouraged | Encouraged |
| Specialized Governing Board Training | School schedules individually with an outside entity | Encouraged |
| Topic-based Webinars | 3 to 5 |
| Colorado or National Charter Schools Conference Sessions | Attended individually |
| Performance Management Training | Offered [**on demand**](http://www.cde.state.co.us/cdechart/charter-school-topic-based-webinars) or scheduled individually with an outside entity | Data Dashboard Training w/ academic, culture, financial & operational measures Required | CDE Unified Improvement Plan (UIP) Training Required | Board Self-Assessment Required |
| Strategic Planning Training Required |

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| **Technical Assistance Requirements** | **Events Per Year** | **Planning**  **Year 0\*** | **Implementation Year 1** | **Implementation Year 2** |
| **Administrator Support** | | | | |
| Administrator Mentoring | School schedules individually with an approved mentor | 8-10 hours Required | 25-32 hours Required | 20-25 hours Required |
| School Administrator Mentoring Cohort Meetings | 6 | Review AMC Program Overview recording, plus  1 Encouraged | All 6 Strongly Encouraged,  4 Required | All 6 Strongly Encouraged,  4 Required |
| Specialized Instructional Leadership Training | School schedules individually with an outside agency |
| CDE Unified Improvement Plan Training | Offered [**on demand**](http://www.cde.state.co.us/cdechart/charter-school-topic-based-webinars) or school schedules individually with CDE or an outside agency |  | Required |  |
| Topic-based Webinars | 3 to 5 | Encouraged | Encouraged | Encouraged |
| Colorado or National Charter Schools Conference Sessions | Attended individually |
| Equity Convening | 1 to 2 |
| Charter School Support Forums (e.g., BIPOC & Rural) | Up to 8 |
| **Business Operations Support** | | | | |
| Annual Finance Seminar | 1 |  | Required | Required |
| Business Operations Networking Meetings | 3 | 1 Required | 2 Required | 3 Required |
| Specialized Business Operations Training | School schedules individually with an outside agency |
| Topic-based Webinars | 3 to 5 | Encouraged | Encouraged | Encouraged |
| Colorado or National Charter Schools Conference Sessions | Attended individually |
| Charter School Business Professional Training Modules and Capacity Building Program | 100, 200, and 300 level asynchronous training modules | Complete 100 level  Required  (To be released  in 2023) | Complete 200 level  Required  (To be released in 2024) | Complete 300 level  Required  (To be released in 2025) |

\*For schools entering the CCSP grant in Implementation Year 1, the technical assistance requirements are modified. Please see Appendix L: Technical Assistance Proposal – CCSP Grant (2-year) for details.