Readiness Checklist for New Developers

The purpose of the Readiness Checklist is to aid communication and collaboration, between you and your coach, on progress towards opening the school.

We are asking that you conduct a self-assessment by assigning a level of readiness for each indicator in the checklist. CTAC coaches will use the ratings to gauge your school needs and provide support in those areas. The ratings you provide will not be published or shared with an authorizer.

Level of Readiness:
1 = Undeveloped-There is no awareness of this indicator being addressed in the new school
2 = Partially Developed-The indicator does have artifacts but may not be completely valid
3 = Developed-The indicator has valid artifacts of evidence
4 = Well Developed-The indicator has extensive valid artifacts of evidence and a plan to use

To help assess each indicator, Developers consider the artifacts that are in place and ready for use. The list of artifacts is to spur your thinking, not to over influence your self-assessment.

Immediately following each indicator, there is space for your comments. If you do not have any comments, simply go to the next indicator.

Thank you for sharing your thoughts with us.

* Required

1. What is the name of your charter school or Developer Organization

_____

Domain 1. Governance

2. 1.1 Executive Director recruitment and board building strategies. ARTIFACTS: Resumes/bios, Executive director job description, training Materials vision, mission, and values (to which other artifacts here align), strategic plan (or essence of their charter's purpose) *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

3.   1.1 Comments

_____

_____

_____

_____

_____

4.   1.2 Development of governance policies, duties of the officers of the board
       ARTIFACTS: Bylaws, Conflict of interest policy, Board policy manual, School and
       employee policies, Outline of policies to be developed, Organizational chart,
       Executive staff job descriptions *

Mark only one oval.

( ) Undeveloped

( ) Partially Developed

( ) Developed

( ) Well Developed

5.   1.2 Comments

_____

_____

_____

_____

_____

6.   1.3 Meeting efficiency and compliance ARTIFACTS: Plans on addressing board meeting processes and training for taking minutes, CORA, Sunshine Law, executive sessions meeting schedule, meeting norms or norm-developing process *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

7.   1.3 Comments

_____

_____

_____

_____

_____

8.   1.4 Committee structure. ARTIFACTS: Committee Descriptions Committee Meeting Minutes Organizational chart *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

9.   1.4 Comments

_____

_____

_____

_____

_____

10.   1.5 Inventory and consideration of possible school's geographic locations and
      building availability or land availability *

Mark only one oval.

( ) Undeveloped

( ) Partially Developed

( ) Developed

( ) Well Developed

11.   1.5 Comments

_____

_____

_____

_____

12. 1.6 Strategies to engage authorizer's staff or board members of locations of interest *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

13. 1.6 Comments

_____

_____

_____

_____

14. 1.7 Assurances of compliance. ARTIFACTS: Charter school law list of requirements for Title 22, Article 30.5, FERPA, Compliance submission forms Accountability of finance and academic templates, outlines, lists. Contract to include milestones, conditions, and indicators of success.

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

15.   1.7 Comments

_____

_____

_____

_____

_____

16.   1.8 Evaluation. ARTIFACTS: Board self-evaluation rubric School leader evaluation
       Rubric CMO evaluation rubric Plan for formative and summative evaluation cycles *

Mark only one oval.

⬭ Undeveloped

⬭ Partially Developed

⬭ Developed

⬭ Well Developed

17.   1.8 Comments

_____

_____

_____

_____

_____

18.   1.9 Superintendent /CEO and board relationship. ARTIFACTS: Policy description of responsibilities of board and executive leader Strategies to strengthen and/or maintain the relationship *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

19.   1.9 Comments

_____

_____

_____

_____

20.   1.10 Application and/or contract and waivers understanding requirements. ARTIFACTS: Resumes/Bios Executive director job description, training Materials Vision, mission, and values (to which other artifacts here align)Strategic plan (or essence of their charter's purpose *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

21.   1.10 Comments

_____

_____

_____

_____

_____

Domain 2. Finance

22.   2.1 Budget ARTIFACTS: One (1) and five (5) year budget plans TABOR, planned debt service, Per Pupil Revenue, formulated spreadsheets *

Mark only one oval.

( ) Undeveloped

( ) Partially Developed

( ) Developed

( ) Well Developed

23.   2.1 Comments

_____

_____

_____

_____

_____

24.   2.2 Securing additional funding ARTIFACTS: Federal entitlement grant applications
       competitive grant applications *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

25.   2.2 Comments

_____

_____

_____

_____

_____

26.   2.3 Financial policies and procedures ARTIFACTS: Financial policy manual
       procurement policies *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

27.   2.3 Comments

_____

_____

_____

_____

_____

28.   2.4 Plan for sustainability ARTIFACTS: Strategic plan *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

29.   2.4 Comments

_____

_____

_____

_____

_____

30.   2.5 Insurance ARTIFACTS: Description of proposed insurance coverage *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

31.   2.5 Comments

_____

_____

_____

_____

_____

32.   2.6 Fiscal Oversight and use of reporting tools for monitoring financial status
       ARTIFACTS: Internal Controls, Board presentations,Software, profit and loss, cash
       on hand, monthly reporting, fixed vs variable costs, balance sheets, trends *

Mark only one oval.

( ) Undeveloped

( ) Partially Developed

( ) Developed

( ) Well Developed

33.   2.6 Comments

_____

_____

_____

_____

_____

34.   2.7 Foundations of 1994 School Finance Act ARTIFACTS: Spreadsheet of
       anticipated per pupil funds, factors, categorical, and stabilization influences *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

35.   2.7 Comments

_____

_____

_____

_____

36.   2.8 Building and Maintenance Costs and Sustainability expenses (Cost per sq ft of
       new facility, rental rates in geographic area, remodel costs, Furniture, Fixture and
       Equipment replacements cycles) *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

37.   2.8 Comments

_____

_____

_____

_____

_____

Domain 3. Student Recruitment and Enrollment

38.   3.1 Accurate enrollment projections ARTIFACTS: Market analysis, intent to enroll forms waitlist data, evidence of demand, assessment of community need and desire *

Mark only one oval.

( ) Undeveloped

( ) Partially Developed

( ) Developed

( ) Well Developed

39.   3.1 Comments

_____

_____

_____

_____

_____

40.   3.2 Development of recruitment materials and techniques ARTIFACTS: Recruitment
       plan, Recruitment materials, Website development, Access and equity assurance
       measures *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

41.   3.2 Comments

_____

_____

_____

_____

42.   3.3 Recruitment of underserved special student populations ARTIFACTS: Equity
       assurances Plan to enroll students with disabilities, English Learners, and other
       educationally Disadvantaged students GT, SES, foster, homeless Translated
       recruitment materials *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

43.   3.3 Comments

_____

_____

_____

_____

_____

44.   3.4 Family engagement and community impact ARTIFACTS: Plan for parent
       involvement in school operations Community impact training materials Job
       description of dedicated staff (e.g., parent liaison, community connector) *

Mark only one oval.

( ) Undeveloped

( ) Partially Developed

( ) Developed

( ) Well Developed

45.   3.4 Comments

_____

_____

_____

_____

_____

46.   3.5 Lottery process ARTIFACTS: Defined process in policy *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

47.   3.5 Comments

_____

_____

_____

_____

_____

Domain 4. Facilities

48.   4.1 Identification of facility site ARTIFACTS: Facility needs assessment, Lease agreements, Real estate market analysis, Certification of occupancy approval *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

49.   4.1 Comments

_____

_____

_____

_____

_____

50.   4.2 Facility costs ARTIFACTS: Description of proposed facility including
       improvements, maintenance, and upkeep costs *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

51.   4.2 Comments

_____

_____

_____

_____

_____

52.   4.3 Facility one-time and sustained financing ARTIFACTS: BEST grant, capital construction funds, bonding, facility finance plan *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

53.   4.3 Comments

_____

_____

_____

_____

_____

54.   4.4 Facility long range projection ARTIFACTS: Five-year facility projection based on student growth projections and authorized charter *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

55.   4.4 Comments

_____

_____

_____

_____

_____

56.   4.5 Succession plans of facility or multi-use options for building management
       ARTIFACTS: Backup facility plan if needed *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

57.   4.5 Comments

_____

_____

_____

_____

_____

Domain 5. Personnel/Staffing

58. 5.1 Recruitment of key personnel ARTIFACTS: Organizational Chart, Role
     Descriptions *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

59. 5.1 Comments

_____

_____

_____

_____

_____

60. 5.2 Teacher and staff recruitment ARTIFACTS: Recruitment plan *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

61. 5.2 Comments

_____

_____

_____

_____

_____

62. 5.3 Teacher / Non-instructional evaluation rubrics ARTIFACTS: Draft plan of support for staff development, Identified instruments or plan to identify or create one *

Mark only one oval.

( ) Undeveloped

( ) Partially Developed

( ) Developed

( ) Well Developed

63. 5.3 Comments

_____

_____

_____

_____

_____

64. 5.4 Strategic compensation system ARTIFACTS: Strategic Compensation Plan *

Mark only one oval.

( ) Undeveloped

( ) Partially Developed

( ) Developed

( ) Well Developed

65.   5.4 Comments

_____

_____

_____

_____

_____

66.   5.5 Professional development plans ARTIFACTS: Description of Professional
        Development Plan (or plan itself) *

        Mark only one oval.

        ( ) Undeveloped

        ( ) Partially Developed

        ( ) Developed

        ( ) Well Developed

67.   5.5 Comments

_____

_____

_____

_____

_____

68.   5.6 Career ladders ARTIFACTS: Draft Career Ladders *

        Mark only one oval.

        ( ) Undeveloped

        ( ) Partially Developed

        ( ) Developed

        ( ) Well Developed

69.   5.6 Comments

_____

_____

_____

_____

_____

70.   5.7 Human resource software ARTIFACTS: Repository. i.e. Talent Ed *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

71.   5.7 Comments

_____

_____

_____

_____

72.   5.8 Record keeping and maintaining personnel files ARTIFACTS: Methodology (electronic or files) and identified roles of key staff *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

73.   5.8 Comments

_____

_____

_____

_____

74.   5.9 Professional growth plans ARTIFACTS: Onboarding and induction process, Mentoring program, Evaluation traction plans (?), Identified professional learning and providers *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

75.   5.9 Comments

_____

_____

_____

_____

Domain 6. Instructional Program

76.   6.1 Mission and Vision ARTIFACTS: Mission statement, Vision statement *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

77.   6.1 Comments

_____

_____

_____

_____

_____

78.   6.2 Goal and standards alignment ARTIFACTS: Graduation guidelines, CARS, CMAS, UIP *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

79.   6.2 Comments

_____

_____

_____

_____

_____

80.   6.3 Equity and meeting the needs of all students ARTIFACTS: Realistic plan to
      identify and meet the learning needs of all students, Alignment with overall
      curriculum, Second language plan, diversity, Special education, 504, gifted and
      talented processes in learning *

      Mark only one oval.

      ( ) Undeveloped

      ( ) Partially Developed

      ( ) Developed

      ( ) Well Developed

81.   6.3 Comments

_____

_____

_____

_____

_____

82.   6.4 Instructional program design ARTIFACTS: Rationale for chosen educational
       program(s) should include core content, and electives aligned to charter purpose,
       graduation requirements, and be well-rounded, Alignment to state model content
       standards *

       Mark only one oval.

       ( ) Undeveloped

       ( ) Partially Developed

       ( ) Developed

       ( ) Well Developed

83.   6.4 Comments

       _____

       _____

       _____

       _____

       _____

84.   6.5 Instruction and Assessment plan ARTIFACTS: Plans for:Curriculum and
       pedagogy, Textbooks, instructional resources, PD alignment, Assessment calendar,
       alignment of assessments to standards, Formative and summative performances,
       growth and proficient measures and metrics, Disaggregated data by age, race,
       gender, poverty and grouping students for success *

       Mark only one oval.

       ( ) Undeveloped

       ( ) Partially Developed

       ( ) Developed

       ( ) Well Developed

85.   6.5 Comments

_____

_____

_____

_____

_____

86.   6.6 Master schedule for all learners ARTIFACTS: Master schedule *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

87.   6.6 Comments

_____

_____

_____

_____

_____

88.   6.7 Title funding plans ARTIFACTS: Grant framework, budget plan *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

89.   6.7 Comments

_____

_____

_____

_____

_____

90.   6.8 Team development and engagement of staff to develop positive team
        dynamics through norms, agreements and distributed leaderships strategies *

Mark only one oval.

⬭ Undeveloped

⬭ Partially Developed

⬭ Developed

⬭ Well Developed

91.   6.8 Comments

_____

_____

_____

_____

_____

Domain 7. School Culture

92.   7.1 Socio-emotional supports ARTIFACTS: Proposed policy for student supports,
       Conceptual framework for classroom, Distributive leadership (staff)Social capital
       action plan (staff) *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

93.   7.1 Comments

_____

_____

_____

_____

_____

94.   7.2 Cultural relevance ARTIFACTS: Description of community and curriculum
       alignment, Participatory engagement *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

95.   7.2 Comments

_____

_____

_____

_____

_____

96.   7.3 School-wide systems ARTIFACTS: School discipline policy, Classroom
        processes, Relationship strategies, Communications approach (intra-school), team
        and collective collaborative meeting structure *

Mark only one oval.

( ) Undeveloped

( ) Partially Developed

( ) Developed

( ) Well Developed

97.   7.3 Comments

_____

_____

_____

_____

_____

Domain 8. Community Engagement

98. 8.1 Parent leadership councils ARTIFACTS: School Advisory Council (SAC), Plan for parent involvement, Classroom volunteer program, including identified leaders *

Mark only one oval.

( ) Undeveloped

( ) Partially Developed

( ) Developed

( ) Well Developed

99. 8.1 Comments

_____

_____

_____

_____

_____

100. 8.2 Outreach to local community of proposed location ARTIFACTS: Minutes and meeting notes from outreach materials *

Mark only one oval.

( ) Undeveloped

( ) Partially Developed

( ) Developed

( ) Well Developed

101.   8.2 Comments

_____

_____

_____

_____

_____

102.   8.3 Gathering letters of support, intent or MOUs ARTIFACTS: Letters of support, letters of intent, MOU partnerships *

Mark only one oval.

○ Undeveloped

○ Partially Developed

○ Developed

○ Well Developed

103.   8.3 Comments

_____

_____

_____

_____

_____

Domain 9. Operations

104.   9.1 Transportation plan ARTIFACTS: Bus Purchasing plan, Outsourcing plan, Geographical area of riders, Bus pick up zones, Policy compliance, Car pick up and drop off processes *

Mark only one oval.

○ Undeveloped

○ Partially Developed

○ Developed

○ Well Developed

105.   9.1 Comments

_____

_____

_____

_____

_____

106.   9.2 Food service plan, ARTIFACTS: Food service plan or outsourcing, Demonstrated compliance with USDA and state rules and regulations *

Mark only one oval.

○ Undeveloped

○ Partially Developed

○ Developed

○ Well Developed

107.   9.2 Comments

_____

_____

_____

_____

_____

108.   9.3 School safety plan ARTIFACTS: School safety plan, School emergency plan, Crisis Intervention Plan, Nursing Plan-Jack's Law, Fire Inspections, Immunization/vision hearing process, Child Protection Act *

Mark only one oval.

( ) Undeveloped

( ) Partially Developed

( ) Developed

( ) Well Developed

109.   9.3 Comments

_____

_____

_____

_____

_____

110.   9.4 Technology ARTIFACTS: Personnel, web system, computers, troubleshooting, network administration, copy machines, student information system *

Mark only one oval.

◯ Undeveloped

◯ Partially Developed

◯ Developed

◯ Well Developed

111.   9.4 Comments

_____

_____

_____

_____

_____