

# Technical Assistance and Training Overview

## Colorado Charter School Program – Schools of Choice



This document provides a high-level overview of the technical assistance (TA) and training offered to sub-grantees of the Colorado Charter School Program (CCSP) and all other charter school practitioners.

### Sub-grantee Support

**CCSP Grant & Application Training:** Required for all potential applicants (at least 2 registrants recommended) to the CCSP grant competition – open to all new, expanding, or replicating Colorado charter schools – to gain a full understanding of the program requirements and fiscal responsibilities. This training is held virtually one time 6-8 weeks after the release of the competition and is recorded.

**CCSP Grant Renewal Proposal:** The renewal proposal is required for sub-grantees who have completed a Planning Year 0 (Note – this is not applicable to sub-grantees awarded an implementation grant) and provides an update on the progress the school is making toward elements outlined in the initial CCSP grant application (progress towards goals, financial health, technical assistance attendance, etc.). More information can be found [here](#).

**CCSP Sub-grantee Calls:** Offered four times per grant year, these 90-minute calls are opportunities for interaction of active sub-grantees to connect with the CCSP grant team and other grant recipient. The calls are interactive discussion involving current events/issues, answering questions raised individually and by the group, and receiving updated guidance and reminders on various grant management practices specific to the grant. Calls are recorded and sub-grantees are required to attend at least two calls yearly.

**CCSP Grant Budget Workshop:** Required for all sub-grantees to assist in completing the CCSP budget workbook and the budget submission process. This workshop is helped twice a year and provides clarification on allowable expenses, how best to spend and monitor CCSP grant dollars, and obtain timely approval.

**CCSP Grant Post-Award Webinar:** Required for applicants receiving a provisional CCSP grant award. This webinar focuses on financial mechanics of grant reimbursement, budgeting, and TA requirements. This will be an opportunity for schools to begin a shift in their thinking from application to implementation. This training is held as two half-day sessions and is recorded.

**CCSP Implementation Year 1 Site Visit:** Required for sub-grantees in their Implementation Year 1 during the late winter/early spring and lasts approximately 3 hours. The site visit is performed by the CCSP grant team as an informal assessment of the awarded charter school to support and monitor operations, compliance, and general administration of grant funds. A tour of the school is conducted to see the academic model in action, identify grant-purchased assets, learn about the school's successes and challenges with start-up, and identify any risk factors that may need attention.

**Charter School Support Initiative (CSSI) School Diagnostic Visit:** Required for sub-grantees in their Implementation Year 2 and is conducted over the course of a three-day examination of the charter school to further evaluate and monitor for quality. This comprehensive review looks at academic performance, learning environment, organizational effectiveness, governance, and quality leadership through a variety of lenses. This review is conducted by a group of outside professional consultants who have experience in Colorado charter schools. The school is provided with a final written report that includes suggestions for both short- and long-term school improvements. Prior to the CSSI visit, sub-grantees are recommended to view the [10-minute overview recording](#). More information about the CSSI visit can be found online [here](#).



## Governing Board Support

**Charter School Board Training Modules:** Required for all sub-grantees, these eleven on-demand modules (through Freestone) spotlight charter school governing Boards' most current and relevant training topics. Each module includes an informative recording of the featured topic from charter school governance Board experts and a resource guide. Until September 30, 2023, charter schools governing boards can still access the [board training modules](#) offered through eNet. More information about accessing eNet can be found [here](#).

**Board Fundamentals:** Required for all sub-grantees, these virtual events are held twice a year (fall and spring) to discuss critical board issues and recent policy changes. This event also focuses on giving charter school board members with strategies that will strengthen the board and promote strong board governance.

**Specialized Governing Board Training:** Sub-grantees may receive TA credit for individualized board governance training received by outside providers while under the CCSP. CCSP funds may be used to cover the cost of these trainings and prior approval is need from the CCSP team via the [Grant Training Request Form](#).

**Topic Based Webinars:** Optional for all sub-grantees, these virtual sessions are offered six times per year on various topics relevant to school leaders, business operations professionals, and Board governance members. These webinars provide an expert presentation on topics of interest and include practical best practices for charter school practitioners.

**Performance Management Trainings:** Required for all sub-grantees, these specialized sessions provided needed training for charter school boards throughout the years under the CCSP. Below are three required topics sub-grantees will need to complete certain years of the grant. Some trainings are offered free online while others require outside providers. CCSP funds may be used to cover the cost of these trainings and prior approval is need from the CCSP team via the [Grant Training Request Form](#).

Data Dashboard	Unified Improvement Plan (UIP)	Board Self-Assessment	Strategic Planning
Required during Planning Year 0, this training provides a high-level overview on tools used to help track, analyze, and display data. It is designed for participants to gain deeper insight into the overall wellbeing of the school, a specific department, or a specific process. Schools should seek an outside provider to facilitate this training to meet the specific needs of the school. A pre-recorded Data Dashboard Training that can be viewed <a href="#">here</a> .	Required during Implementation Year 1, the UIP tool is used to support schools and districts in their performance management efforts and to streamline improvement planning components of state and federal accountability requirements. A pre-recorded, three-part webinar series entitled " <a href="#">Accountability &amp; Improvement Foundations</a> " offers an in-depth overview on CDE's accountability system and UIP process. More information on the UIP can be found <a href="#">here</a> .	Required during Implementation Year 2, a self-assessment helps boards fulfill their duties and responsibilities and examine systems and structures to ensure that appropriate processes are in place for the oversight of the charter school. Schools should seek an outside provider to facilitate this training to meet the specific needs of the school.	Required during Implementation Year 2, a strategic plan should outline goals for three to five years and should be revisited annually. These mid to long-term goals and objectives can be guided by the school's mission and vision and identify what challenges might be coming, plans for the school's future, and how to bring these goals to fruition. Schools should seek an outside provider to facilitate this training to meet the specific needs of the school.



## Administrator Support

**Administrator Mentoring Hours:** A specific number of mentoring hours (varying from 10-32 hours) is required for school leaders each year under the CCSP with a qualified mentor. School leaders must choose an experienced charter school leader who has a track record of leading high-performing charter schools to serve as their mentor and then must work with Kim Caplan from the Colorado Charter School Institute (CSI) to complete the needed documentation to receive credit. More information on the mentoring hours can be found [here](#).

**Administrator Mentoring Cohort (AMC):** Required for sub-grantees, AMC meetings occur six times a year and follows a model that includes work as a cohort team, work with a mentor, written reflections, and school site visit observations. This program is intended to build leadership capacity among new or aspiring charter school administrators. AMC meetings are conducted in an in-person and virtual format. In-person participation is strongly encouraged to foster genuine connections and meaningful professional development. More information on the AMC can be found [here](#).

**Principal and Administrator Induction Program:** Provided by CSI to charter school leaders across the state looking to attain their Professional Principal or Administrator License. The program combines professional development workshops, mentoring support, and a goal setting and reflection process to receive a certificate of completion. To be considered for acceptance into the AMC Induction Program, applicants must hold a Colorado Initial Principal or Administrator License and be currently employed in a leadership role at a charter school, charter school network, or charter school support agency. More information on the state approved induction program can be found [here](#)

**Specialized Instructional Leadership Training:** Subgrantees may receive TA credit for individualized training for school leaders, administrators, and/or lead teachers received by outside providers while under the CCSP. CCSP funds may be used to cover the cost of these trainings and prior approval is need from the CCSP team via the [Grant Training Request Form](#).

## Business Operations Support

**Annual Finance Seminar:** Required for all sub-grantees, the seminar is held yearly in the fall to discuss changes in policy or innovations in the field of operations and finance management. The seminar is intended for business operations professionals, school leaders, and board members.

**Business Operations Networking Meetings:** Offered quarterly, sub-grantees are required to attend certain number of meetings held virtually per year and cover key issues of relevance to all business operations. Each meeting begins with the Business Manager 101 course for those with less than three years' experience, paralleled by a trouble-shooting session for more experienced managers. In addition, time is dedicated to work collaboratively to address questions and concerns brought forward by the group.

**Business Operations Mentoring Program:** Optional for sub-grantees, this program will offer 100, 200, and 300 asynchronous instructional courses, expert mentoring, peer mentoring, and support. Level 100 instructional courses will be released Fall 2022. More information will be forthcoming once course offerings are solidified.

**Specialized Business Operations Training:** Subgrantees may receive TA credit for individualized business operation training received by outside providers while under the CCSP. CCSP funds may be used to cover the cost of these trainings and prior approval is need from the CCSP team via the [Grant Training Request Form](#).

## WHERE CAN I LEARN MORE?

**[Charter School Technical Assistance Events:](#)** Provides dates and registration information about upcoming events hosted by SOC.

**[CCSP Grant and Training Calendar:](#)** A list of events hosted by SOC for the current fiscal year.

**[Technical Assistance Requirements and Resources:](#)** For additional information around requirements for CCSP subgrantees and other resources.