# Colorado Charter Schools Program Grant

# Appendix L: Technical Assistance Proposal (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 Workshops | 1 Encouraged | \_\_\_ Fall\_\_\_ Winter\_\_\_ Spring | \_\_\_ Founder(s)\_\_\_ Board member(s)\_\_\_ Administrator(s)\_\_\_ Business professional(s)  |
| CCSP All Sub-Grantee Calls | Encouraged | \_\_\_ September\_\_\_ December\_\_\_ March\_\_\_ May | \_\_\_ Sch grant contact\_\_\_ Founder(s)\_\_\_ Board member(s)\_\_\_ Administrator(s)\_\_\_ Business professional(s) |
| CCSP Grant Post-Award Webinar | Required | \_\_\_ Fall  | \_\_\_ Sch grant contact (required)\_\_\_ Founder(s) \_\_\_ Board member(s)\_\_\_ Administrator(s)\_\_\_ Business professional(s)  |
| **Governing Board Support** |
| Charter School Board Training Modules | Required | Complete modules 1-6, 8-11, 14, 17, 18, 23, and 25 by date: \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Founder(s)\_\_\_ Board member(s) (required) |
| Board Fundamentals | 1 Required | \_\_\_ Fall\_\_\_ Spring | \_\_\_ Board member(s) (required)\_\_\_ Administrator(s) |
| CDE Unified Improvement Plan Training *(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 agency)* | Encouraged | On demand or schedule individually | \_\_\_ Board member(s) \_\_\_ Administrator(s) |
| 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 agency*) | Required | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) (required)\_\_\_ Administrator(s) |
| Specialized Governing Board Training*(training request form required; schedule individually with an outside agency)* | Encouraged | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) \_\_\_ Administrator(s) |
| Topic-based Webinars | \_\_\_ November\_\_\_ December\_\_\_ January\_\_\_ February\_\_\_ March\_\_\_ May | \_\_\_ Founder(s)\_\_\_ Board member(s) \_\_\_ Administrator(s) |

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| **Administrator Support** |
| Administrator Mentoring *(signed mentor log & reflection required)* | 8-10 hours Required  | \_\_\_ Mentor: \_\_\_\_\_\_\_\_\_\_ | \_\_\_ Administrator(s) |
| CDE School Administrator Mentoring Cohort Meetings *(Professional Development)* | 3 Required | \_\_\_ September\_\_\_ October\_\_\_ November\_\_\_ February\_\_\_ March\_\_\_ June | \_\_\_ Administrator(s) |
| Specialized Instructional Leadership Training *(training request form required; schedule individually with an outside agency)* | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)\_\_\_ Administrator(s) (required)\_\_\_ Instructional staff |
| CDE Unified Improvement Plan Training*(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 agency)* | Encouraged | On demand or schedule individually | \_\_\_ Board member(s) \_\_\_ Administrator(s) |
| Topic-based Webinars | \_\_\_ November\_\_\_ December\_\_\_ January\_\_\_ February\_\_\_ March\_\_\_ May | \_\_\_ Founder(s) \_\_\_ Board member(s) \_\_\_ Administrator(s) |
| **Business Operations Support** |
| Quarterly Business Operations Network Meetings | 1 Required | \_\_\_ November \_\_\_ February \_\_\_ April \_\_\_ June | \_\_\_ Board member(s)\_\_\_ Administrator(s)\_\_\_ Business professional(s)  |
| Specialized Business Operations Training *(training request form required; schedule individually with an outside agency)* | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)\_\_\_ Administrator(s)\_\_\_ Business professional(s)  |
| **Year 1 Implementation Sub-Grantee Activities** |
| **Sub-Grantee Support** |
| CCSP Grant Renewal Proposal Webinar | Required | \_\_\_ Fall  | \_\_\_ Sch grant contact (required) \_\_\_ Founder(s) \_\_\_ Board member(s) \_\_\_ Administrator(s) \_\_\_ Business professional(s)  |
| CCSP All Sub-Grantee Calls  | Encouraged | \_\_\_ September\_\_\_ December\_\_\_ March\_\_\_ May | \_\_\_ Sch grant contact\_\_\_ Founder(s)\_\_\_ Board member(s)\_\_\_ Administrator(s)\_\_\_ Business professional(s) |
| CCSP Implementation Grant Site Visit | Required | CDE Schools of Choice will schedule with the school | \_\_\_ Founder(s) \_\_\_ Board member(s) \_\_\_ Administrator(s) \_\_\_ Business professional(s)  |
| **Governing Board Support** |
| Charter School Board Training Modules | Required | Complete modules 7, 12, 13, 15, 16, 19-22, 24, and 26-30 by Date: \_\_\_\_\_\_\_\_ | \_\_\_ Founder(s)\_\_\_ Board member(s) (required) |
| CDE Unified Improvement Plan Training *(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 agency)* | Required | On demand or schedule individually | \_\_\_ Board member(s) (required)\_\_\_ Administrator(s) |
| Specialized Governing Board Training*(training request form required; schedule individually with an outside agency)* | Encouraged | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) \_\_\_ Administrator(s) |
| Topic-based Webinars | \_\_\_ November\_\_\_ December\_\_\_ January\_\_\_ February\_\_\_ March\_\_\_ May | \_\_\_ Founder(s)\_\_\_ Board member(s) (required)\_\_\_ Administrator(s) |
| **Administrator Support** |
| Administrator Mentoring *(signed mentor log & reflection required)* | 25-32 hours Required  | \_\_\_ Mentor: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Administrator(s) |
| CDE School Administrator Mentoring Cohort Meetings *(Professional Development)* | 3 Required | \_\_\_ September \_\_\_ October \_\_\_ November \_\_\_ February \_\_\_ March\_\_\_ June | \_\_\_ Administrator(s) |
| Specialized Instructional Leadership Training *(training request form required; schedule individually with an outside agency)*  | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)\_\_\_ Administrator(s) (required)\_\_\_ Instructional staff |
| CDE Unified Improvement Plan Training *(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 agency)* | Required | On demand or schedule individually | \_\_\_ Board member(s)\_\_\_ Administrator(s) (required)  |
| **Business Operations Support** |
| Annual Finance Seminar | Required | \_\_\_ Fall | \_\_\_ Founder(s)\_\_\_ Board member(s)\_\_\_ Administrator(s)\_\_\_ Business professional(s)  |
| Topic-based Webinars | Encouraged | \_\_\_ November\_\_\_ December\_\_\_ January\_\_\_ February\_\_\_ March\_\_\_ May | \_\_\_Administrator(s) \_\_\_Board member(s)\_\_\_Business professional(s)  |
| Quarterly Business Operations Networking Meetings | 3 Required | \_\_\_ November \_\_\_ February \_\_\_ April\_\_\_ June | \_\_\_ Board member(s)\_\_\_ Administrator(s)\_\_\_ Business professional(s)  |
| Specialized Business Office Training *(training request form required)* | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)\_\_\_ Administrator(s)\_\_\_ Business professional(s)  |
| Business Operations Mentoring *(mentor log and growth plan required; 4 hours = 1 credit)* | 40-50 Hours Required | \_\_\_ Mentor: \_\_\_\_\_\_\_\_\_\_ | \_\_\_ Business professional(s) |
| **Year 2 Implementation Sub-Grantee Activities** |
| **Sub-Grantee Support** |
| CCSP All Sub-Grantee Calls  | Encouraged | \_\_\_ September\_\_\_ December\_\_\_ March\_\_\_ May | \_\_\_ Sch grant contact\_\_\_ Founder(s)\_\_\_ Board member(s)\_\_\_ Administrator(s)\_\_\_ Business professional(s) |
| Charter School Support Initiative (CSSI) [Webinar](https://drive.google.com/file/d/1rJGrELMNBa7ruKfHJoOxnjs5Xok7nuBy/view) | Encouraged | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Founder(s)\_\_\_ Board member(s) \_\_\_ Administrator(s) \_\_\_ Business professional(s)  |
| Charter School Support Initiative (CSSI) Site Visit | Required | CSSI team lead will schedule with the school | \_\_\_ Founder(s)\_\_\_ Board member(s) \_\_\_ Administrator(s) \_\_\_ Business professional(s) \_\_\_ Instructional staff |
| **Governing Board Support** |
| Board Self-Assessment *(training request form required; conduct on board’s own or schedule individually with an outside agency))* | Required | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) (required)\_\_\_ Administrator(s) |
| Strategic Planning Training *(training request form required; conduct on board’s own or schedule individually with an outside agency)* | Required | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) (required)\_\_\_ Administrator(s) |
| Topic-based Webinars | Encouraged | \_\_\_ November\_\_\_ December\_\_\_ January\_\_\_ February\_\_\_ March\_\_\_ May | \_\_\_ Board member(s) (required)\_\_\_ Administrator(s) |
| Specialized Governing Board Training*(training request form required; schedule individually with an outside agency)* | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) \_\_\_ Administrator(s) |
| **Administrator Support** |
| Administrator Mentoring *(signed mentor log & reflection required)* | 20-25 hours Required | \_\_\_ Mentor: \_\_\_\_\_\_\_\_\_\_ | \_\_\_ Administrator(s) |
| CDE School Administrator Mentoring Cohort Meetings *(Professional Development)* | 4 Required | \_\_\_ September \_\_\_ October \_\_\_ November \_\_\_ February \_\_\_ March\_\_\_ June | \_\_\_ 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\_\_\_ March\_\_\_ May | \_\_\_ Board member(s) \_\_\_ Administrator(s)  |
| **Business Operations Support** |
| Annual Finance Seminar | Required | \_\_\_ Fall | \_\_\_ Founder(s) \_\_\_ Board member(s) \_\_\_ Administrator(s) \_\_\_ Business professional(s)  |
| Quarterly Business Operations Networking Meetings | 3 Required | \_\_\_ November \_\_\_ February \_\_\_ April | \_\_\_ Board member(s) \_\_\_ Administrator(s) \_\_\_ Business professional(s)  |
| Specialized Business Office Training *(training request form required; schedule individually with an outside agency)* | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) \_\_\_ Administrator(s) \_\_\_ Business professional(s)  |
| Business Operations Mentoring *(mentor log and growth plan required; 4 hours = 1 credit)* | 20-25 Hours Encouraged | \_\_\_ Mentor: \_\_\_\_\_\_\_\_\_\_ | \_\_\_ Business professional(s) |
| **Other Support Options – All Years** |
| Equity Convening(s) | Encouraged | \_\_\_ Fall\_\_\_ Spring | \_\_\_ Instructional staff \_\_\_ Founder(s)\_\_\_ Board member(s)\_\_\_ Administrator(s) \_\_\_ Business professional(s)  |
| Rural and Non-Metro Charter School Support Seminar (formerly the Western Slope Seminar) | \_\_\_ May | \_\_\_ Board member(s)\_\_\_ Administrator(s) \_\_\_ Business professional(s)  |
| Colorado Charter School Conference or National Charter School Conference *(training request form required)* | \_\_\_ March\_\_\_ June | \_\_\_Instructional staff \_\_\_ Founder(s)\_\_\_ Board member(s) \_\_\_ Administrator(s) \_\_\_ Business professional(s)  |

\* *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 the SOC to learn more.*