

Year-Zero Cohort - Workshops (2014-15)

PROCESS MANAGED BY OSRI AND OPERATIONS: JOE AMUNDSEN & LIZ MENDEZ

Workshops are intended to build connections between new school leaders and key departmental leaders in DPS, however we will also have an open door approach and reach out to anyone interested in pursuing school leadership in the district who would like to access this information as a professional learning opportunity.

Goals:

- ☐ Establishing a community of school leaders and DPS central office staff that support the start-up of new schools.
- ☐ Monitoring progress throughout the implementation of new school proposals approved by the DPS Board of Education and ensuring all conditions on school approvals are satisfied.
- ☐ Sharing best practices amongst the cohort regarding school start-up through the School Quality Framework (SQF) - School Culture, Educational Program, Leadership, Teaching, and Governance/ Organizational Health.

Participant Expectations:

- ☐ Each workshop is voluntary, however school leaders are responsible for acquiring the necessary information provided to successfully open their school.
- ☐ School leaders are strongly encouraged to attend all or targeted portions of each session (as they determine necessary).

DRAFT: Year Zero Workshop Calendar – 2 Hour Meetings

Workshop # 1: SchoolChoice, Marketing/Recruitment			
Date: October 10 th 10:00am- 12:00 pm			
Location: DPS, 1860 Lincoln Street, Room 735			
Department/ Organization	Contact/ Presenter	School Start-Up Topics	Time
OSRI / OSS	Joe Amundsen; Liz Mendez	Welcome, Introductions, Year-0 Planning Process	30 min
Choice and Enrollment	Sara Cohen; Laurie Premer; Roberta Walker	SchoolChoice Process, Enrollment Priorities	30 min
Marketing	Erica Mitchell; Alexandra Renteria; Brea Olson	Marketing materials, DPS enrollment guide, expos, student contact lists for recruiting	30 min
Workshop # 2: DPS Operational Systems (Transportation, Food Service, SIS)			
Date: October 27 th 10:00am – 12:00pm			
Location: 1860 Lincoln Street, Downtown Denver Expeditionary Learning School			
Department/ Organization	Contact/ Presenter	School Start-Up Topics	Time
School Leader Share Out	Brian Weber – Compass Jill Carthy - ROOTS	Year-0 Project Management	15 min
Transportation	Nicole Portee	Transportation scheduling, services & routes available, DPS contracts	25 min
Enterprise Management	Theresa Hafner	DPS food service offerings, breakfast options, vending; district mailing system, warehouse info	25 min
DOTS / Ed Tech	Vickie Mestas; Jason Rand, Kirk Anderson,	Systems access (IC, Principal Portal, DPS Email access); technology requirements PARCC testing, recommended technology, ordering	40 min

	Matthew Woolums	technology, e-quotes, DOTs hotline, HQT reporting	
Workshop #3: Budgets & Grants (AND) Assessments & SPF Date: November 14 th 12:00pm-2:00pm Location: TBD			
Department/ Organization	Contact/ Presenter	School Start-Up Topics	Time
School Developer	Stefan McVoy – DSST Director of Schools	DSST’s Start-up Planning Process	20 min
Financial Services	Chuck Carpenter; LeVar Cypress	budget calendar, reporting requirements; connection to school partners (District School Budget Partners; Charter Budget Partners)	15 min
Federal Programs	Brittney Shores; Laura Langlee	Grants and fundraising, Title 1	15 min
ARE	Maegan Daigler B Sanders; Peter Tardif; Armando Dominguez Kelly Gilmore Chris DeWitt	SPF, Early-SPF, ALT-SPF, UIPs, READ Act plan requirements & assessments DPS Testing Requirements (PARCC, CMAS, ACCESS) <ul style="list-style-type: none"> • Relationship between CMAS and PARCC • PARCC and CMAS tests administration timelines (per grade and subject) • Roles and duties of SAL & STR • Overview of communications schools will receive from ARE/OSRI 	45 min
Workshop #4: HR, Hiring, Teacher Development Date: February 18 th 2:00-4:00pm Location: EGC Rm 1035			
Department/ Organization	Contact/ Presenter	School Start-Up Topics	Time
CELT	Dr. Darlene Sampson	CR recruitment and hiring practices	20 min
HR	Sherry Martin Carol Mehesy	Quality employment policies, hiring processes, job offers, orientations, and Title IX	20 min
HR	Lanez Cooper	SMART FIND Sub Bank	10 min
HR	Mark Ellis	DPS job postings	10 min
Safety and Security	Kathy Day Sharon Bernitz	Background checks, fingerprinting	10 min
HR	Jason Thompson Dawn Roedel	NCLB HQT and licensing requirements	20 min
DoTs	Vickie Mestas	CEDO	10 min
Workshop #5: Specialized Services (SPED, ELL, GT, ECE) Date: March 16th 9:00-11:00am Location: TBD			
Department/ Organization	Contact/ Presenter	School Start-Up Topics	Time
ELA	Christine Muldoon, Carol Mehesy Nadia Madan Thomas Potvin	Teacher qualifications & training channels, Consent Decree requirements, program implementation	30 min
GT	Rebecca McKinney	ALPs, funding	15 min

Student Services	Donna Shocks, Steve Nederveld, Gene Bamesberger, Diann Richardson, Josh Drake, Brittney Cardwell Kristi McCollum, Patrick McGinty	Specialized Service providers (PSN/OT/PT), restorative approaches, discipline, special education compliance, IEPs, 504s, Opt-out, student records, ENCORE/ENRICH, suicide prevention training, Staff PD, school partners	30 min
ECE	Cherly Caldwell	ECE program requirements, sliding scale tuition	15 min

Workshop #6: Additional Operational (Legal, Safety & Security, Facility, Athletics, Enrollment Projections)

Date: March 30th 9:00-11:00am

Location: TBD

Department/ Organization	Contact/ Presenter	School Start-Up Topics	Time
Legal	Molly Ferrer, Amber Ellias	School law and common practices	30 min
Safety & Security	Mike Eaton and Melissa Craven	DPS officers, Emergency training, crossing guards, fire drills, school emergency equipment, emergency planning	30 min
Athletics	Karen Higel	DPS sports programs and extra-curricular activities	10 min
Planning and Analysis	Jim Looney	Enrollment projections/revisions, requesting additional capacity	10 min
Facilities Maintenance & Operations	Kerry Berens, Danny Reid	(District facilities): custodial staff, hiring building Facility Manager (FM), work order process	10 min
Community Use	Andy Raicevich	District facilities: Use of FM scheduler, reserving space in DPS facilities	10 min

Workshop #7: Board Training (charters)

Date: TBD

Location: TBD

Department/ Organization	Contact/ Presenter	School Start-Up Topics	Time
OSRI	Jennifer Holladay	Essential Board functions during school start-up and Year-1.	90 min