

Charter School Board Training Modules Access Guide



NEW CHARTER SCHOOL BOARD TRAINING MODULES

Schools of Choice Unit at the Colorado Department of Education (CDE) has worked diligently with the Colorado League of Charter Schools (the League), the Colorado Charter School Institute, and the Colorado Association of Charter School Authorizers to update the free, on-demand governing board training that CDE has provided for many years. We are happy to announce from this collaboration that the Charter School Board Training Modules have been updated and are accessible via the League's online Learning Management System (Freestone).

WHAT HAS CHANGED?

Incorporating feedback from charter schools and charter school authorizers, the Charter School Board Training Modules have been condensed from its original thirty (30) training courses to eleven (11) training courses. Freestone, the learning management system, provides the space and opportunity to add and adapt content over time as needs change. These on-demand modules now spotlight the most current and relevant training topics to charter school governing boards. Each module includes an informative recording of the featured topic from charter school governance board experts and resource guides.

GOVERNING BOARD MODULE TRAINING SET UP GUIDANCE

All trainings are available on-demand via Freestone hosted by the League. To access these free trainings, please visit [this webpage](#) and follow the instructions.

- SIGN IN:** If you have an existing profile on the Colorado League of Charter Schools' webpage please sign in on any page of the site.
 - If you do not have an account, from the sign in page you can create a free account
- VISIT THE BUNDLE PAGE:** On-Demand programs are listed individually as well as this bundle. Please ensure you register for the Bundle called "Governance: Board Trainings (Bundle of 11)". <https://coloradoleague.org/page/boardtrainingbundle>
- REGISTER:** Once you Register for the Board Trainings Bundle it will appear in the Freestone system (found at www.coloradoleague.org/mycourses).
 - Note: You must be signed in to view your programs.
- TAKE THE PROGRAM:** Visiting www.coloradoleague.org/mycourses will redirect you to the Learning Management System and you may be prompted to login again. Once logged in you will see all the programs available to you. Select the program desired and click "start". The program opens in a new window. Start the video portion. You may pause and return anytime.

TIMELINE FOR COMPLETION

Below is the suggested timeline for completing the 11 governing board modules. This timeline was developed based on the topic's relevance as it correlates with the time of the year and applies to schools under the Colorado Charter School Program (CCSP Grant) that are two-year and three-year grant recipients. For all other uses, please use this outline to craft a strategic plan to complete these modules at a time most convenient to you.

Non-Discrimination Training:

Per state law 1 CCR 301-88 (2.02 (A), school boards (including charter school boards) need to take an annual non-discrimination training. A free training is also provided on the League's Freestone webpage.

[Non-Discrimination Training for Charter School Boards Training Link](#)



Two Year Grant Requirements	Suggested Completion
Policy Development	January of Implementation Year 1
Board Roles and Responsibilities	February of Implementation Year 1
Legal Responsibilities	February of Implementation Year 1
Performance Management for Boards	March of Implementation Year 1
Financial Oversight	March of Implementation Year 1
Board Committees	August of Implementation Year 1
Running Effective Meetings	September of Implementation Year 1
External Relations	November of Implementation Year 1
Strategic Planning	January of Implementation Year 2
Building a Strategic Board	March of Implementation Year 2
Board Continuous Improvement	October of Implementation Year 2

Three Year Grant Requirements	Suggested Completion
Board Roles and Responsibilities	February of Planning Year 0
Legal Responsibilities	February of Planning Year 0
Financial Oversight	March of Planning Year 0
Policy Development	January of Implementation Year 1
Performance Management for Boards	March of Implementation Year 1
Board Committees	August of Implementation Year 1
Running Effective Meetings	September of Implementation Year 1
External Relations	November of Implementation Year 1
Strategic Planning	January of Implementation Year 2
Building a Strategic Board	March of Implementation Year 2
Board Continuous Improvement	October of Implementation Year 2

CCSP GRANT RECIPIENTS FREQUENTLY ASKED QUESTIONS

I am a CCSP subgrantee. How will my completion be tracked?

Completion of the Charter School Board Training Modules will remain a requirement for Colorado Charter Schools Program (CCSP) subgrantees. On the new learning management system hosted by the Colorado League of Charter Schools, each board member must create an individual profile and list the organization they represent and their title. It is also best practice list the individuals that will be completing these modules in your Smartsheet tracker in the comments under Governing Board Support.

You can track the progress of your Charter School Board Training Modules under the “My Education Profile” of Freestone via your Colorado League of Charter Schools profile.

How do I get a Certificate of Completion?

To receive a certificate of completion for completing the Charter School Board Training Modules, you must pass all formative assessments prompted after each module and a summative assessment after all modules have been met with an 80% or above. Once all conditions have been satisfied, a Certificate of Completion will generate within “My Education Profile” of Freestone and be available to you via your Colorado League of Charter Schools profile. For CCSP subgrantees, please download this certificate of completion and send it to the Schools of Choice Inbox. Technical assistance credit will be reflected in Smartsheet once the names of the individuals who completed these modules have been verified.

WHERE CAN I LEARN MORE?

- ❖ Email us at SOC@cde.state.co.us
- ❖ [CCSP Technical Assistance Requirements and Resources:](http://www.cde.state.co.us/cdechart/technicalassistancerequirementsresources)
<http://www.cde.state.co.us/cdechart/technicalassistancerequirementsresources>