Charter School Board Training Modules
Access Guide via Freestone

CHARTER SCHOOL BOARD TRAINING MODULES

The 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. From this collaboration, the Charter School Board Training Modules are accessible via the League's online Learning Management System (LMS) called Freestone.

Freestone provides the space and opportunity to add and adapt content over time as needs change. These on-demand modules 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.

GUIDANCE FOR ACCOUNT REGISTRATION AND COURSE SETUP

The League's online training system through Freestone provides access to past training, workshops, and courses to further develop charter school board members, leaders, and educators. Whether a member or non-member, free access to the charter school board training modules starts with creating a profile (i.e., the first stage of registration) on the League's website linked here. For those who have previously completed this step (prior to July 2023), click here to verify the already established log-in and/or to reset password.

> **NON-DISCRIMINATION TRAINING:**
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> *Per state law 1 CCR 301-88 (2.02 (A), school boards (including charter school boards) need to take an annual non-discrimination training.*
>
> Titled, "Governance: Annual Board Non-discrimination Training," is also available on the League's online LMS (Freestone) under "Free CDE Board Governance Courses"

Following the first stage of registration on the League's website, the second stage involves registration on the LMS site (Freestone). NOTE: Both steps are necessary. Users can gain proceed to Freestone from the League's website by –

- Locating the *Resource Center* tab from main header and select "*Trainings (online, free)*" among the menu list.
- Another option is to bypass this step and advance by clicking here (or copy and paste this address in URL: *https://coleague.peachnewmedia.com/store/account/acct-login.php*).
- First time users should "create account" and returning users should "log-in existing account" on the page where prompted.

Upon successful account sign-in, users shall locate and select the "Register for Courses" text listed in the menu found on the left-side of the webpage and proceed with review of the training courses organized by title, and the following actions –

- **REGISTER FOR COURSES.** *Governance: Board Training Modules 1-11 are listed individually under the "Free CDE Board Governance Courses" section. NOTE: Each module does not appear in numerical order and will need to be added to the user's account one at a time. To do so, clink on the module's linked title and select the "View" button once the page refreshes. To confirm course has been added, go to the "My Courses" text listed in the left-side menu to view list.*

- **REVIEW COURSES ON-DEMAND.** To preview the courses added, go to the *"My Courses"* text listed in the left-side menu to view the *On-Demand Programs* added to the user's Freestone account. To proceed, select the *desired course/module number* for further instructions, course description and materials, and click "*start*" (or the linked course title) to launch presentation in a new window. Users may pause and return at any time.

- **CHECK FOR COMPLETION.** T*o check the progress of module completion, go to the "My Education Dashboard" text in the left-side menu to confirm the status of all courses completed and/or to retrieve certificate(s).*

TIMELINE FOR COMPLETION

Below is the suggested timeline for completing the 11-charter school board training modules, plus the "Governing Annual Board Non-discrimination Training" referenced on page 1. This timeline was developed based on the topic's relevance as it correlates with the academic year. The timeline also applies to charter school recipients awarded either a three-year or two-year Colorado Charter Schools Program (CCSP) grant. For all other uses, please use this outline to craft a strategic plan to complete these modules at a time most convenient to self.

Three Year CCSP Grant Requirements	Suggested Completion
Board Roles & Responsibilities (1 of 11)	February of *Planning Year 0*
Board Legal Responsibilities (2 of 11)	February of *Planning Year 0*
Board Financial Oversight (3 of 11)	March of *Planning Year 0*
Policy Development for Boards (7 of 11)	January of *Implementation Year 1*
Performance Management for Boards (8 of 11)	March of *Implementation Year 1*
Board Committees (4 of 11)	August of *Implementation Year 1*
Running Effective Board Meetings (5 of 11)	September of *Implementation Year 1*
External Relations (6 of 11)	November of *Implementation Year 1*
Strategic Planning (10 of 11)	January of *Implementation Year 2*
Building an [Intentional] Board (11 of 11)	March of *Implementation Year 2*
Board Continuous Improvement (9 of 11)	October of *Implementation Year 2*

Two Year CCSP Grant Requirements	Suggested Completion
Policy Development for Boards (7 of 11)	January of *Implementation Year 1*
Board Roles & Responsibilities (1 of 11)	February of *Implementation Year 1*
Board Legal Responsibilities (2 of 11)	February of *Implementation Year 1*
Performance Management for Boards (8 of 11)	March of *Implementation Year 1*
Board Financial Oversight (3 of 11)	March of *Implementation Year 1*
Board Committees (4 of 11)	August of *Implementation Year 1*
Running Effective Board Meetings (5 of 11)	September of *Implementation Year 1*
External Relations (6 of 11)	November of *Implementation Year 1*
Strategic Planning (10 of 11)	January of *Implementation Year 2*
Building an [Intentional] Board (11 of 11)	March of *Implementation Year 2*
Board Continuous Improvement (9 of 11)	October of *Implementation Year 2*

FREQUENTLY ASKED QUESTIONS FOR CCSP GRANT RECIPIENTS

<u>I am a CCSP subgrantee. How will my completion be tracked?</u>

Completion of the Charter School Board Training Modules remains a requirement for Colorado Charter Schools Program (CCSP) subgrantees. Each board member must create an individual profile, including the charter school they are associated with and role/title on the League's new learning management system (Freestone). It is the responsibility of the board members to self-track their progress in Freestone (see "My Education Dashboard") and report progress of completion to the designated CCSP School Grant Contact.

<u>How do I get a Certificate of Completion?</u>

Participants 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 be generated within "My Education Dashboard" of Freestone and available for download. CCSP subgrantees are to provide a copy of the certificate(s) of completion to the <u>Schools of Choice inbox</u>. Technical assistance credit will be reflected in the school's Smartsheet Tracker once all elements of completion are verified as satisfied.

Where can I learn more?

- ❖ Email us at <u>SOC@cde.state.co.us</u>
- ❖ View more technical assistance opportunities at
  <u>http://www.cde.state.co.us/cdechart/technicalassistancerequirementsresources</u>