

# Readiness Checklist for Replication and Expansion Developers

The purpose of the Readiness Checklist is to aid communication and collaboration, between you and your coach, on progress towards opening the school.

We are asking that you conduct a self-assessment by assigning a level of readiness for each indicator in the checklist. CTAC coaches will use the ratings to gauge your school needs and provide support in those areas. The ratings you provide will not be published or shared with an authorizer.

Level of Readiness:

1 = Undeveloped-There is no awareness of this indicator being addressed in the new school

2 = Partially Developed-The indicator does have artifacts but may not be completely valid

3 = Developed-The indicator has valid artifacts of evidence

4 = Well Developed-The indicator has extensive valid artifacts of evidence and a plan to use

To help assess each indicator, Developers consider the artifacts that are in place and ready for use. The list of artifacts is to spur your thinking, not to over influence your self-assessment.

Immediately following each indicator, there is space for your comments. If you do not have any comments, simply go to the next indicator.

Thank you for sharing your thoughts with us.

---

\* Required



1. What is the name of your charter school or Developer Organization

---

#### Domain 1. Governance

2. 1.1 Board expansion or replication school profile. ARTIFACTS: School theme, region, location, district, year opening, max enrollment, grade bands, mission and vision statement \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

3. 1.1 Comments

---

---

---

---

---

4. 1.2 Validation of strong academic history of performance ARTIFACTS: Disaggregated CMAS/CoALT State Testing, Performance results (three years if available), School Performance Framework (three years of CARS), Other annual or benchmark assessments of growth and proficiency (i.e. measures for primary age students), Graduation Rates, Colorado Graduation academic requirement Data \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

5. 1.2 Comments

---

---

---

---

---

- 6. 1.3 Validation of financial good standing and enrollment wait list of students interested in attending school for each grade level \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

- 7. 1.3 Comments

---

---

---

---

---

- 8. 1.4 Authorizer contract compliance. ARTIFACTS: Notices, reviews, directives, evaluations or feedback from authorizer regarding compliance of contract agreements and purchase agreements. These should include milestones and conditions and indicators of success \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

9. 1.4 Comments

---

---

---

---

---

10. 1.5 Good standing in safety management. ARTIFACTS: School Safety assessment results, Compliance with protocols and health standards for students, Any County or other entity health violations or risk violations (enforcement of health orders, immunization, screenings), Bullying, Claire Davis Act, Youth crisis Committee minutes or agendas, Discipline (suspensions, expulsions)OSHA, ADA, Title IX, FMLA, Threat assessments, Evacuation and reunification safety plan and transportation and evidence of adequate fire and lockdown drills. \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

11. 1.5 Comments

---

---

---

---

---

- 12. 1.6 Good standing in operations management . ARTIFACTS: Admission and attendance administration, School vs community ethnic and gender make up (equity for all to enroll and participate), Legal compliance of CO statutes and reporting requirements, Open Meeting Requirements, Transparency in operations via communication (website, community newsletters) \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

- 13. 1.6 Comments

---

---

---

---

---

- 14. 1.7 Development of growth plan with expert oversight to assure scaling and quality. ARTIFACTS: Grade level enrollment plan and timeline, Hiring timeline of support and certified staff, Profiles for new hires that replicate former successful hires, Assessment of community need and desire

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

15. 1.7 Comments

---

---

---

---

---

16. 1.8 Evidence to transfer successful practices to a different context. ARTIFACTS:  
Rationale of any adjustments to current practices used in new environment \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

17. 1.8 Comments

---

---

---

---

---

18. 1.9 Re-establishing culture, organization and instructional characteristics.  
ARTIFACTS: Transfer of characteristics to new entity and a defined process \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

19. 1.9 Comments

---

---

---

---

---

20. 1.10 Multi-campus oversight planning. ARTIFACTS: Administration office personnel additions or changes in job descriptions, Mentoring new principal and leadership team, Communication plan, Planning meeting rhythms, Assessment of effect of new school opening on existing school (staff, attendance, finance, academic/delivery fidelity etc.) \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed



21. 1.10 Comments

---

---

---

---

---

22. 1.11 Governing human capacity for replication and expansion. ARTIFACTS: Pre-school start-up timeline of hiring personnel for planning school/expansion, Pre-school contracting services for school/facility planning, Identified personnel from existing school for transition support with meeting times \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

23. 1.11 Comments

---

---

---

---

---

24. 1.12 New school risk assessment. ARTIFACTS: Board affirms with community, municipality and area schools support and validations, Intent to enroll forms \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

25. 1.12 Comments

---

---

---

---

---

26. 1.13 Anticipated demographic of student population targets and meeting all students needs. ARTIFACTS: Expected percent variation of student body by Race/ethnicity, SES, GT from replicating school, Strategy to attract and retain underserved student populations, Strategy to attract and retain BIPOC, rural and other hard to find needed staff. \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

27. 1.13 Comments

---

---

---

---

---

28. 1.14 Board legal and contract approvals. ARTIFACTS: Application, contract, wavier list and agreed or desired district purchase services, Review of any Education Management Organization contracts to ensure proper governance, financial arrangements, employment of school, controls, ownership, and escape clauses etc. \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

29. 1.14 Comments

---

---

---

---

---

30. 1.15 Features from the replication school not to be carried forward in the new school/expansion. ARTIFACTS: Oversight personnel, facility, education programming, compensation system, training \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

31. 1.15 Comments

---

---

---

---

---

32. 1.16 Regularly scheduled meetings on calendar with Authorizer's staff designee to review all aspects of section 1 checklist \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

33. 1.16 Comments

---

---

---

---

---

34. 1.17 Governance: staff and board relationships, practices and policy adjustments \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

35. 1.17 Comments

---

---

---

---

---

36. 1.18 Governance: Evaluation of CEO/Superintendent/Exec. Director and review any modifications of processes or procedures \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

37. 1.18 Comments

---

---

---

---

---

38. 1.19 Governance: Review of role responsibilities between board and operations leader (CEO/ Supt/ Ex Dir. \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

39. 1.19 Comments

---

---

---

---

---

40. 1.20 Governance: Leadership compensation comparisons to geographic area and similar schools. \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

41. 1.20 Comments

---

---

---

---

---

Domain 2. Finance

42. 2.1 Budget with new school/expansion ARTIFACTS: One (1) and five (5) year budget plans TABOR, planned debt service, Per Pupil Revenue, formulated spreadsheets \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

43. 2.1 Comments

---

---

---

---

---

44. 2.2 Securing additional funding ARTIFACTS: BEST Grant, Federal entitlement grant applications competitive grant applications \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

45. 2.2 Comments

---

---

---

---

---



46. 2.3 Financial policies and procedures ARTIFACTS: Site vs System Financial Policy Manual(s) autonomy at site, Procurement policies \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

47. 2.3 Comments

---

---

---

---

---

48. 2.4 Plan for maturation of replication or expansion school aligned to revenue ARTIFACTS: Addition of grades levels, staffing and timing of revenue \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

49. 2.4 Comments

---

---

---

---

---

50. 2.5 Insurance ARTIFACTS: Description of proposed insurance coverage \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

51. 2.5 Comments

---

---

---

---

---

- 52. 2.6 Reporting tools for monitoring financial status ARTIFACTS: Software, profit and loss, cash on hand, monthly reporting, fixed vs variable costs, balance sheets, trends \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

- 53. 2.6 Comments

---

---

---

---

---

- 54. 2.7 Foundations of 1994 School Finance Act ARTIFACTS: Spreadsheet of anticipated per pupil funds, factors, categorical, and stabilization influences \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

55. 2.7 Comments

---

---

---

---

---

Domain 3. Student Recruitment and Enrollment

56. 3.1 Accurate enrollment projections ARTIFACTS: Market analysis, intent to enroll forms waitlist data, evidence of demand, assessment of community need and desire \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

57. 3.1 Comments

---

---

---

---

---

58. 3.2 Development of recruitment materials and techniques ARTIFACTS: Recruitment plan, Recruitment materials, Website development, Access and equity assurance measures \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

59. 3.2 Comments

---

---

---

---

---

60. 3.3 Recruitment of underserved special student populations ARTIFACTS: Equity assurances Plan to enroll students with disabilities, English Learners, and other educationally Disadvantaged students GT, SES, foster, homeless Translated recruitment materials \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

61. 3.3 Comments

---

---

---

---

---

62. 3.4 Family engagement and community impact. ARTIFACTS Plan for parent involvement in school operations, Community impact training materials, Job description of dedicated staff (e.g., parent liaison, community connector) \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

63. 3.4 Comments

---

---

---

---

---

64. 3.5 Lottery process ARTIFACTS: Defined process in policy \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

65. 3.5 Comments

---

---

---

---

---

66. 3.6 Seek Authorizer's informal approval of each aspect of the renewal application adjustments during stages of application development \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

67. 3.6 Comments

---

---

---

---

---

### Domain 4. Facilities

68. 4.1 Identification of facility site ARTIFACTS: Facility needs assessment, Lease agreements, Real estate market analysis, Certification of occupancy approval \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

69. 4.1 Comments

---

---

---

---

---

70. 4.2 Facility costs ARTIFACTS: Description of proposed facility including improvements, maintenance, and upkeep costs \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed



71. 4.2 Comments

---

---

---

---

---

72. 4.3 Facility one-time and sustained financing ARTIFACTS: BEST grant, capital construction funds, bonding, facility finance plan \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

73. 4.3 Comments

---

---

---

---

---

74. 4.4 Facility long range projection ARTIFACTS: Five-year facility projection based on student growth projections and authorized charter \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

75. 4.4 Comments

---

---

---

---

---

76. 4.5 Succession plans of facility or multi-use options for building management ARTIFACTS: Backup facility plan if needed \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

77. 4.5 Comments

---

---

---

---

---

Domain 5. Personnel/Staffing

78. 5.1 Recruitment of key personnel ARTIFACTS: Organizational Chart, Role Descriptions \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

79. 5.1 Comments

---

---

---

---

---

80. 5.2 Teacher and staff recruitment ARTIFACTS: Recruitment plan, New leader/teacher hiring or transfer process i.e. (GYO-Growing Your Own) \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

81. 5.2 Comments

---

---

---

---

---

82. 5.3 Teacher / Non-instructional evaluation rubrics ARTIFACTS: Draft plan of support for staff development, Identified instruments or plan to identify or create one \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

83. 5.3 Comments

---

---

---

---

---

84. 5.4 Strategic compensation system ARTIFACTS: Strategic Compensation Plan \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

85. 5.4 Comments

---

---

---

---

---

86. 5.5 Professional development plans ARTIFACTS: Description of two track Professional Development Plan (or plan itself) for existing and new staff in the replication/expansion school \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

87. 5.5 Comments

---

---

---

---

---

88. 5.6 Career ladders ARTIFACTS: Draft Career Ladders \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

89. 5.6 Comments

---

---

---

---

---

90. 5.7 Human resource software ARTIFACTS: Repository. ( i.e. Talent Ed) for system or local LMS Past academic school performance, Past academic school performance \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

91. 5.7 Comments

---

---

---

---

---

92. 5.8 Record keeping and maintaining personnel files ARTIFACTS: Methodology (electronic or files) and identified roles of local vs system files and keepsake \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

93. 5.8 Comments

---

---

---

---

---

94. 5.9 Professional growth plans ARTIFACTS: Onboarding and induction process, Mentoring program, Evaluation traction plans (?), Identified professional learning and providers \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed



95. 5.9 Comments

---

---

---

---

---

Domain 6. Instructional Program

96. 6.1 Mission and Vision ARTIFACTS: Mission statement, Vision statement \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

97. 6.1 Comments

---

---

---

---

---

98. 6.2 Goal and standards alignment ARTIFACTS: Graduation guidelines, CARS, CMAS, UIP \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

99. 6.2 Comments

---

---

---

---

---

100. 6.3 Equity and meeting the needs of all students ARTIFACTS: Realistic plan to identify and meet the learning needs of all students, Alignment with overall curriculum, Second language plan, diversity, Special education, 504, gifted and talented processes in learning \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

101. 6.3 Comments

---

---

---

---

---

102. 6.4 Instructional program design ARTIFACTS: Rationale of any variation in chosen educational program(s) from replicated school \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

103. 6.4 Comments

---

---

---

---

---

104. 6.5 Assessment plan ARTIFACTS: Plans for: Assessment calendar, alignment of assessments to standards, Formative and summative performances, growth and proficient measures and metrics, Disaggregated data by age, race, gender, poverty \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

105. 6.5 Comments

---

---

---

---

---

106. 6.6 Master schedule for all learners ARTIFACTS: Master schedule \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

107. 6.6 Comments

---

---

---

---

---

108. 6.7 Title funding plans ARTIFACTS: Grant framework, budget plan \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

109. 6.7 Comments

---

---

---

---

---

Domain 7. School Culture

110. 7.1 Socio-emotional supports ARTIFACTS: Proposed policy for student supports, Conceptual framework for classroom, Distributive leadership (staff) Social capital action plan (staff) \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

111. 7.1 Comments

---

---

---

---

---

112. 7.2 Cultural relevance ARTIFACTS: Description of community and curriculum alignment, Participatory engagement \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

113. 7.2 Comments

---

---

---

---

---

114. 7.3 School-wide systems ARTIFACTS: School discipline policy, Classroom processes, Relationship strategies, Communications approach (intra-school), team and collective collaborative meeting structure \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

115. 7.3 Comments

---

---

---

---

---

Domain 8. Community Engagement

116. 8.1 Parent leadership councils ARTIFACTS: School Advisory Council (SAC), Plan for parent involvement, Classroom volunteer program, including identified leaders \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

117. 8.1 Comments

---

---

---

---

---

118. 8.2 Outreach to local community of proposed location ARTIFACTS: Minutes and meeting notes from outreach materials \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed



119. 8.2 Comments

---

---

---

---

---

120. 8.3 Gathering letters of support, intent or MOUs ARTIFACTS: Letters of support, letters of intent, MOU partnerships \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

121. 8.3 Comments

---

---

---

---

---

Domain 9. Operations

122. 9.1 Transportation plan ARTIFACTS: Bus Purchasing plan, Outsourcing plan, Geographical area of riders, Bus pick up zones, Policy compliance, Car pick up and drop off processes, Municipal partnerships \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

123. 9.1 Comments

---

---

---

---

---

124. 9.2 Food service plan, ARTIFACTS: Food service plan or outsourcing, Demonstrated compliance with USDA and state rules and regulations \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

125. 9.2 Comments

---

---

---

---

---

126. 9.3 School safety plan ARTIFACTS: School safety plan, School emergency plan, Crisis Intervention Plan, Nursing Plan-Jack’s Law, Fire Inspections, Immunization/vision hearing process, Child Protection Act \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

127. 9.3 Comments

---

---

---

---

---

128. 9.4 Technology plan ARTIFACTS: Personnel, web system, computers, troubleshooting, network administration, copy machines, student information system \*

*Mark only one oval.*

- Undeveloped
- Partially Developed
- Developed
- Well Developed

129. 9.4 Comments

---

---

---

---

---

---

This content is neither created nor endorsed by Google.

Google Forms