

Maryland Charter School Network

In partnership with
FRIENDS OF CHOICE IN URBAN SCHOOLS

PRESENT THE

SCHOOL DESIGN & DEVELOPMENT PROGRAM WORKSHOP CATALOG 2009-2010



The Maryland Charter School Network helps to create and sustain high quality charter schools throughout the state of Maryland. The MCSN Charter School Support and Development Program provides Maryland charter school leaders with the tools and guidance necessary for creating successful charter school applications, opening outstanding schools and strengthening and supporting existing schools. The program is divided into four phases- planning, start-up, implementation, Leadership for Quality Schools and replication.

The MCSN Startup program is divided into two phases: Phase I focuses on supporting founding groups in the development of the charter petition and application process; Phase II provides guidance during the planning year between charter approval and school opening. This catalog states the courses that are available for Phase II of Start Up, and Phase III Implementation and Phase IV Leadership for Quality Schools.

Founded in 1996, FOCUS (Friends of Choice in Urban Schools), promotes public school reform in the District of Columbia through the development of high quality public charter schools. The School Design and Development Program was created in 2003 to support charter school founding groups during the charter application process and subsequent planning year until school opening. The program has since been expanded to include a robust array of courses aimed at both new and existing public charter schools.

Please read below to review the selection of workshops offered by Maryland Charter School network in partnership with FOCUS.

Advocacy & Organizing Strand -

The Advocacy and Organizing Strand is geared toward all members of the charter community: heads of schools, teachers, parents, and interested citizens alike. Originally created for members of *DC-CAN*, the workshop content is relevant and valuable to all public charter school stakeholders. Attendees will learn how to speak with confidence about charter schools, create and defend coherent arguments suitable for public testimony, build a vibrant parent community, and gain other skills to best represent themselves and their organization when in a public forum.

Parent Engagement 101 (September 24)

Charter Schools: Myth & Reality (October 27)

Media Interviews 101 (January 7)

Student Recruitment 101 (January 21)

Public Testimony 101 (February 11)

The Nut & Bolts of Establishing a PTO (May 20)

Curriculum Strand -

The Curriculum Strand concentrates on helping schools build a standards-based curriculum that meets the needs of all their learners. These workshops are geared towards heads of schools, directors of instruction and curriculum, others involved in the planning and implementation of the school's academic program.

English Language Learners: Instruction & Curriculum (September 17)

School Design: How to Include Special Education (October 15)

Data Driven Instruction (December 10)

Standard Selection for Essential Curriculum (March 4)

Essential Curriculum Development (May 11)

Compliance Strand -

The Compliance Strand offers workshops aimed at helping schools abide by local, state and federal laws. Attendees will gain practical skills to make sure their schools meet the terms of applicable regulations.

Special Education: Navigating DC Policy (October 15)

Healthy Kids, Healthy Schools (November 5)

Special Education Compliance (February 18)

English Language Learner Compliance 101 (May 6)

Employment Law Strand -

The Employment Law Strand offers practical and methodical guidance when setting up all processes and procedures related to the staff in your public charter school. Learn how to properly maintain employment records, safeguard against lawsuits, and develop a comprehensive human resources department. Partners at Littler Mendelson, one of the leading Employment Law Firms in the country, lead these highly informative, structured workshops.

ABCs & 123s of Employment Law for Public Charter Schools: An Overview (September 10)

Avoiding the Hiring Pitfalls: Hiring Strategies (October 8)

Wage & Hour Audits: Are you Ready if DOL Comes Knocking? (October 29)

The Americans with Disabilities Act: An Overview (November 12)

Juggling Leaves of Absence: Military, Parental, FMLA, and More! (December 10)

Wage & Hour: Dispelling the Myths (January 14)

School-Family Relations: Defining Family Involvement & Developing Student & Family Policies (February 11)

Effective Employee Relations: Developing an Employee Handbook (March 11)

Take that Handbook off the Shelf: Training is Mandatory (April 8)

Washington Update: Legal Changes that Affect your Operations (April 14)

Fundraising Strand -

The Fundraising Strand focuses on ways that charter schools can raise money. Leaders from successful public charter schools and veteran fundraisers will share best practices and experiences.

Fundraising Basics: Raise Money Without a Fulltime Fundraising Staff (September 15)

Build on What You Have: Raise More Money With Less Effort (October 6)

Fundraising - TBD (January 14)

Fundraising – TBD (March 11)

Performance Management Strand -

The Performance Management strand help schools take advantage of federal e-rate funding and understand their state's high stakes tests, among other things. These workshops are geared towards leaders and board members who need to have a deeper understanding of school accountability.

Making Sense of Making AYP (September 29)

Gearing up for Your State's Annual Test (February 4)

Effective Data Analysis Using Excel (February 25)

E-Rate Funding (March 9)

PowerSchool Strand -

The PowerSchool Strand offers a variety of data-centric workshops covering topics to help customize your PowerSchool student information system. Led by certified PowerSchool

Instructors, workshop attendees will walk away from these hands-on sessions with the ability to navigate through a portion of your data system and effectively analyze student data.

PowerSchool: Customizing your SIS (September 15)

PowerSchool: How to Manage Grading (January 19)

PowerSchool: Tracking Discipline (March 18)

PowerSchool: Creating Dashboards (April 15)

PowerSchool: Use PowerTeacher to Assign Descriptors (May 13)

Professional Learning Communities

FOCUS proudly facilitates Professional Learning Communities (PLCs), an environment of collaborative inquiry and learning focused on data usage. Each PLC will focus on a different topic and participants will meet sporadically through out the year to discuss issues, events, and best practices.

Four Part PLC: Technology Planning.

- September 9
- December 2
- February 17
- April 14

Six Part PLC: Improving Your School Climate Using Data.

- September 22
- October 20
- January 12
- February 23
- April 6
- Another Date TBD

Four Part PLC: PowerSchool for New Users.

- August 27
- October 8
- November 3
- January (TBD)

Four Part PLC: PowerSchool & Excel.

- September 17
- October 22
- January 26
- February 16

Board Governance Retreat – for founding group (4 people per session)

FOCUS offers an intensive, day-long retreat for charter school founding groups on the basics of board governance. Topics include: principles of good Board practice, roles and responsibilities of Board members, communication and crisis management, ethics, and the Board leadership team, et. al. Each founding group will have an opportunity to set goals and objectives, as well as discuss their individual situations.

Date TBD, although it will likely occur on a Saturday.

Date of Workshops

Date	Day	Name
August 27	Thursday	(PLC) PowerSchool & New Users
September 9	Wednesday	(PLC) Technology Planning
September 10	Thursday	ABCs & 123s of Employment Law: An Overview
September 15	Tuesday	PowerSchool: Customizing your SIS
September 15	Tuesday	Fundraising Basics: Raise Money w/o a Fulltime Fundraising Staff
September 17	Thursday	(PLC) PowerSchool & Excel
September 17	Thursday	English Language Learners: Instruction & Curriculum
September 22	Tuesday	(PLC) School Climate
September 24	Thursday	Parent Engagement 101
September 29	Tuesday	Making Sense of Making AYP
October 6	Tuesday	Build on What You Have: Raise More Money with Less Effort
October 8	Thursday	Avoiding the Hiring Pitfalls: Hiring Strategies
October 8	Thursday	(PLC) PowerSchool & New Users
October 15	Thursday	School Design: How to Include Special Education
October 15	Thursday	Special Education: Navigating DC Policy
October 20	Tuesday	(PLC) School Climate
October 22	Thursday	(PLC) PowerSchool & Excel
October 27	Tuesday	Charter Schools: Myth & Reality
October 29	Thursday	Wage & Hour Audits: Are you Prepared if DOL comes knocking?
November 3	Tuesday	(PLC) PowerSchool & New Users
November 5	Thursday	Healthy Kids, Healthy Schools
November 12	Thursday	The Americans with Disabilities Act: An Overview
November 24	Tuesday	DC Government 101
December 2	Wednesday	(PLC) Technology Planning
December 10	Thursday	Juggling Leaves of Absence: Military, Parental, FMLA, and MORE!
December 10	Thursday	Data Driven Instruction
January 7	Thursday	Media Interviews 101
January 12	Tuesday	(PLC) School Climate
January 14	Thursday	Wage & Hour: Dispelling the Myths
January 14	Thursday	Fundraising (TBD)
January 19	Tuesday	PowerSchool: How to Manage Grading
January 21	Thursday	Student Recruitment 101
January 26	Tuesday	(PLC) PowerSchool & Excel
February 4	Thursday	Gearing up for Your State's Annual Test
February 11	Thursday	School-Family Relations: Defining Family Involvement & Developing Student & Family Policies
February 11	Thursday	Public Testimony 101
February 16	Tuesday	(PLC) PowerSchool & Excel
February 17	Wednesday	(PLC) Technology Planning
February 18	Thursday	Special Education Compliance
February 23	Tuesday	(PLC) School Climate
Date	Day	Name
February 25	Thursday	Effective Data Analysis Using Excel
March 4	Thursday	Standard Selection for Essential Curriculum
March 9	Tuesday	E-Rate Funding

March 11	Thursday	Effective Employee Relations: Developing an Employee Handbook
March 11	Thursday	Fundraising (TBD)
March 18	Thursday	PowerSchool: Tracking Discipline
April 6	Tuesday	(PLC) School Climate
April 8	Thursday	Take that Handbook of the Shelf: Training is Mandatory
April 14	Wednesday	Washington Update: Legal Changes that Affect your Operations
April 14	Wednesday	(PLC) Technology Planning
April 15	Thursday	PowerSchool: Creating Dashboards
May 6	Thursday	English Language Learner Compliance 101
May 11	Tuesday	Essential Curriculum Development
May 13	Thursday	PowerSchool: Use PowerTeacher to Assign Descriptors
May 20	Thursday	The Nuts & Bolts of Establishing a PTO