

Course Catalog

OI-100 Essential Competencies in Charter School Operations

Instructor: Holly Amaya

Explore the 10 Essential Competencies that are crucial for success in charter school operations. This session will guide you through the Competency-Based Performance Evaluation Framework, empowering you to assess your own competencies and those of your staff effectively. Gain valuable insights that will help you set targeted goals for continuous improvement and professional development. You'll also receive a variety of templates and resources to seamlessly integrate these competencies into your daily work.

OI-101 Coaching & Conflict Resolution

Instructor: Holly Amaya

Unlock the power of transformational coaching in this webinar designed exclusively for charter school operations professionals. This interactive session will delve into the art of conflict resolution and provide you with essential coaching strategies proven to foster positive change within schools. Join us as we explore various coaching approaches, including confrontational, informative, and prescriptive techniques. You will engage in practical exercises and gain access to a wealth of tools, templates, and resources to enhance your coaching conversations. You'll leave this session with:

- Enhanced confidence in your ability to navigate challenging discussions;
- Practical strategies to implement immediately in your school environment; and
- A toolkit of resources to facilitate impactful coaching interactions.

OI-102 Evaluating Partnerships & Vendors

Instructor: Kelly Gutierrez

In this course, participants will learn how to make impactful, mission-driven, and budget-friendly decisions about potential partnerships and vendor relationships. After completing this course, you'll understand the components required for a successful procurement process and the differences in procurement using Federal and Non-Federal Funds, have the skills to negotiate more effectively with vendors; and be equipped to evaluate and manage contracts with vendors.

OI-103 Balancing Priorities & Compliance in Ops Planning

Instructor: Betsy Lueth

By using resources offered by the Minnesota Department of Education, analyzing charter contracts, relying on our outside financial service providers and reviewing/staying up to date on required policy resources offered through other supporting organizations, charter directors and their operations teams are able to manage the often overwhelming amount of compliance requirements as a public school. Balancing the priorities through shared leadership and using the tools available makes this critical part of charter school leadership more manageable.

OI-104 Dynamic & Strategic Planning

Instructor: Eric Molho

In this session, we will explore how to focus, prioritize and align our guiding documents to create clarity. We will demonstrate how to integrate real world documents like annual reports, strategic plans and required documentation like the Comprehensive Achievement and Civic Readiness plan into a helpful roadmap. In this session we will:

- Review guiding documents that inform strategic planning
- Explore manageable strategies to gain stakeholder feedback and input into our school plans
- Demonstrate how we can integrate existing plans into a manageable system

OI-105 Transforming Data into Meaningful Improvements

Instructor: Betsy Lueth

Public schools regularly gather significant amounts of data on their schools performance whether operational or academic. Using guidance from the books *Leverage Leadership. A Practical Guide to Building Exceptional Schools* by Paul Bambrick-Santoyo and *Street Data. A Next-Generation Model for Equity, Pedagogy, and School Transformation* by Shane Safir and Jamila Dugan, we will explore how to organize, analyze and take thoughtful equity-based action using the existing data in ways which leads to student success and create a culture of continuous improvement.

OI-106 Effective Strategies for Hiring & Retention

Instructor: *Erika Sass*

In this interactive workshop, participants will explore the principles of equitable hiring practices and their impact on creating diverse, inclusive, and effective school environments. Through thoughtful discussions and hands-on activities, learners will gain a deep understanding of why it is critical to match the right individuals with the right positions. Participants will engage in reflective exercises to assess and evaluate their school's current hiring process, identifying potential biases and areas for improvement.

Throughout the workshop, learners will read an insightful article and hear from experts who provide valuable perspectives on equitable recruitment and selection strategies. By the end of the session, participants will have developed practical tools and strategies for fostering a more inclusive and fair hiring process within their educational institutions. Key Takeaways:

- The importance of equitable hiring and its impact on school culture.
- Strategies for evaluating and improving current hiring processes.
Insights from relevant resources on inclusive recruitment practices.
- A reflective action plan to enhance equitable hiring and staff retention in your school community.

OI-107 Recruitment Strategies

Instructor: *Holly Amaya*

This online course focuses on developing effective communication strategies for successful student recruitment in charter schools. Participants will learn how to craft clear, timely, and respectful messages for a variety of distribution methods. Through practical exercises and real-world scenarios, you'll enhance your ability to convey accurate information concisely, build trust, and foster strong relationships that support enrollment growth and retention.

OI-108 Project Management in Charter School Operations

Instructor: *Sara Boedecker-Johnston*

Project management is not for the faint of heart, and the stewarding of complex initiatives often falls to operations leaders. In this session, we'll dive into templates, tools,

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and tips, even giving you the opportunity to jumpstart your own project plan for next school year. We'll also approach this topic from an equity lens, considering how project management can be an opportunity to work collaboratively across lines of difference and welcome all voices to the table. Come ready to share stories, roll up your sleeves, and get planning!

OI-109 Optimizing Ops with Technology & AI

Instructor: Eric Molho

AI tools are everywhere. But how do we get beyond the hype to leverage these tools effectively? In this session, we will explore real world examples of how generative AI tools can help improve operations within schools. We will demonstrate how different charter schools have gained efficiencies using free AI tools, available right now. Additionally, participants will have opportunities to share their own examples and experiences of how they have benefited from AI.

In this session we will:

- Review existing AI tools and the importance of AI policies for schools
- Demonstrate real-world examples of AI benefits for school operations
- Share learning among participants
- Create an action plan for leveraging AI to make operations leaders more efficient with their limited resources

OI-110 Conducting a Comprehensive School Safety Audit

Instructor: Alex Corey

Conducting a Comprehensive School Safety Audit is a practical course crafted for educators, administrators, and operations professionals dedicated to creating safe and secure K–12 school environments. Participants will gain skills to systematically assess physical security measures, evaluate staff emergency preparedness, and conduct thorough post-incident analyses. The course also offers actionable resources and tailored recommendations to address identified vulnerabilities. By the end of this training, you'll be equipped to develop and implement customized safety improvement plans, ensuring a safer learning environment for students and staff alike.

About our Faculty

Holly Amaya



Holly Amaya is the Executive Director of CharterSource. She's a strategic and inclusive leader with 20+ years of experience in the charter sector. Holly brings a variety of perspectives to her role at CharterSource. She is an experienced charter school administrator and licensed school counselor. She has also held roles with authorizers, directed Minnesota's Charter School Program (CSP) grant project, and coordinated member communications with the Minnesota Association of Charter Schools. Holly's areas of interest and expertise include strategic planning, organizational development, and creating systems of accountability. Holly has a Master of Arts degree in Educational Psychology from the University of Minnesota and has since completed numerous postgraduate courses and certificates as a continual learner. Holly enjoys creating stained glass projects, doing yoga, hiking, and being at home in St. Paul with her partner Josh, her two children, one cat, one lizard, seven chickens, and one dog.

Sara Boedecker-Johnston



Sara Boedecker-Johnston is the Organizational Development Director at Mortenson Family Foundation. She began her career in 2004 teaching at an independent elementary school in Chicago. She then transitioned into school leadership, becoming the principal. In 2014, she moved to Minneapolis and joined the network support team at Hiawatha Academies, a K-12 charter school network. Prior to her current role, Sara served as Regional Chief of Staff at Educators for Excellence, a non-profit dedicated to ensuring that teachers have a leading voice in the policies that impact their students and profession. Sara holds a Master of Education and Bachelor of Arts in Psychology and Sociology from Valparaiso University. Her family resides in Minnesota's Iron Range. They share Lillehorn Farm with sheep, pigs, turkeys and chickens. Outside of work, Sara is getting better at canning, rosemary, spinning wool, and slowing down.

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Alex Corey

Alex brings extensive experience in Security and Emergency Management, with 7 years of experience as the School Emergency Management Project Coordinator at St. Paul Public Schools. He is a Minnesota Certified Emergency Manager (MnCEM) and is currently the Library Safety Manager at St. Paul Public Libraries.

Kelly Gutierrez



As founder of St. Croix College Prep, Kelly has built one of Minnesota's best K-12 charter schools. With a degree in accounting from the University of Wisconsin–Madison, she has orchestrated the expansion and development of their current campus in the East Metro. Prior to launching the school, she was an Assistant Controller at Bank One and an auditor for Coopers & Lybrand. She has engaged with our partner schools on strategic budgeting, bond covenant reporting and analysis as well as growth readiness. She enjoys spending time with her three adult children and resides in the East Metro.

Eric Molho



Eric Molho is a distinguished speaker and education consultant, renowned for his dynamic presentations and exceptional ability to engage diverse audiences. With over two decades of experience supporting school improvement, strategic planning, and organizational development, Eric has honed his skills in delivering useful coaching that school leaders can immediately leverage in their work.

Eric is Principal & Consultant at [Bon Partners](#), a Minneapolis based consulting firm, where he helps schools and nonprofits create strategic solutions for lasting impact. Eric has deep knowledge of Minnesota schools and the challenges facing educational leaders. For six years he was director of strategic planning at the Minneapolis Public Schools. He currently serves as an advisor to Novation Education Opportunities (NEO), a Minnesota charter school authorizer. He has previously consulted with the State of Washington Department of Education and the State of Arizona Department of Education. He holds a Master of Business Administration from the University of Michigan and a Bachelor of Arts Degree from St. Olaf College.

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Betsy Lueth



Betsy Lueth is currently the Executive Director at Twin Cities Academy. She has served in that role for the past twelve years. Prior to TCA, Betsy was a fifth grade teacher at Academia Cesar Chavez, the founding director of Yinghua Academy, and served in leadership roles in two other charter schools, Beacon Preparatory Academy and Lakes International Language Academy. She has worked in education for over 20 years as a teacher and administrator, almost entirely in charter schools. Betsy holds a Bachelor's degree in International Relations, an elementary education teaching license and a Master's degree in Educational Leadership. Betsy has also completed the two-year NISL Principal's Academy through the University of Minnesota, and serves on the MACS board of directors. Her commitment to equity in education is her driving passion for school choice and innovation in education.

Erika Sass



Over the last 24 years, Erika has impacted students' lives through teaching and later co-founding and leading Northeast College Prep, a Kindergarten - 8th grade multi-lingual school that is closing the opportunity gap. Erika is a national facilitator for Welcoming Schools and gives training to educators on a variety of social justice topics. As a teacher, Erika won a national teaching award (Teach for America) and was a finalist for a national culturally responsive teaching award (Teaching Tolerance / Learning for Justice).

By using persistence and a "systems brain," Erika thrives when thinking through a variety of complex puzzles including school startup, strategic planning, school operations, school building and tax-exempt bond acquisition, being a landlord at a school, and building a positive school culture through teambuilding, coaching and honoring everyone's strengths. While not supporting schools, Erika loves to travel, learn about and complete home renovations, and walk on stilts. Erika strives in her personal and professional work to make the world a better place.