CharterSource OPS Program

2025 - 2026 Scope & Sequence

AV = Asynchronous Virtual

SV = Synchronous Virtual (Dates/Times TBD)

IP = In-Person (Dates/Times TBD)

Month	Events	Essential Competency	Objectives - Participants will:	Deep Dive Assessments & Activities
October	Kickoff Workshop 10/30, 10 AM-2 PM (**IP**) OI 100 Essential Competencies (**IP**)	ALL - Introduction	- Understand the Essential Competencies and how they are relevant to their daily work - Receive templates and the Competency-Based Performance Evaluation Framework to be used to evaluate themselves or others - Assess their own levels of competency in different operational areas - Develop new connections with their peers in the field	- Initial Essential Competencies Assessment - Competency-Based Performance Evaluation Framework Potential CEUs: 5
November	OI 103 Balancing Priorities & Compliance in Ops Planning (**AV**) 1:1 & Small Group Coaching (**SV**)	Compliance & Regulatory Knowledge	- Be able to determine which federal, state and local laws and regulations apply to Minnesota charter schools - Access resources and tools to help make compliance more efficient and to stay up to date - Learn strategies to prioritize and streamline multiple priorities at once	- Charter Contract Review - Analyzing Statutes - A Year in My Work Life - Pain Points & Priorities Potential CEUs: 10
December	OI 108 Project Management in CS Operations (**AV**) 1:1 & Small Group Coaching (**SV**)	Project Management & Process/System Development	- Receive templates, tools, and tips for project management - Opportunities to learn from their peers and work independently on a plan for an upcoming project or event - Brainstorm ideas for their Capstone Projects	- Project Work Plan - MOCHA Framework Potential CEUs: 10

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January	OI 104 Dynamic & Strategic Planning (**AV**) 1:1 & Small Group Coaching (**SV**)	Strategic Planning & Problem-Solving	• Understand strategic planning and how it supports the school mission • Identify the guiding documents that inform strategic planning • Learn how to gain stakeholder feedback and input into school plans • Develop strategies to integrate existing plans into a manageable system • Receive templates and resources to utilize creating a strategic plan framework	• Guiding Documents & Resource Review • Strategic Plan Analysis Potential CEUs: 10
February	Mid-Year Workshop OI 102 Evaluating Partnerships & Vendors (**IP**) 01 105 Transforming Data into Meaningful Improvements (**AV**) 1:1 & Small Group Coaching (**SV**)	Financial Acumen; Data-Driven Decision Making	• Understand the components required for a successful procurement process • Describe the differences in procurement using Federal and Non-Federal Funds • Negotiate more effectively with vendors • Manage contracts with vendors • Identify operational programs that support the vision and mission of the school • Know how to develop a data-driven culture and develop accurate and relevant data systems for transformational change • Understand how to consider both quantitative and qualitative data in decision making • Determine what data exists or needs to be developed for the use in programmatic decisions for school operations	• Budget & Statement Review • Procurement Policy • Data Inventory • Mid-Year Competency Assessment • Launch Capstone Projects Potential CEUs: 12

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March	OI 106 Effective Strategies for Hiring & Retention (**AV**) 1:1 & Small Group Coaching (**SV**)	Equitable & Culturally Responsive Leadership	- Understand the importance of equitable hiring and its impact on school culture - Develop strategies for evaluating and improving current hiring processes - Gain insights from relevant resources on inclusive recruitment practices - Create a reflective action plan to enhance equitable hiring and staff retention at their school	- Process Checklist - HR Action Plan Potential CEUs: 12
April	OI 101 Coaching & Conflict Resolution (**AV**) 1:1 & Small Group Coaching (**SV**)	Leadership & Management	- Know the conditions and planning required to have an effective coaching and/or conflict resolution conversation - Increase confidence and skills to be applied in challenging conversations - Receive templates and resources to utilize when planning and conducting coaching and challenging conversations	- Situational Self-Reflection - Conversation Planning Tool - Identifying Core Values Potential CEUs: 12
May	OI 109 Optimizing Ops with Technology & AI (**AV**) 1:1 & Small Group Coaching (**SV**)	Technology	- Understand the available AI tools and the importance of AI policies for schools - Know how AI can support school operations - Develop an action plan for leveraging AI to be more efficient with limited resources	- School AI Policy - AI Action Plan Potential CEUs: 12
June	OI 110 Conducting a School Safety Audit (**AV**) 1:1 & Small Group Coaching (**SV**)	Logistics & Safety	- Understand how to evaluate the school from an emergency management perspective - Identify the three areas of safety auditing for your system - Receive tools that you can bring back to your school to conduct your own audits	- School Risk Assessment - Crisis Management Policy - Emergency Operations Plan

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				Potential CEUs: 12
July	Closing Workshop OI 107 Recruitment Strategies (**IP**) Small Group Coaching (**SV**)	Effective Communication	• Learn effective techniques for recruitment & retention • Develop a summer recruitment plan • Build their personal networks and resources with the support of their peers	• Present Capstone Projects • Final Essential Competencies Assessment • OPS Program Portfolio Potential CEUs: 5

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CEU/Hours Breakdown

AV Online Courses: 24

IP Workshops & Training: 12

SV 1:1 Coaching: 6

SV Small Group Coaching: 8

Independent Work & Project Completion: 50

TOTAL CEU/Hours for full program participation & completion: 100

(NOTE: Participants will be expected to track their hours/time and will receive CEUs based on actual participation hours up to a maximum of 100)