



Cohort Partnership Program Application Guidelines

Greater New Orleans and Memphis Cohort 3: June 2016 - March 2017

Please read the Application Guide in its entirety before applying for the 2016-2017 Ops360 Cohort Partnership Program. Guide contents include the following:

1. Ops360 Cohort Partnership Program Frequently Asked Questions (FAQ)
2. 2016-2017 Cohort Calendar for your location
3. Applicant Acknowledgement Form to sign and upload
4. Supervisor's Acknowledgement Form for your supervisor to sign and upload

The online [Cohort Partnership Program Application](#) captures details about your professional background and requires an upload of your resume and signed copies of the two aforementioned acknowledgement forms, one from you and one from your direct supervisor.

Ops360 2016-2017 Cohort Partnership Program Application Process Timeline

The final application period closes June 15, 2016. Applications will be reviewed on a rolling basis. An Ops360 team member will respond to applicants within 3 business days. Please contact Ops360 at team@ops360.org if your school or CMO is interested in making the Cohort Partnership Program available to staff prior to the hiring process.

About Ops360

Ops360 is a 501(c)(3) non-profit organization that trains and develops charter school and charter management organization Operations and Finance leaders to build organizational capacity, increase sustainability, which allows for more time, money, and human capital devoted to academics and school culture.

The Ops360 Cohort Partnership Program is designed to align training with school's operating and reporting deadlines. Cohort participants benefit from hands-on support, extensive training, as well as community building and collaboration opportunities.

The Ops360 Cohort Partnership Program accelerates each leaders' ability to plan, problem solve, execute and self-evaluate. Each cohort member receives skill and talent assessments, management training and personal development. Contact team@ops360.org for more information about the 2016-2017 Cohort Partnership Program.



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FAQ

1. What is Ops360?

Ops360 is a 501c3 non-profit organization that trains, develops, and coaches charter school operations and finance leaders to develop their capacity so that more time, money, and human capital can be devoted to school academics and culture. The Ops360 Cohort Partnership Program is designed to align training with a school's operating cycle so that participants optimize school resources. Cohort Partnership Program participants benefit from hands-on support, extensive training, as well as community building and collaboration opportunities, which connect program participants with people who have held similar positions and can share lessons learned.

2. Who should apply for the Ops360 Cohort Partnership Program?

Ops360 provides several types of training opportunities to charter school operations and finance professionals, however the 2016-2017 Cohort Partnership Program experience is specifically designed for the following individuals:

- employed at a non-profit charter school or network that enrolls a high percentage of students from low-income homes
- works in a position that controls or heavily influences operations and finance policies (i.e. Director of Finance and Operations, Director of Operation, Operations Manager)
- directly supervises or provides coaching to at least one operations or administrative employee
- less than 3 years of experience in an operations role, regardless of the number of years the school or network has existed
- has his/her supervisor's support for regular session participation and confirmation that the school will pay the \$1500 commitment fee on behalf of its participant

If you do not currently fit this profile exactly, we still encourage you to apply and will contact you to discuss training options.

3. Where are the Cohort training sessions held?

Ops360 runs concurrent Cohort Partnership Programs in New Orleans and Memphis. Typically, cohort members live within a 2-hour driving radius of these cities.

4. What topics are covered by the Ops360 Cohort Partnership Program curriculum?

Training topics relate to the major responsibilities of operations and finance leaders: finance, budgeting, internal controls, human resources and performance management, building operations and management, inventory control, technology planning, and mentoring.

5. Is there an additional fee for 1-on-1 coaching while in the Cohort Partnership Program?

No. There is no additional cost for 1-on-1 coaching during the Cohort Partnership Program term. Cohort members can completely customize their one-on-one coaching sessions to ensure they get the specific development they need.

6. How long is the Cohort Partnership Program?

This is a 10-month program, beginning in June 2016 and ending in March 2017. Please carefully review the training calendar for your area to ensure you can fully commit to the program.

7. What can I expect as a member of the 2016-2017 Cohort?

The Ops360 team is available for ongoing support of cohort members between programming events. The 2016-2017 Cohort Partnership Program curriculum includes:

- 1-day orientation introducing leadership design and office hours for one-on-one support
- 4 seminars led by content experts from across the country - previous presenters include:
 - Nolan Highbaugh, General Counsel, KIPP Foundation
 - Lisa Ruda, former Deputy Chancellor for Operations for DC Public Schools
 - Michael Buerger, Founder, Abacus Education Partners
 - Katie Dankleff Pasniewski, Managing Director of Network Schools, Excel Academy and Director of Leadership Development for Building Excellent Schools
- 2 professional learning communities (PLCs) events
- 12 hours of individual one-on-one coaching from senior operations and finance professionals
- Other parts of the Ops360 Cohort Partnership Program:
 - Access to online portal with ability to download and customize content such as operations rubrics and checklists, budget templates, staff handbooks, and policies and procedures
 - Networking opportunities with other professionals in your city
 - Additional networking events will be scheduled based upon cohort suggestions
 - Early access to our virtual learning management system (LMS) for on-demand training

8. How is training delivered?

Programming is a combination of in-person seminars, PLCs, and virtual coaching-see cohort calendar for more detail.

9. What is the cost for the 10-month program?

Ops360 has secured generous support from philanthropists to offset over 95% of the total training costs per person. The commitment fee for each applicant is \$1,500 due by July 12, 2016. This fee is non-refundable after the cohort member begins the program. Ops360 will email an invoice to the school's accounts payable contact.



2016-2017 Cohort Partnership Program Application Guidelines

Session Calendar for New Orleans

Session	Name	Start
Seminar	Orientation (Change Management, Processes to Manage Yourself and Your Team)	Tue, June 7, 2016
Seminar	Open Office Hours (Optional Work Session)	Wed, June 8, 2016
Coaching	Scheduled by Cohort member (1-hour session each week)	July 18 - July 29, 2016
Coaching	Scheduled by Cohort member (1-hour session each week)	August 15 - August 26, 2016
Seminar	Budgeting, Finance, and Internal Controls	Sat, September 10, 2016
Coaching	Scheduled by Cohort member (1-hour session each week)	September 12 - September 23, 2016
Coaching	Scheduled by Cohort member (1-hour session each week)	October 10 - October 21, 2016
PLC	Speaker/Group Consultancy	Wed, October 26, 2016
Seminar	Human Resources, Documenting for Performance Management, and Difficult Conversations	Sat, November 5, 2016
Seminar	Inventory Management and Evaluation of Your Technology Plan	Sat, December 3, 2016
Coaching	Scheduled by Cohort member (1-hour session each week)	Mon, January 9, 2017
Coaching	Scheduled by Cohort member (1-hour session each week)	February 6 - February 17, 2017
PLC	Speaker/Group Consultancy	Wed, March 8, 2017
Seminar	Building Operations (Measure and Manage) and Year End Checklists (Staff Check-out and Summer Building Prep)	Sat, March 18, 2017



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Session Calendar for Memphis

Session	Topics	Date
Seminar	Orientation Change Management, Processes to Manage Yourself and Your Team	Thu, June 9, 2016
Seminar	Open Office Hours (Optional Work Session)	Fri, June 10, 2016
Coaching	Scheduled by Cohort member (Two 1-hour sessions each week)	July 18 - July 29, 2016
Coaching	Scheduled by Cohort member (Two 1-hour sessions each week)	August 15 - August 26, 2016
Coaching	Scheduled by Cohort member (Two 1-hour sessions each week)	September 12 - September 23, 2016
Seminar	Budgeting, Finance, and Internal Controls	Sat, September 17, 2016
Coaching	Scheduled by Cohort member (Two 1-hour sessions each week)	October 10 - October 21, 2016
PLC	Speaker/group consultancy	Wed, October 26, 2016
Seminar	Human Resources, Documenting for Performance Management, and Difficult Conversations	Sat, November 12, 2016
Seminar	Inventory Management and Evaluation of Your Technology Plan	Sat, December 10, 2016
Coaching	Scheduled by Cohort member (Two 1-hour sessions each week)	Mon, January 9, 2017
Coaching	Scheduled by Cohort member (Two 1-hour sessions each week)	February 6 - February 17, 2017
PLC	Speaker/group consultancy	Wed, March 8, 2017
Seminar	Building Climate and Culture and Year End Checklists	Sat, March 18, 2017



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Applicant Acknowledgement Form

I have completed the Ops360 Cohort Application and agree to the following:

1. I will use the information provided to me by Ops360 or other cohort members responsibly and only share data and information received with colleagues at my school when the context is relevant.
2. Any information I share with the cohort will be properly vetted, supported, and based upon my own first-hand knowledge and experience.
3. I will interact with all cohort members and Ops360 staff, partners, and contractors in a professional and respectful manner. I understand that my participation in the cohort will end if I do not act appropriately.
4. I understand that the Ops360 Cohort Partnership Program is for educational purposes only. Ops360 will not and is not responsible for completing and submitting data, reports, compliance information or any other deliverables on behalf of my organization/school or myself.
5. Ops360 will be allowed to use my school's name and/or logo for the purpose of membership and funder development only.
6. Ops360 will never disclose specific data about my school or me as an applicant, but I understand that anonymous aggregated data will be disclosed for the purpose of data analysis and fundraising.
7. I understand that my participation in the cohort is highly subsidized through funding from local and national philanthropists. My school will be invoiced by Ops360, and will pay a \$1,500.00 (fifteen hundred dollars) commitment fee for my participation in this 10-month program - due no later than July 12, 2016.
8. I understand that the Ops360 cohort commitment fee is non-refundable. If I leave the program either voluntarily or involuntarily before the cohort's scheduled end date, I understand that I will forfeit the Ops360 cohort commitment fee.

Signature: _____ Date: _____

Printed Name: _____

Name of your school's Business Manager or Accounts Payable Contact: _____

Email address for Business Manager or Accounts Payable Contact: _____

Please sign, date and upload this page with the online Ops360 2016-2017 Cohort Application.



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Supervisor Acknowledgement Form

I fully support the participation of _____ hereafter referred to as "participant" in the Cohort 3: Ops360 2016- 2017 cohort.

I have reviewed the Ops360 2016-2017 Cohort Partnership Program Fact Sheet and the training calendar for our city, and understand and agree to the following:

1. I understand that Ops360's program is for educational purposes only. Ops360 will not and is not responsible for completing and submitting data, reports, compliance information or any other deliverables on behalf of my organization/school.
2. I will allow my school's participant to attend Ops360 programming that may occur during the school day.
3. Ops360 will be allowed to list my school's name and/or logo for the purpose of membership and funder development only on its website or marketing materials.
4. Ops360 can conduct one low-profile school visit to my school scheduled and agreed to by me in writing. Ops360 values my school's mission and work and will be respectful of its work and maintain confidentiality at all times.
5. Ops360 will never disclose specific data about my school, but I understand that anonymous aggregated data will be disclosed for the purpose of data analysis and fundraising.
6. I understand that participation in the cohort is highly subsidized through funding from local and national philanthropists. My school will pay a \$1,500.00 (fifteen hundred dollars) commitment fee for participation in this 10-month program as invoiced by Ops360 and due no later than July 12, 2016.
7. If my school's participant leaves the program either voluntarily or involuntarily before the cohort's scheduled end date, I understand that my school will not receive a refund in part or total of the commitment fee: \$1,500.00 (fifteen hundred dollars).
8. I can request direct feedback from Ops360 about my participant's training progress and will collaborate with Ops360 to develop specific training goals for my participant. I will respond to periodic feedback requests about my participant's development and involvement with Ops360.

School Name: _____

Supervisor's Signature: _____

Date: _____

Printed Name: _____

Title: _____

Upload a signed copy of this page with the Ops360 2016-2017 Cohort Application.