



2022 CSP Project Directors' Convening

Expanding Opportunity Through Quality
Charter School Programs (CSP)–National
Dissemination Grants

U.S. Department of Education, Office of Elementary & Secondary
Education, Charter School Programs

PARTICIPANT GUIDE

NOVEMBER 16, 2022 | HYATT REGENCY CRYSTAL CITY

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Logistics

Wi-Fi Information

Username: Hyatt_Meeting
Password: welcomecsp

Dining

All meals for this event are “on your own.” For your convenience, we have shared a handful of restaurants that are within walking distance of the hotel.

- **Cinnabar** – Located within the Hyatt Regency, offers breakfast and lunch
- **Lobbibar** – Located within the Hyatt Regency, offers dinner only
- **Bozzelli’s Italian Deli** - www.bozzellideli.com/
- **Kohinoor Dhaba Indian Cuisine** - www.kohinoordhaba.com
- **Mezeh Mediterranean Grill** - <https://mezeh.com>
- **The Portofino Restaurant** – Dinner Only - <https://theportofinorestaurant.com>
- **Los Tios Tex-Mex** - <https://lostiosgrill.com/arlington/>
- **McNamara’s Pub & Restaurant** - www.mcnamaraspub.com
- **Bob & Edith’s Diner** - <https://www.bobandedithsdiner.com/>

There are also a number of fast-food restaurants within walking distance of the hotel, including McDonald’s and Subway. Additional dining options in the area can be found at <https://nationallanding.org/city-life/eat-and-shop/dining>



Agenda

Wednesday, November 16, 2022

9:00-9:15 a.m. CSP Welcome

Hear from CSP Program Director Anna Hinton, Ph.D., as she welcomes you and discuss meeting goals and expectations.

Speaker: Anna Hinton, Ph.D., CSP Director

9:15-10:30 a.m. Grantee Overviews

Each grantee will present a high-level overview of their grant projects, including their objectives, projected deliverables, and projected outcomes using the template provided.

Facilitator: Robin Chait, National Charter School Resource Center

10:30-10:45 a.m. Break

10:45-12:00 p.m. Grants Management for National Dissemination Grants—Part 1

During this session, grantees will explore grants management topics that pertain to National Dissemination grants, including logic models, performance measures, and management plans. CSP will also share overall expectations for National Dissemination grantees.

Speakers: Karen Dorsey Hargrove, Supervisor; Yianni Alepohoritis, Program Officer; Nicoisa Jones, Program Officer; Lauren Golubski, Program Officer

12:00-1:15 p.m. Lunch (On Your Own)

1:15-2:30 p.m. Grants Management for National Dissemination Grants—Part 2

During this session, grantees will explore grants management topics that pertain to National Dissemination grants, including logic models, performance measures, and management plans. CSP will also share overall expectations for National Dissemination grantees.

Speakers: Karen Dorsey Hargrove, Supervisor; Yianni Alepohoritis, Program Officer; Nicoisa Jones, Program Officer; Lauren Golubski, Program Officer



2:30-3:00 p.m. Break

3:00-3:15 p.m. Remarks from the Biden Administration

Attendees will hear from James F. Lane, Ed. D. Senior Advisor, Office of the Secretary in the Office of Elementary and Secondary Education, who will provide updates from the Department.

Speaker: James F. Lane, Ed. D. Senior Advisor, Office of the Secretary, Delegated the Authority to Perform the Functions and Duties of the Assistant Secretary

3:20-4:40 p.m. Understanding Opening Licensing and Exploring Collaboration & Dissemination

Grantees will engage in a facilitated discussion to explore potential area for collaboration and explore best practices for disseminating their projects to the field. The National Charter School Resource Center will also share how it can support grantees in disseminating their work and open licensing requirements will be introduced.

*Speakers: Jessica Ch'ng, Office of Educational Technology, U.S. Department of Education
Alison Zgainer, Project Director; Courtney Leigh Beisel, Deputy Director, NCSRC*

4:40-4:45 p.m. Reflections and Closing Remarks

Attendees will engage in final reflections to cap off their day.

Speaker: Karen Dorsey Hargrove, Supervisor



Meeting Norms

As we embark upon the next few days together, we'd like for all grantees to strive for the following meeting norms and expectations.

- 1.) **Be present.** We know asking you to disconnect completely to be present during this meeting is asking a lot. But please try to be present and mindful as much as you can.
- 2.) **Limit technology.** We aren't asking you to put technology away completely, but please try to be mindful of your use of technology. Step away from the meeting to take phone calls and turn your notifications to silent to not distract your fellow attendees.
- 3.) **Challenge yourself.** If you aren't uncomfortable, you're not growing. We encourage you to step out of your comfort zone to consider new possibilities. Embrace vulnerability.
- 4.) **Open yourself to new practices and ideas.** The event offers a tremendous opportunity to learn and explore different ways of accomplishing your goals. Open yourself up to new methods and ways of effectively managing your grant and learn from your peers.
- 5.) **Network.** Make connections within your own grantee group. Challenge yourself to exchange contact information with at least five people you don't know. Schedule meetings to dig deeper into relationships and how you can support each other after the meeting concludes.
- 6.) **Reflect.** Take this time away from the office to reflect upon your work. What can you be doing differently? What are you doing well? What do you need to stop doing? How can you better leverage your resources?



Workbook Pages

Welcome Remarks from the Charter School Programs

Your Goals for the 2022 CSP Project Directors' Convening

What do you want to get out of this year's Project Directors' Convening? How can you be purposeful with your time and intentional with your activities? Spend a few moments to reflect upon what you want to accomplish throughout the meeting.

What are your top three goals to accomplish during the Project Directors' Convening?

- 1.) _____

- 2.) _____

- 3.) _____

Who are three people you would like to meet with during the meeting?

- 1.) _____

- 2.) _____

- 3.) _____

What three things are you going to do to ensure you accomplish these goals?

- 1.) _____

- 2.) _____

- 3.) _____



TO DOODLE:
(the real definition)

{
to make
spontaneous marks
to help yourself think



Remarks from the Biden Administration

James F. Lane, Ed. D. Senior Advisor, Office of the Secretary, Delegated the Authority to Perform the Functions and Duties of the Assistant Secretary, Office of Elementary and Secondary Education

Dr. James Lane most recently served as Virginia's 25th Superintendent of Public Instruction, a position appointed by the Governor of Virginia. Prior to this appointment, Dr. Lane was a division superintendent in three school divisions in Virginia (Chesterfield, Goochland, and Middlesex Counties).

Throughout his career, he has served as an Assistant Superintendent, Principal, and Assistant Principal after beginning his career as a Teacher/Band Director.

He is a graduate of the University of North Carolina at Chapel Hill, North Carolina State University, and the University of Virginia.

NOTES:

My biggest takeaway from this session is:



Exploring Collaboration and Dissemination

NOTES:

What best practices are you hoping to identify through your grant work?

Audience Planning

| Audience | What action do you want them to take? | What messages will you use to get them to take the desired action? | What channels will you leverage to help foster the action? |
|----------|---------------------------------------|--|--|
| | | | |
| | | | |
| | | | |



Heard a great dissemination idea? Share it here!

Which grants are in my absolute priority group?

Where does our work overlap or conflict?

Ways that we can collaborate are:

Groups my peers plan to collaborate with are:



Q&A, Closing Remarks, and Reflections

Takeaways

What are your three big takeaways from today's sessions?

- 1.) _____

- 2.) _____

- 3.) _____

Action Steps

Write down three immediate action steps you are going to take as a result of the content shared today.

| Action Step | What do you need to complete this step? | Deadline to complete |
|-------------|---|----------------------|
| | | |
| | | |
| | | |



Heard a great idea today? Write it down here!



CSP Word Search

X P F H N R K Y E R S R I Q E M T N L E
 Q C R H I Z E T N T V N H R V R C O W L
 I C G O B G A P A R E Z U W O R H I M Y
 V Q M D G V H T O L P S M P Y E A S E S
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 S D N A N D I M M A E V U N Z I E P S T
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|--------------------|--------------------|--------------|-----------------|
| ALLOWABLE USE | APPLICATION | BUDGET | CHARTER SCHOOL |
| CREDIT ENHANCEMENT | CSP | DEVELOPER | DISSEMINATION |
| EVIDENCE BASED | EXPANSION | FACILITIES | GRANTEE |
| HIGH QUALITY | INELIGIBLE USE | INNOVATE | INSPIRE |
| NCSRC | PERFORMANCE REPORT | PREAWARD | PROGRAM OFFICER |
| REPLICATION | SMART MEASURE | STATE ENTITY | |



CSP Contact Information

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Office of Elementary and Secondary Education
Charter School Programs

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My CSP PD Convening Connections

Name: _____

Organization: _____

Email: _____

Phone: _____

Notes: _____

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