



CMSD INVESTMENT COMMITMENT LETTER: Phase 1 Investment Schools

All staff in Phase 1 Investment Schools must review and sign this agreement to re-commit to their current schools OR to voluntarily transfer into other Investment Schools, thus demonstrating their dedication to the school transformation process.

1. Introduction and Commitment

I, _____ (name), am voluntarily electing to work at **John Adams Investment School**. By signing this Investment Commitment Letter, I indicate that I understand and agree to the vision of the Investment Schools Network and the following terms and conditions of my assignment at an Investment School. I understand that this is a mutual commitment between the district and myself on behalf of the students of CMSD.

Commitment Statement:

The students of **John Adams Investment School** deserve a high-quality education which will prepare each and every one for success in college, careers and successful competition in the global economy. This represents challenging yet morally necessary work that will require the collective efforts and commitment of faculty, staff, families, and community members at both the school and district levels.

As a faculty member at **John Adams Investment School** I understand the tremendous responsibility that we have to dramatically accelerate and improve student achievement in our school. I understand that we cannot employ the same practices that we have employed in the past and expect radically different results for our students in the future. I am driven by the conviction that all students can and will succeed and that we must act with the best interests of our students in mind.

Investment Schools Network Overview:

In accordance with the Cleveland Plan and Ohio state legislation, CMSD has created the Investment Schools as a protected network within the district where struggling schools can pursue new and creative strategies to bring about rapid and significant improvement. **John Adams Investment School** has been identified as one of the district's first Investment Schools and will receive increased resources, including staffing and operational flexibilities, in order to adopt innovative reform strategies.

I understand that the school's principal and leadership team will receive increased flexibility and decision-making authority in exchange for heightened accountability. I also understand that the faculty and staff will be required to perform and work in accordance with the terms of any federal/state school reform plan/s and this agreement. I understand and agree with the following principles, which are foundational to success of the CMSD Investment Schools:

- All students enrolled in Cleveland Metropolitan School District schools deserve equal access to a high-quality education.
- Community collaboration, communications, and partner engagement are fundamental to achieving and sustaining excellence.
- A high-performing school is based on shared accountability and placing the interests of students above all others.
- Strong leadership, quality instruction, effective support structures, and efficient operations directly impact student performance.

I understand that by serving in an Investment School, I will be a leader for reform and innovation district-wide. I will measure my success not only by the success of my students, but also by the extent to which promising practices from our school compel lasting and district-wide change and improvement. **By signing this Letter, I acknowledge my willingness to join a staff that commits to positive change on behalf of students, as described in the sections below.**



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While this Letter attempts to capture some of the concrete behaviors required of a collaborative, focused team determined to improve a school, what is most needed is everyone's willingness to work with a spirit of goodwill, commitment and relentless focus on agreed-upon goals.

What is most needed cannot be precisely put into words, because what is most needed is the tenacity and perseverance to collaboratively figure out and implement what is needed to build upon the work that has already taken place, so that the performance of **John Adams Investment School's** students exceeds state, district and community expectations. What is needed is the belief that this is possible – and the willingness to help make this happen.

2. Professional Learning Community

I understand that the vision for faculty at **John Adams Investment School** is to build and sustain a Professional Learning Community that will improve the quality of all teaching and learning at the school; increase collaboration, transparency, and shared accountability amongst Staff; and contribute to a school-wide culture of excellence and high expectations for all students and all adults.

I commit to positive and active engagement in all aspects of the Professional Learning Community at **John Adams Investment School**, including: professional development workshops and/or conferences; in-classroom coaching; development of and commitment to professional growth plans; common planning across grade levels and/or subject areas; and frequent collegial collaborations and/or observations.

John Adams Investment School will partner with Cambium Education ("Cambium") for the 2013-2014 school year. Cambium will provide academic, managerial, and operational expertise in support of and in collaboration with the school administrators, faculty, students, parents, and the community. The purpose of the partnership is to collaboratively create, and empower faculty and staff to use, systems and protocols that will drive continual improvement in student learning (as measured by high-stakes exams and graduation rates) and student attendance.

Cambium and CMSD are deeply appreciative of all educators and staff who wish to contribute to the success of **John Adams Investment School**. Please know that the following will be required of **John Adams Investment School's** faculty, staff and administrators during the 2013-2014 school year:

- Participation in two to three days of professional development immediately prior to the start of school (scheduled professional development days are included in this count);
 - Participation in one 30-minute staff meeting or professional development per week to be scheduled during the end-of-day 40-minute block (again, exact requirements may vary by content area but will not exceed this amount);
 - Demonstrated understanding of school goals and your role in helping the school achieve these goals;
 - Read communication from administrators on the day it is sent;
 - Read and update the school-wide calendar on a daily basis;
 - Ask for and give help as needed to help accelerate the rate of student achievement;
 - Learn and lead as needed to help accelerate the rate of student achievement;
 - Work cooperatively with administrators, teacher leaders and the lead partner;
 - Recognize that school personnel and teacher leaders will be assuming responsibility for tasks completed by the lead partner as new structures and protocols are established;
 - Serve as a team member and contribute to the school's overall problem solving and improvement efforts.
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Flexible Scheduling and Extended Learning Time

I will be flexible as the school seeks to expand learning time for students and also seeks to maximize efficiency of all instructional minutes with students. I understand that flexible scheduling may require longer or different length class periods, staggered schedules, before-/after-school programming, and/or differentiated use of time for professional development and common planning.

Please know that the following will be required of **John Adams Investment School's** classroom staff during the 2013-2014 school year:

- Participation in an additional hour of bi-weekly after school content or grade level planning throughout the school year (exact requirements may vary by content area but will not exceed this amount)

3. Teaching Assignments/Class Composition

I agree to accept teaching assignments based on student need and program requirements and understand that teacher preference may only be considered when not in conflict with student need and program requirements. I understand that CMSD is working to ensure that I am teaching alongside the most effective teachers in the district by employing a rigorous selective staffing process, which may include any or all of the following: data reviews, sample lesson presentations, panel interviews, and consultations with professional references.

4. Responsibilities and Expectations

Curriculum, Instruction, and Assessment:

Teachers and classroom staff are expected to...

- Hold high expectations for every student's daily academic performance
- Fully implement CMSD's and the Investment Action Network's guaranteed and viable curriculum
- Establish learning targets or benchmarks, collect and analyze student data, and use data to drive instruction, including use of formative assessment data to measure students' comprehension and content mastery over time
- Differentiate instruction to address students' varying learning styles and needs
- Commit to ongoing personal development of instructional capacity, especially in regards to delivering content in engaging, relevant, and culturally competent ways
- Reinforce interdisciplinary skills across all content areas (including literacy and numeracy)
- Actively and positively engage in and contribute to team meetings, professional development, common planning time, and the entire professional learning community by frequently sharing best practices and strategies

Please know that the following will be required of **John Adams Investment School's** classroom staff during the 2013-2014 school year:

- Demonstrated understanding of assigned students' academic performance and progress toward graduation;
 - A course syllabus must be posted and sent home the first day of each semester which includes specific learning outcomes required for success in the class;
 - Lesson plans must be posted and submitted by the first day of each school week;
 - Lesson plans must clearly address the needs and IEPs of special education students;
 - Students must be provided feedback and/or grades on all assignments within five school days;
 - Graded student work that has been completed within the last month must be posted;
 - A minimum of one grade must be posted weekly for each student in each course;
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Student Supports:

ALL STAFF are expected to...

- Build and sustain a positive school and classroom community and develop strong student-adult relationships such as: using positive reinforcement techniques; holding positive assumptions of students; creating inviting classroom and shared space environments; utilizing calm and clear voice tones in all interactions with students; and maintaining high expectations for individual and collective student behavior consistent with school rules
- Employ behavior management systems that include positive incentives for individual and class cooperation as well as logical consequences for poor behavior choices, and strive to minimize usage of removal from classroom instruction as a management strategy
- Use team meetings to identify off-track students and develop effective strategies to meet those students' needs
- Collaborate actively with partner organizations that provide wraparound and student support services

Please know that the following will be required of **John Adams Investment School's** faculty, staff and administrators during the 2013-2014 school year:

- Consistent implementation of established discipline management procedures including parent contact, fulfilling assigned duty posts, and proactive monitoring of students during passing periods;
- Accurate documentation of student attendance and tardies;
- Mentor from 5 to 15 students according to established criteria and through the use of an advisory period/curriculum;

Family and Community Engagement:

ALL STAFF are expected to...

- Create and participate in opportunities for meaningful and ongoing parent, family, and community involvement to engage family members as active partners in their child's education and in the school community
- Participate in school-wide events and celebrations
- Model good citizenship for students through involvement in the community

Please know that the following will be required of **John Adams Investment School's** faculty, staff and administrators during the 2013-2014 school year:

- Respond to all parent communication within 24 hours;
- Both students and parents must be personally notified at the time a student becomes at risk for failing a course;
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Classroom staff in Investment Schools are expected to participate actively in parent/family conferences and build strong relationships with parents/family members; maintain ongoing and regular home-school communications, including home visits; and use an active and detailed communications log to track dialogues.

Classroom staff in Investment Schools will work in close connection with community partners, and may be required to do some or all of the following: provide online grading for students, share e-mail address with parents, and attend community functions that promote student achievement. These are not options, but activities that will require active participation as part of the Investment Schools' overall goal to increase school/community collaboration in partnership.



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5. Authentication/Authorization:

By signing this document, I acknowledge that I have read all of the provisions of this Investment Commitment Letter and that I agree to the terms and conditions outlined herein throughout my assignment at **John Adams Investment School** during school year 2013-14. **I am committed to serving this assignment in good faith and not seeking out/accepting other CMSD assignments. I am committed to meeting all obligations under this agreement, and understand that I may be re-assigned from my position at John Adams Investment School if I fail to do so.**

CMSD guarantees that all staff who have met their commitments to Investment Schools will be protected from involuntary/necessary transfer for up to three years.

To be completed by the faculty/staff member:

Faculty/Staff signature: _____

Faculty/Staff name (print): _____

Date: _____

By signing this document, I acknowledge that I have read all of the provisions of this Investment Commitment Letter and that I commit to honoring the terms and conditions outlined herein at **John Adams Investment School** throughout school year 2013-14.

To be completed by the school principal or his/her representative:

Principal signature: _____

Principal name (print): _____

Date: _____
