Idaho Building Capacity Project Performance Agreement

The purpose of this agreement is to outline the reciprocal expectations among the District Leadership, Site Leadership, and Capacity Builder (CB), as sponsored and supported by the Idaho State Department of Education through the Idaho Building Capacity Project (IBC) necessary for all parties to achieve results.

Leadership Teams
The CB actively engages a District Leadership Team and School Leadership Team that meets at least twice per month to focus on the work of improvement.

Access to Data
The administration will provide the CB access to information vital for working with the site, including access to assessment data and the SWIP application.

Schedule
The site leader and CB will collaboratively decide upon a monthly schedule. The CB and site leader will commit to this schedule and will communicate unavoidable changes as soon as possible. This schedule will include:

- Weekly site visits that provide protected time and maximum opportunity to discuss current status of the schoolwide improvement plan (SWIP), goals, implementation, and next steps.
- Statewide Technical Assistance Team (STAT) collaborations (kickoff, check-ins, convenings, and SWIP final review).

Coaching, Technical Assistance, Professional Development, and Resources
Through coaching conversations the CB will focus on developing a professional relationship with the site leader, Leadership Team, and staff that provides opportunity for growth, successful implementation of the planned goals, and a deeper understanding and application of improvement processes and systems. The CB will provide support to create sustainable, collaborative systems that promote student achievement in these Five Foundational Focuses:

- Leadership
- Safe & Supportive Learning Environment
- Curriculum, Instruction, & Assessment
- Focused Professional Development
- Family & Community Engagement

Schoolwide Improvement Plans (SWIP)
Schoolwide Improvement Plans will be created collaboratively between site leaders, the leadership team, and CBs during site visits. SWIP components include:

- Leadership Team
- Comprehensive Needs Assessment
- SMART goals aligned to student achievement
- Evidence based interventions
- Budget (if applicable)
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Date: ________________________________

Attendees/Titles:

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Capacity Builder Name          Capacity Builder Signature

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Principal Name                 Principal Signature

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Superintendent Name            Superintendent Signature