

**Memorandum of Understanding
Between
Youth Connection Charter School And (University and/or Other Partners)
For
Improvement of Instruction/Instructional Leadership**

Overview: Founded in 1997, Youth Connection Charter School (YCCS) is the nation's largest charter high school and the only one in Illinois that targets dropouts, at risk, and off-track youth and young adults with the intention of closing the gap between credit and skills acquisition and moving 17-21 year olds past achieving a meaningful high school diploma to post-secondary success and lifestyle change. YCCS will serve 3500 students in 22 small school campuses throughout Chicago in the 2009-2010 school year.

Project description: YCCS is seeking university or other partners to assist YCCS in improving instruction and/or instructional leadership in some or all of its 22 campuses across the City. Contracts will be awarded to one or more such partners to provide content area coaches and/or leadership coaches who will focus on the following objectives:

- 1) Improve classroom instruction in the four core content areas of English, math, social studies and science with an emphasis on literacy and numeracy across the curriculum.
- 2) Move the YCCS agenda of standards-based instruction to total implementation by June, 2011 as a means of closing the gap between credit and skills relative to levels of student academic performance and graduation.
- 3) Improve the instructional skill sets of core content teachers across YCCS small school campuses.
- 4) To improve the skills of YCCS principals
- 5) To improve the performance of low-performing campuses relative to YCCS standards by 2010.

Definitions:

- **Content Area Coaches** - Content area coaches will work with YCCS teachers in their content areas relative to YCCS's progression to standards-based instruction, standards-based student progress reporting, and standards-based exit.
- **Instructional Leadership (Principal) Coaches** – Leadership coaches will work with a set of campus leaders that have been identified by a rigorous YCCS evaluation process driven by YCCS-branded Quality School Measures on the basis of sustained low performance that has placed their campuses on a warning list as a step toward eventual loss of their YCCS contract and position in the YCCS charter.

Primary (Direct) Partners:

Youth Connection Charter School
10 West 35th Street
Suite 11F4-2
Chicago, IL 60616-3717
Sheila Venson, Executive Director
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(University or other partner TBD)

**Improvement of Instruction/Instructional Leadership MOU
Alignment of Responsibilities, Scope of Work, Deliverables**

YCCS	(University or Other Partner(s) and “coaches” TBD)
<ul style="list-style-type: none"> • Identifies partners through a clear, competitive, high-quality RFP process which will begin a uniform public informational meeting (bidders’ conference) at which YCCS staff will thoroughly explain the project and the RFP and will make clarifications through a question/answer session • Maintains confidentiality of all information shared through the RFP and rating process. • Determines the start and end dates of the content coaching project • Identifies the major deliverables and benchmarks of the project through analysis of campus data, the SIP, and the campus’ RFQ (Program design). • Provide job descriptions for coaches • Trains coaches on YCCS-branded educational components and relevant campus data that are vital to the successful and high-quality delivery of services ; develop/supply in-service materials • Applies a clear and fair process for identifying the campuses, teachers, and instructional leaders. • Assigns trained coaches to identified campuses and instructors • Participate in monthly meetings • Make intermittent “progress checks”; shares feedback with provider and campus. • Evaluate the coaches and campus status quarterly shares feedback with provider and campus. • Provides reimbursement for services in a timely manner. • Provides options to renew where applicable. • Provides an exit evaluation to the provider. 	<ul style="list-style-type: none"> • Submits a complete, high-quality, competitive application (RFP) to YCCS • Honors all YCCS intellectual property. • Participates in the required trainings and meeting scheduled by YCCS • Identifies high-quality coaches, subject to YCCS review and intake processing • Demonstrates the ability to know, understand, and apply YCCS strategies and applications to improve the quality of teaching and learning and instructional leadership as identified in the assigned campuses. • Complies with CPS background, security and health status requirements that apply to those who work directly with students in the classroom • Delivers services at the campus-level (defined by the deliverables agreed upon with YCCS and the participating campus) to coach and model best practices in content areas, including literacy and numeracy that is consistent with YCCS branding, expectations, and high standards. across categories of content. • Maintains and respects confidentiality regarding the students, the campus, and the charter • Works within the framework of YCCS baseline, quarterly, and exit accountability measures and analysis of improvement of performance at the identified campuses • Meet all timelines established/negotiated with YCCS.

This Memorandum of Understanding is effective as of the date of the signatures below:

Youth Connection Charter School Representative:

By: _____ Title: _____ Date: _____

(University or Other Partner) Representative:

By: _____ Title: _____ Date: _____