

CSSI Team Participation Agreement  
2022-23 School Year

Please initial each section and then sign and date at the bottom.  
Scanned copies may be emailed to [simmons\\_g@cde.state.co.us](mailto:simmons_g@cde.state.co.us)

Team Member Name (Please Print) \_\_\_\_\_

\_\_\_\_\_ As a member of the CSSI team I understand that my role is to:

- Compare a school's current implementation to the standards and criteria in the Colorado Department of Education School Quality Rubric
- Describe what I see and hear that aligns, exceeds or falls short of specific criteria
- Work with my team to identify themes across standards and prioritize areas for immediate, near-term and long-term focus

\_\_\_\_\_ As a member of the CSSI team, I have the following responsibilities before, during and after the three-day review process.

- Review any documents or materials sent to me in advance by the team leader
- Arrive on time, and participate fully in the review during the three days
- Provide my own transportation, food and lodging (if applicable)
- Use the tools created by the CSSI team to ensure thorough and well-organized data collection
- Invoice the school independently for my work within 10 business days of the visit
- Report to my team leader when I have invoiced and when I have been paid
- If asked by the team leader, review the final reports and get back to the team leader with any feedback on the content of the report within 10 business days of receiving the draft
- If leading the team, or writing the board report, to have a draft of the report to members of the team and/or the SOC office for review no later than 5 business days after the review, then get final report to the SOC office no more than 5 business days after receiving feedback
- If leading the team, work with the school leader to get on the board's agenda soon after the report is final
- Participate in one 3-hour training with the full team during the 2020-21 school year

\_\_\_\_\_ To ensure the integrity and quality of the process – and to represent the Schools of Choice Office with the highest degree of professionalism I will...

- Be honest with my team about where I feel comfortable or uncomfortable in terms of my expertise as it relates to specific areas that I may be asked to work on during the visit
- Speak with respect, interest and without judgment to all stakeholders at the school
- Ask questions of my colleagues to help me understand how this school, with its mission, vision and design aspires to demonstrate each of the school quality standards
- Always keep in mind that our goal is to help and support the school by providing objective feedback about universal criteria for quality schools, rather than criticize or judge

\_\_\_\_\_ To ensure that my participation in the review does not have or does not create conflicts of interest I will...

- Identify any prior or existing working relationships I have with schools or, individuals currently employed by the schools, to which I am assigned, so that the team leaders may evaluate my placement on that review
- Refrain from recommending any, product, program, consultant or service provider to the school in conversation or the written report
- Refrain from providing any work for compensation to the school for the next two years

\_\_\_\_\_ I understand that compensation for each review is as follows...

- Team Member \$2200 (\$2000)
- Board Report Writer \$2530 (\$2300)
- Team Lead \$4290 (\$3900)

\*NOTE: These updates to compensation are new in the 2022-23 and subject to adjustability of the existing school budget.

Signed \_\_\_\_\_ Date \_\_\_\_\_