

October 2016

Dear Colleague:

As we enter into the final year of the College Spark grant, we recognize and are thrilled with the tremendous progress each cohort has achieved to date. In addition, we see that there is still work to be done in order to execute on the creation of a toolkit to help educators raise student achievement and help students transition from high school to college.

We would like to introduce the role of Cohort Lead to help facilitate the final production of the toolkit item for each cohort. Further, we would like to ask if you would be willing to take on the role of Cohort Lead. In this role, the Cohort Lead will:

- Spend approximately two extra hours with project leads to discuss roles, responsibilities, and technology
- Take responsibility for finalizing and submitting final project for their cohorts, which includes:
 - Working with the cohort to finalize the cohort's toolkit item prior to the May 2017 meeting
 - Ensuring necessary meetings in the cohort occur
 - Outlining and tracking individual cohort team member commitments, expectations, and due dates
 - Sending brief reports to project leads regarding their cohort's progress after each cohort meeting

In recognition of the increase in responsibility, the Cohort Lead will be compensated an extra \$300 for their leadership role.

We greatly value your role in this project and can't wait to see your cohort's final toolkit item.

Kind regards.

Dr. Barbara Alvin
Department Chair, Mathematics, EWU

College Spark Cohort Lead Agreement

October 2016

This letter will serve as an agreement with _____ (name) to serve in the role as **Cohort Lead** for the remainder of the Successful Transitions to College (STC), Collaboration for Alignment to the Common Core State Standards, Professional Network Convening grant. The Cohort Lead will:

- Spend approximately two extra hours with project leads to discuss roles, responsibilities, and technology
- Take responsibility for finalizing and submitting final project for their cohorts, which includes:
 - Working with the cohort to finalize the cohort's toolkit item prior to the May 2017 meeting
 - Ensuring necessary meetings in the cohort occur
 - Outlining and tracking individual cohort team member commitments, expectations, and due dates
 - Sending brief reports to project leads regarding their cohort's progress after each cohort meeting

For the increase in responsibility, the Cohort Lead will be compensated an extra \$300.

_____(print)

_____(print)

_____(signature)

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_____(date)

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