

LETTER OF INTENT REGARDING PILOT EDUCATOR APPRAISAL PROJECT FOR SCHOOL YEAR 2014-2015

April 1, 2014

This Letter of Intent expresses the agreement between [insert name] ISD (“District”) and the Texas Education Agency (“Agency”) regarding pilot implementation of new appraisal systems for teachers and principals (Pilot) during the 2014-2015 school year.

It is the express intent of the District to participate in the Pilot during the 2014-2015 school year agreed by the superintendent, District school board, or other equivalent governing authority. In accordance with Texas Education Code (TEC) §21.352, the board adopted the Pilot appraisal system as the local options appraisal system on [insert date]. The District agrees that all schools in its jurisdiction will participate in the pilot unless the District has negotiated a separate list of participating campuses with the Agency and that list is attached to this letter.

The Parties agree as follows:

Agency Commitments

- 1) The Agency will provide all required training for District leaders, principals, and appraisers between June 1 and October 31, 2014. This will include training materials, trainers, and electronic access to supplemental materials as available. Appraisers who complete the Pilot training, and pass the subsequent certification examination, will be considered certified in accordance with Texas Administrative Code (TAC) §150.1006. The Agency will provide on-going access to appraisal system training and support until July 31, 2015.
- 2) The Agency will provide an electronic dashboard for all district appraisal results.
- 3) The Agency will provide training opportunities in all participating Education Service Center regions.
- 4) Data Collection Requirements—Agency data requests will be in writing as far in advance as reasonably possible. The Agency will protect individual teacher and student identifiable data and teacher confidentiality in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 USC §1232g, the Health Insurance Portability and Accountability Act (HIPAA), 42 USC §1320d et seq., if applicable, TEC §21.355, and any other federal or state statutes or regulations pertaining to educational and/or personnel records. The Agency will only release data in accordance with the applicable laws and regulations. Information relating to employees contained in the data, including, but not limited to individually identifiable teacher performance data, shall be considered confidential personnel information and shall not be released without the specific written consent of the District.

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District Commitments

- 1) Appraisal Requirements—As applicable, participating districts commit that all appraisers will participate in all required trainings including a 2-day face-to-face training and one-day online training for both the teacher and principal evaluation system. Following completion of training and prior to performing appraisals an appraiser must pass the certification exam administered by TEA or its representatives. Districts must provide TEA with an accurate number of principals and teachers that will be appraised during the pilot year at each of their participating campuses.

- 2) Collaborate with local education service center—Participating districts must work with their local education service center (ESC) to coordinate training times and allow access to participating campuses for the purposes of evaluation. Additionally, districts must keep their local ESC updated on any changes in district or campus leadership to ensure trainings can be administered to any new hires.

[Insert Name] ISD

By: _____
Superintendent Name
Address
City, Texas Zip

_____ Date

Texas Education Agency

By: _____
Michele Moore
Associate Commissioner
Educator Leadership and Quality
1701 North Congress Avenue
Austin, TX 78701-1494

_____ Date