

STATE OF TEXAS §

COUNTY OF TRAVIS §

|                  |                                    |                               |                                  |
|------------------|------------------------------------|-------------------------------|----------------------------------|
| Division Number: | 300                                | Program Name:                 | Statewide Educator Appraisal HUB |
| Org. Code:       |                                    | Legal/Funding Authority:      |                                  |
| Speed Chart:     | 6P445                              | TEC §21.3541 Title II A funds |                                  |
| Payee Name:      | Education Service Center Region 13 | Payee ID:                     | 174590220                        |
| ISAS Contract #: | 3435                               | PO #:                         | 34901                            |

Amendment No. 01

**AMENDMENT TO  
STANDARD CONTRACT  
BETWEEN  
TEXAS EDUCATION AGENCY  
AND**

**EDUCATION SERVICE CENTER REGION 13**  
NAME OF CONTRACTOR

It is mutually understood and agreed by and between the undersigned contracting parties of the above numbered contract to amend said Contract effective **May 1, 2016** as follows:

**ARTICLE II. PERIOD OF CONTRACT**

The amendment will go into effect May 1, 2016 to August 31, 2016 as allowed in the Contract term.

**ARTICLE III. PURPOSE OF CONTRACT**

The purpose of this Amendment: Additional \$50,000.00 is needed to build the T-PESS website principal evaluation system. (Task 4 original cost, \$90,000.00 + increase cost by, \$50,000.00=\$140,000.00 or 55.56%

Additional \$30,000.00 for the new position, T-PESS Lead Position (**Attachment A**, job responsibilities) to support initial statewide implementation of the T-PESS principal evaluation system; (Task 9 original cost, \$70,000.00 + increase cost by, \$30,000.00=\$100,000.00 or 43% increase).

Additional \$45,500 for Training of Professional Service Providers (PSP) (**Attachment B**), that work with the Texas Center for District and School Support. PSP will be given training on the T-TESS new teacher appraisal system. (Original cost Task 1, \$30,000.00 + increase by \$45,500.00=\$75,500 or 152% increase).

A total of four positions, two Developers and two Customer Service positions, will be reduced to one Customer Service and one Developer contractor positions, decreasing costs by \$50,000.00 for Task 8, (\$290,800.00 - \$240,800=\$50,000.00 or 17.19% decrease) to assist with volume of portal usage by educators across the state during the peak summer months.

(\$50,000.00 + \$30,000.00 + \$45,500.00= \$125,500 - \$50,000 = \$75,500.00 increase to the total amount of the contract.)

**ARTICLE IV. PAYMENT UNDER CONTRACT**

A detailed Revised Budget and Revised Task Activity Plan are attached.

|                          |               |
|--------------------------|---------------|
| Contract Amount FY15-16: | \$ 840,800.00 |
| Amendment Amount FY16:   | \$ 75,500.00  |
| Contract Total:          | \$ 916,300.00 |

Texas Government Code §2252.901 prohibits the agency into entering into an employment contract, a professional services contract, or a consulting services contract with a former or retired TEA employee before the first anniversary of their last date of regular employment. If TEA enters into a "professional services" contract with a corporation, firm,

or other business entity that employs a former or retired employee during the first year of the past employee's departure from the agency, the former or retired employee is restricted from performing services on projects that the employee worked on while employed at TEA.

Texas Government Code §572.069. CERTAIN EMPLOYMENT FOR FORMER STATE OFFICER OR EMPLOYEE RESTRICTED. A former state officer or employee of a state agency who during the period of state service or employment participated on behalf of a state agency in a procurement or contract negotiation involving a person may not accept employment from that person before the second anniversary of the date the officer's or employee's service or employment with the state agency ceased.

Effective 01/01/16, the mileage reimbursement rate is .54¢, the previous rate was 57.5¢ from 01/01/15 – 12/31/15. The Comptroller's website for travel rules and regulations – textravel: <https://fmx.cpa.state.tx.us/fmx/travel/textravel/index.php>. Receipts must be made available for programmatic or financial audit, by TEA and by others authorized by law or regulation to make such an audit, for a period of not less than seven (7) years.

It is agreed and accepted by a person authorized to bind Contractor that all Terms and Conditions of this Amendment are effective commencing on the above date.

Typed Name: Rich Elsasser  
Typed Title: Executive Director



Authorized Signature

**This section reserved for Agency use.**

I, an authorized official of Agency, hereby certify that this contract is in compliance with the authorizing program statute and applicable regulations and authorize the services to be performed as written above.

AGREED and accepted on behalf of Agency this 25<sup>th</sup> day of May 2014 (month/year)  
by a person authorized to bind Agency.

Return three (3) copies with original signature to:  
Norma Barrera, Purchasing and Contracts

Texas Education Agency  
1701 North Congress Avenue, Room 2-125  
Austin, Texas 78701-1494

Or  
Send electronic copies to:  
[TEAContracts@tea.state.tx.us](mailto:TEAContracts@tea.state.tx.us)

  
Shirley Beaulieu/ Mike Morath  
Commissioner of Education

## **Attachment A-TPESS Lead**

### **Initial Support: Summer 2016**

- Serve as point of contact for TPESS inquiries from ESCs and Districts.
- Develop survey for ESC reps to provide input for what they need in the way of support for TPESS.
- Deliver TPESS TOT Training.
- Conduct Quality Assurance visits to sites where TPESS is delivered.
- Work with ESC 13 to finalize website to support ESCs and Districts using TPESS –collaborate with Jim Gonzales.
- Work with TEA on survey instruments for TPESS.
- Support TEA with TPESS survey analysis.
- Visit select districts to conduct interviews with supervisors using TPESS, similar to what has been done with TTESS to obtain a genuine sense of how things are going from a qualitative perspective. This will include representative sampling from around the State and will serve as a form of needs assessment.

### **On-going Term Support: Fall and Spring 2016-17**

- Publish Newsletter that corresponds with the TPESS supervision cycle.
- Work to develop Just in Time TPESS modules for fall and spring with accompanying videos.
- Develop training for supervisors who are using TPESS based on the Balanced Leadership framework and connection to TPESS.
- Conduct fall TPESS focus groups. This will include representative sampling from around the State. Focus groups will generate on-going data collection and quality oversight for the implementation of the TPESS System.
- Update TPESS training (regular and TOT) based on feedback from ESCs and participants.

## Attachment B

### TTESS Professional Learning for Professional Service Providers

The TTESS Professional Learning opportunity for Professional Service Providers (PSP) will be held in three days across the state to all PSPs who are interested in attending.

The Proposed locations and number of PSPs at each location is listed below:

- Midland – 47 (14: 7, 15: 4, 16: 6, 17: 9, 18: 13, 19: 8)
- Houston – 69 (3: 7, 4: 54, 5: 8)
- Dallas – 68 (7: 14, 8: 4, 9: 2, 10: 48)
- Waco – 48 (6: 12, 11: 21, 12: 15)
- San Antonio – 56 (1: 27, 2: 8, 20: 21)
- Austin (Overflow) – 33 (13)

### PRICING FEES

This option will cover the cost of travel & daily rate for two presenters at each regional location.

#### Presenter Fees

| Location           | Rate  | # of Presenters | # of Days | Rate Total | Travel Expenses | Travel Expense Total | Grand Total     |
|--------------------|-------|-----------------|-----------|------------|-----------------|----------------------|-----------------|
| Midland            | \$750 | 2               | 3         | \$4,500    | \$700           | \$1,400              | \$5,900         |
| Houston            | \$750 | 2               | 3         | \$4,500    | \$800           | \$1,600              | \$6,100         |
| Dallas             | \$750 | 2               | 3         | \$4,500    | \$1,000         | \$2,000              | \$6,500         |
| Waco               | \$750 | 2               | 3         | \$4,500    | \$450           | \$900                | \$5,400         |
| San Antonio        | \$750 | 2               | 3         | \$4,500    | \$450           | \$900                | \$5,400         |
| Austin             | \$750 | 2               | 3         | \$4,500    | \$450           | \$900                | \$5,400         |
| <b>GRAND TOTAL</b> |       |                 |           |            |                 |                      | <b>\$34,700</b> |

#### Possible Hosting Fees:

| Rate  | # of Days | Rate Total | # of Locations | Grand Total |
|-------|-----------|------------|----------------|-------------|
| \$600 | 3         | \$1,800    | 6              | \$10,800    |

**TOTAL COSTS IF HOSTING FEE IS APPLIED: \$45,500**

**Revised Project Budget**  
**Proposal Addendum: 2015-2016 Statewide Educator Appraisal Hub**  
**May 1, 2016 – Revised Budget - Education Service Center Region 13**

**Staffing:**

Staffing expenses staffing costs will be incurred in order to ensure the successful and seamless integration of the Teach for Texas portal, carry out online certification functionality and sustain the existing comprehensive training resources for our statewide appraisal and leadership development programs. Costs reflect the actual realized expense to ESC 13 for the positions necessary to carry out the project deliverables, and include salaries, benefits, building needs, technology/communication needs, FICA and Teacher Retirement System and workers compensation contributions.

|   | Original<br>Proposed<br>Budget<br>9/1/15 -<br>8/31/16 | Revised<br>Budget<br>5/1/16 -<br>8/31/16 |
|---|---|--|
| Project Manager – Statewide Leadership/Texas Education Agency Coordination  | \$ 108,800  | \$ 108,800                               |
| Project Coordinator – Quality Assurance   | \$ 96,000   | \$ 96,000                                |
| Project Coordinator - Training of Trainers Coordination   | \$ 96,000   | \$ 96,000                                |
| Project Coordinator – Certification Systems   | \$ 96,000   | \$ 96,000                                |
| Program Manager - Portal Management (November 1, 2015 – August 31, 2016)  | \$ 55,000   | \$ 55,000                                |
| Developer- (November 1, 2015 – August 31, 2016)   | \$ 60,500   | \$ 85,000                                |
| Developer- (November 1, 2015 – August 31, 2016)   | \$ 60,500   | \$ 0                                     |
| Contracted Services – Customer Service and Developer (May 1, 2016 – August 31, 2016)  | \$ 0  | \$ 30,000                                |
| Customer Service – Certifications (November 1, 2015 – August 31, 2016)  | \$ 44,000   | \$ 0                                     |
| Customer Service – Certifications (November 1, 2015 – August 31, 2016)  | \$ 44,000   | \$ 44,000                                |
| T-PESS Lead Position (May 1, 2016 – August 31, 2016)  | \$ 0  | \$ 30,000                                |
| <b>Subtotal:</b>  | <b>\$ 660,800</b>                                     | <b>\$ 640,800</b>                        |
| <b>Video Production:</b>  | \$ 25,000   | \$ 25,000                                |
| Filming and editing of four classroom lessons for purposes of appraiser certification.  |   |  |
| <b>Supplemental Resource Production:</b>  | \$ 70,000   | \$ 70,000                                |
| May include training video or learning modules, guidance documents, policy references, provided as "just in time" responses to unanticipated need of pilot schools.   |   |  |
| <b>Instructional Materials:</b>   | \$ 20,000   | \$ 20,000                                |
| Items that must be purchased in support of T-TESS, T-PESS and Advancing Educational Leadership 2015-2016 Training of Trainer sessions: sets of books for trainers, legal pads for scripting, chart tablets, markers, sticky notes, etc.   |   |  |
| <b>Print:</b>   | \$ 40,000   | \$ 40,000                                |
| In house production of Trainer Guides, Participant Guides, handouts, charts, table materials for delivery of all scheduled T-TESS, T-PESS and AEL 2015-2016 Training of Trainer sessions.   |   |  |
| <b>Staff Travel:</b>  | \$ 15,000   | \$ 15,000                                |
| Project Coordinator travel to Education Service Centers for assistance in troubleshooting appraisal system issues and promoting fidelity of implementation for pilot schools statewide.   |   |  |
| <b>Facilities Rental:</b>   | \$ 5,000  | \$ 5,000                                 |
| It is expected that Training of Trainers sessions in addition to the seven referenced in the original proposal will be added as demand requires. ESC 13 facilities may be unavailable for future dates and costs for rental facilities would then occur. This cost estimate has been reduced by \$10,000. |   |  |
| <b>Postage:</b>   | \$ 5,000  | \$ 5,000                                 |
| Correspondence and marketing require postage. This cost estimate has been reduced by \$5,000.   |   |  |
| <b>Development of the T-PESS Website:</b>   | \$ 0  | \$ 50,000                                |
| This site will function as the main support for the T-PESS system of users  |   |  |
| <b>Training Professional Service Providers in T-TESS:</b>   | \$ 0  | \$ 45,500                                |
| Training PSP service providers that work with campuses in needing improvement across the state in T-TESS.   |   |  |
| <b>Subtotal:</b>  | <b>\$ 180,000</b>                                     | <b>\$ 275,500</b>                        |
| <b>Total Revised Project Budget:</b>  | <b><u>\$840,800</u></b>                               | <b><u>\$916,300</u></b>                  |

## Task Activity Plan – Revised May 1, 2016

### SCHEDULE OF TASK COMPLETION

|                               |                                    |
|-------------------------------|------------------------------------|
| Title of Proposed Project:    | State Educator Appraisal Hub       |
| Proposer Organization (Name): | Education Service Center Region 13 |
| Begin Date:                   | September 1, 2015                  |
| Ending Date:                  | August 31, 2016                    |

| Task/Activity Numbers  | Projected Completion Date | Original Projected Cost<br>Sept. 1, 2015 – Aug. | Revised Cost<br>May 1 – Aug. 31, 2016 |
|--|---------------------------|---|---------------------------------------|
| <b>Task 1: Schedule, prep and deliver train the trainer: T-TESS/T-PESS</b> | 9/15/15-5/1/16            | \$ 30,000                                       | \$75,500                              |
| <b>Task 2: Establish a plan for integration of Teach for Texas Portal</b>  | 9/15/15                   | \$ 60,000                                       | \$60,000                              |
| <b>Task 3: Full integration of Teach for Texas Portal</b>                  | 11/30/15                  | \$100,000                                       | \$100,000                             |
| <b>Task 4: Coordination of educator development website</b>                | 9/15/15 – 8/31/16         | \$ 90,000                                       | \$140,000                             |
| <b>Task 5: Establish annual plan for coaching and tech support of ESCs</b> | 10/1/15                   | \$ 65,000                                       | \$65,000                              |
| <b>Task 6: Film and integrate four certification videos</b>                | 5/15/16                   | \$ 25,000                                       | \$25,000                              |
| <b>Task 7: Hire .5 FTE to support pilot district/ESC staff</b>             | 9/15/15                   | \$ 60,000                                       | \$60,000                              |
| <b>Task 8: Hire staff to provide Portal Technical Assistance</b>           | 9/15/15                   | \$290,800                                       | \$240,800                             |
| <b>Task 9: Develop support resources for appraisal implementation</b>      | 9/15/15 – 8/31/16         | \$ 70,000                                       | \$100,000                             |
| <b>Task 10: Manage certification database</b>                              | 9/15/15 – 8/31/16         | \$ 50,000                                       | \$50,000                              |
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| <b>Total Budget</b>  |                           | \$840,800                                       | \$916,300                             |