

STATE OF TEXAS §
COUNTY OF TRAVIS §

Division Number:	900	Program Name:	Lesson Study Professional Development Program
Org. Code:	711P	Legal/Funding Authority:	GAA, Article III, Rider 41 and Rider 53,
Speed Chart:	8P015	85th Legislature; LOI 701-16-051	
Payee Name:	Education Service Center Region 13	Payee ID:	17415902208
ISAS Contract #:	3560	PO #:	37031

Amendment No: 02

**AMENDMENT TO
INTERLOCAL COOPERATION CONTRACT
BETWEEN
TEXAS EDUCATION AGENCY (Receiving Party)
AND**

Education Service Center Region 13 (ESCR13)

NAME OF PERFORMING PARTY

It is mutually understood and agreed by and between the undersigned contracting parties of the above referenced contract to amend said contract effective September 2017 as follows:

TEA is exercising the first of two options to renew the contract beginning September 1, 2017 ending August 31, 2019.

Lesson Study is a form of job-embedded, professional development for teachers that uses a systematic process to foster a collaborative, professional environment in which teachers collaborate in teams of 2–5 to:

- identify a research theme and student expectation(s) from the Texas Essential Knowledge and Skills (TEKS) that students have difficulty understanding;
- research best instructional practices for the identified SEs and plan a strategic, research-based lesson;
- teach the lesson to students and collect data on students' responses, levels of engagement, and learning processes;
- reflect on the lesson and options for refinement; and
- share the teacher-designed, research-based lesson and report on the lesson effectiveness with other teaching professionals online via the Texas Gateway.

TXLS was piloted in six education service center (ESC) regions in the 2016–2017 academic year. The program will be in a total of sixteen ESC regions in the 2017–2018 academic year.

The budget is for a minimum of nine (9) full-time employees (FTEs) (i.e., one (1) program manager and eight (8) Lesson Study facilitators), a \$500 stipend for each participating teacher in the Lesson Study program, and project expenses.

Appendix A- Project Details, Tasks/Activities Plan, Timeline; and, Appendix B-Budget documents are attached hereto and incorporated herein by reference. As FY2019 gets closer, ESCR13 will submit an FY2019 budget and task activity plan to be added to the contract as an amendment.

Contract Amount: \$694,996.00
Amendment Amount: \$1,037,010.00 (FY2018)
Total Contract Amount: \$1,732,006.00

TEA Interlocal Cooperative Terms and Conditions, revised 5/22/17 are attached.

Receiving Party shall pay Performing Party in accordance with the approved budget for the services performed described in this ICC. Receiving Party shall pay for services received from the appropriation item or account from which the Receiving Party would ordinarily make expenditures for similar services or resources. Payments received by the Performing Party shall be credited to its current appropriation item(s) or account(s) from which the expenditure for the services or resources was made.

Performing Party shall bill Receiving Party monthly for services rendered in accordance with the provisions of the ICC. Performing Party may submit invoices electronically to the following email address: TEAAccountsPayable@tea.texas.gov or the Performing Party can direct invoices to:

Texas Education Agency
Attn: Accounting Department
1701 N. Congress Ave.,
Austin, Texas 78701-1494

Purchases of food are generally prohibited and must be preapproved by the TEA Project Manager. Food purchases must be in accordance with Federal Regulations, Title 2, Subtitle A, Chapter II, Part 200, Subpart E, §200.432. Purchases must be necessary and reasonable for the successful performance of the Contract. This applies to both federal and state funded contracts. Website to view the regulations: http://www.ecfr.gov/cgi-bin/text-idx?SID=f61b41b94d57ed256eb46811a14d243d&mc=true&node=se2.1.200_1432&rgn=div8

TEA follows the Federal Rate Schedule for reimbursement of meal and lodging expenditures adopted by the State of Texas. Performing Agency shall maintain receipts in according. The Comptroller's website for travel rules and regulations – [texttravel: https://fmxcpa.state.tx.us/fmx/travel/texttravel/index.php](https://fmxcpa.state.tx.us/fmx/travel/texttravel/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. Effective 01/01/17, the mileage rate is .53.5¢.

Contractor must make full disclosure of intent to employ or subcontract with an individual who is a former employee/retiree of TEA. Within the first twelve months of leaving employment at TEA, a former employee/retiree selected by the Contractor for employment or subcontracting, shall not perform services on a project or fill a position that the former employee/retiree 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 (24 months) of the date the officer's or employee's service or employment with the state agency ceased.

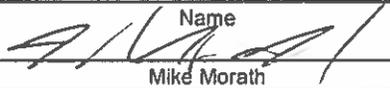
All other terms and conditions of the original contract remain the same and are incorporated herein as if specifically written. It is agreed and accepted by the authorized representatives of the undersigned parties that all terms and conditions of this amendment are effective on the date written above.

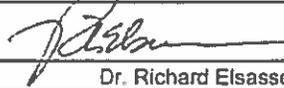
RECEIVING PARTY

PERFORMING PARTY

TEXAS EDUCATION AGENCY

EDUCATION SERVICE CENTER REGION 13

By: 
Name
Mike Morath

By: 
Dr. Richard Elsasser

Commissioner of Education

Executive Director

9/25/17
Date

9/19/17
Date

Return one copy electronically to
TEAContracts@tea.state.tx.us or by mail

Appendix A – Project Details/Scope of Work

I. Project Objectives

Participating ESCs will complete the following:

- A.1 Implement the TXLS professional development program in the service center region(s) with fidelity
- A.2 Collaborate with TEA on district, campus, grade-level, subject, and TEKS selection
- A.3 Inform district representatives, administrators, and teachers about the TXLS process
- A.4 Provide training in Texas Lesson Study implementation
- A.5 Provide instructional and technical support to administrators and teachers to assist them in effectively implementing the TXLS process with fidelity
- A.6 Create Lesson Study resources and videos that can be made available statewide on the Texas Gateway
- A.7 Conduct a study that measures the effectiveness of the TXLS program
- A.8 Work collaboratively with other ESC regions and TEA to create statewide Lesson Study support materials

II. Outcomes/Deliverables

The participating ESCs will produce the following outcomes/deliverables:

- B.1 A plan for implementing TXLS professional development including
 - B.1.1 detailed guidelines for campus implementation (e.g., leadership support, scheduling, resources, safeguards)
 - B.1.2 a strategic process for district, campus, grade-level, subject, and TEKS selection
 - B.1.3 projections for campus-wide and district-wide implementation
- B.2 Strategies to gain and maintain district representative, administrator, and teacher interest and participation
- B.3 A minimum of four Lesson Proposals in each semester per FTE (facilitator) (a 50% funded Facilitator will submit two Lesson Proposals in each semester; a 75% funded Facilitator will submit three Lesson Proposals per semester) which can be made available statewide and must include
 - B.3.1 a complete lesson report including the research, lesson activities, and pre- and post-assessment data
 - B.3.2 hyperlinks to lesson materials (e.g., templates, assessments) and original lesson videos with high quality audio, including raw footage and edited versions
 - B.3.3 a description of how the Lesson Study group did a deep-dive into the TEKS and unpacked the student expectation(s) being studied

B.3.4 a lesson score calculated using a rubric with metrics such as the completeness of the Lesson Proposal, the nature, or difficulty, of the assessments, and the effectiveness of the lesson (e.g., student engagement, student achievement growth)

B.4 A study with measurable objectives that assesses the effectiveness of the TXLS program

Timeline of Major Activities

List of participating campuses	September 1, 2017
Campus action plans	September 29, 2017
Lesson Study fall semester Lesson Proposals and videos on the Texas Gateway	January 31, 2018
Lesson Study spring semester Lesson Proposals and videos on the Texas Gateway	June 15, 2018
Annual report on program effectiveness	June 29, 2018
Monthly reports to TEA	From beginning of contract to August 2018 (Due dates and format will be specified in the contract award phase.)

III. Requirements

Participating ESCs are required to do the following:

- C.1 Maintain well-organized records of all expenditures and activities and make the records available to TEA when requested
- C.2 Attend a project kick-off meeting via conference call
- C.3 Participate in TXLS trainings
- C.4 Maintain regular contact with TEA by providing periodic updates (The schedule and method for updates will be specified in the contract award phase.)
- C.5 Submit drafts and completed versions of all content for review and approval by TEA staff
- C.6 Follow TEA style guides consistently in the development of products
- C.7 Designate one point of contact to assure quality in both services and published materials and to correspond with TEA throughout the project
- C.8 Participate in periodic work sessions (face-to-face or online) called by TEA to review program progress and to adjust program activities if necessary

C.9 Ensure legal requirements are met for use of student assessment data and video footage

IV. Qualifications and Experience

The ESC TXLS employees must have the qualifications and experience to be responsible for the following activities:

1. Training teachers and administrators in the selected districts/campuses on the TXLS model
2. Working with districts/campuses to identify TXLS teams
3. Providing instructional support to TXLS teams and facilitating their Lesson Study experiences, as they
 - A. identify the standards that will be addressed in each semester's Lesson Study project
 - B. design pre- and post-assessments to measure student mastery
 - C. identify research-based best practices in providing effective instruction in the selected standards
 - D. evaluate and improve the lessons and instruction
 - E. document the Lesson Study process
 - F. complete the Lesson Proposal
 - G. produce final products that can be shared statewide as TXLS models
4. Design and implement a study of the effectiveness of the TXLS program as it was implemented during the school year and produce a report that can be shared statewide
5. Create high-quality, error-free, professional products for sharing statewide

In addition to the activities listed above, the program manager must have the qualifications and experience necessary to

6. facilitate meetings with the service centers' TXLS teams;
7. track budget expenditures and tasks/activities/deliverables;
8. administer a quality assurance check before materials are submitted to TEA;
9. conduct campus calibration visits to ensure implementation fidelity and consistency among lesson study groups; and
10. compile data to submit monthly reports on the project's progress.

Appendix A - LESSON STUDY PROFESSIONAL DEVELOPMENT PROGRAM

TASKS/ACTIVITIES TIMELINE

REGION 13 ESC

	Outcome/Deliverable (if applicable)	Projected Completion Date (s)
Task 1 (Districts/Charters Paperwork)	List of participating campuses	August - September 2017
Activity 1.1	Provide welcome packets and MOUs to participating districts	September 1, 2017
Activity 1.2	Establish plans for initial training of TXLS groups on each campus	September 1, 2017
Activity 1.3	Participating districts/charter schools sign and return MOU	September 8, 2017
Task 2 (Effectiveness Plans)	Plan for training and supporting new facilitators in the hub	August 2017
Activity 2.1	New facilitators added to Lesson Study Calendar	August 11, 2017
Activity 2.2	Weekly facilitator update meetings and support	September 2017 – August 2018
Task 3 (Campus Action Plan)	Campus action plans	September 2017
Activity 3.1	Complete sections A-G, I, & J of campus action plan	September 1, 2017
Activity 3.2	Complete sections K-N of campus action plan	September 15, 2017
Activity 3.3	Complete sections O-S of campus action plan	September 22, 2017
Task 4 (Lesson Study Professional Development)	Lesson study training for campus staff	September 2017
Activity 4.1	Revise training materials	August 2017, January 2018, Summer 2018
Activity 4.2	Facilitators provide campus training on Lesson Study	September 15, 2017
Activity 4.3	Facilitate Lesson Study rounds on campuses	September – December 2017
Activity 4.4	Revise and edit Research Lessons	December 2017 – January 2018
Activity 4.5	Facilitate Lesson Study rounds on campuses	January – April 2018
Activity 4.6	Revise and edit Research Lessons	May – June 2018
Task 5 (Fall Videos)	Lesson study fall implementation videos	January 26, 2018
Activity 5.1	Train Lesson Study facilitators on the use of video and sound equipment setup and use	October - November 2017

Activity 5.2	Video Lesson Study Research Lesson	October – December 2017
Activity 5.3	Edit raw footage	November 2017 – January 2018
Task 6 (Spring Videos)	Lesson study spring implementation videos	June, 2018
Activity 6.1	Video Lesson Study Research Lesson	March - May 2018
Activity 6.2	Edit raw footage	May – June 2018
Task 7 (Reporting)	2017-18 data and report on program effectiveness	June 29, 2018
Activity 7.1	All data collected and placed in folders	May 25, 2018
Task 8 (Lesson Study Materials)	Lesson study implementation manual/guidebook and other supporting material	July 27, 2018
Activity 8.1	Facilitators collect feedback from teachers after each round of Lesson Study on forms, rubrics, and other documents	September 2017 – May 2018
Activity 8.2	Revise and edit study documents based on feedback	July 13, 2018
Activity 8.3	Load all components on Texas Gateway – manual/guidebook, videos and other materials determined by TEA	August 3, 2018
Task 9 (Expansion for Year 3)	Summer activities for the expansion of the pilot in year 3	July - August 2018
Activity 9.1	Recruit additional districts and campuses	May – August 2018
Activity 9.2	Hire staff as appropriate for expansion of the program	June - July 2018
Activity 9.3	Train new facilitators in the hub	July – August 2018
Activity 9.4	Provide budget information to ESCs in hub	July 20, 2018

Add additional Tasks/Activities as needed.

**Appendix B - LESSON STUDY PROFESSIONAL DEVELOPMENT PROGRAM
PROPOSED 2017-18 BUDGET**

REGION 13 ESC

**ESC Region: 13 (HUB)
Includes Regions 13, 3, and 20**

Cost Category	Description	Proposed Budget
TASK 1 – Districts/Charters Paperwork		
6100	Payroll	\$ 51,241.00
61XX*		
6200	Contracted Services	\$ 26,137.00
62XX*		
6291	Contracted Services	\$ 24,804.00
6297	print	\$ 1,333.00
6300	Materials & Supplies	\$ -
63XX*		
6400	Other Operating Costs	\$ 4,165.00
64XX*		
6411	staff travel	\$ 2,500.00
6419	participant travel	\$ 1,665.00
6600	Capital Outlay	\$ -
66XX*		
TASK 1 Total Direct Costs		\$ 81,543.00
Direct Costs Excluded from IDC Calculation ¹ (Exclusions)		
Modified Total Direct Costs (MTDC) = DC - Exclusions		
Indirect Costs (IDC) = MTDC x IDC Rate 6.5%		\$ 5,300.00
TASK 1 TOTAL		\$ 86,843.00
TASK 2 – Effectiveness Plans		
6100	Payroll	\$ 51,242.00
61XX*		
6200	Contracted Services	\$ 26,137.00
62XX*		
6291	Contracted Services	\$ 24,804.00
6297	print	\$ 1,333.00

6300	Materials & Supplies	\$	-
63XX*			
6400	Other Operating Costs	\$	-
64XX*			
6600	Capital Outlay	\$	-
66XX*			
TASK 2 Total Direct Costs		\$	77,379.00
Direct Costs Excluded from IDC Calculation (Exclusions)			
Modified Total Direct Costs (MTDC) = DC - Exclusions			
Indirect Costs (IDC) = MTDC x IDC Rate 6.5%		\$	5,030.00
TASK 2 TOTAL		\$	82,409.00
TASK 3 – Campus Action Plans			
6100	Payroll	\$	51,241.00
61XX*			
6200	Contracted Services	\$	26,136.00
62XX*			
6291	Contracted Services	\$	24,803.00
6297	print	\$	1,333.00
6300	Materials & Supplies	\$	-
63XX*			
6400	Other Operating Costs	\$	-
64XX*			
6600	Capital Outlay	\$	-
66XX*			
TASK 3 Total Direct Costs		\$	77,377.00
Direct Costs Excluded from IDC Calculation (Exclusions)			
Modified Total Direct Costs (MTDC) = DC - Exclusions			
Indirect Costs (IDC) = MTDC x IDC Rate 6.5%		\$	5,030.00

TASK 3 TOTAL		\$	82,407.00
TASK 4 – Lesson Study Professional Development			
6100	Payroll	\$	51,242.00
61XX*			
6200	Contracted Services	\$	50,658.00
62XX*			
6266	Facilities for Kampai	\$	4,521.00
6291	Contracted Services	\$	44,804.00
6297	print	\$	1,333.00
6300	Materials & Supplies	\$	18,000.00
63XX*			
6399	instructional materials	\$	18,000.00
6400	Other Operating Costs	\$	218,765.00
64XX*			
6411	staff travel	\$	2,500.00
6413	stipends	\$	145,000.00
6419	participant travel	\$	1,665.00
6497	release time (sub pay)	\$	69,600.00
6600	Capital Outlay	\$	-
66XX*			
TASK 4 Total Direct Costs		\$	338,665.00
Direct Costs Excluded from IDC Calculation (Exclusions)		\$	145,000.00
Modified Total Direct Costs (MTDC) = DC - Exclusions		\$	193,665.00
Indirect Costs (IDC) = MTDC x IDC Rate 6.5%		\$	16,355.00
TASK 4 TOTAL		\$	355,020.00
TASK 5 – Fall Videos			
6100	Payroll	\$	51,241.00
61XX*			
6200	Contracted Services	\$	26,137.00
62XX*			
6291	Contracted Services	\$	24,804.00
6297	print	\$	1,333.00

6300	Materials & Supplies	\$	250.00
63XX*			
6395	equipment <\$5,000	\$	250.00
6400	Other Operating Costs	\$	4,165.00
64XX*			
6411	staff travel	\$	2,500.00
6419	participant travel	\$	1,665.00
6600	Capital Outlay	\$	-
66XX*			
TASK 5 Total Direct Costs		\$	81,793.00
Direct Costs Excluded from IDC Calculation (Exclusions)			
Modified Total Direct Costs (MTDC) = DC - Exclusions			
Indirect Costs (IDC) = MTDC x IDC Rate 6.5%		\$	5,317.00
TASK 5 TOTAL		\$	87,110.00
TASK 6 - Spring Videos			
6100	Payroll	\$	51,242.00
61XX*			
6200	Contracted Services	\$	26,137.00
62XX*			
6291	Contracted Services	\$	24,804.00
6297	print	\$	1,333.00
6300	Materials & Supplies	\$	250.00
63XX*			
6395	equipment <\$5,000	\$	250.00
6400	Other Operating Costs	\$	4,165.00
64XX*			

6411	staff travel	\$	2,500.00
6419	participant travel	\$	1,665.00
6600	Capital Outlay	\$	-
66XX*			
TASK 6 Total Direct Costs		\$	81,794.00
Direct Costs Excluded from IDC Calculation (Exclusions)			
Modified Total Direct Costs (MTDC) = DC - Exclusions			
Indirect Costs (IDC) = MTDC x IDC Rate 6.5%		\$	5,317.00
TASK 6 TOTAL		\$	87,111.00
TASK 7 - Reporting			
6100	Payroll	\$	51,242.00
61XX*			
6200	Contracted Services	\$	26,138.00
62XX*			
6291	Contracted Services	\$	24,804.00
6297	print	\$	1,334.00
6300	Materials & Supplies	\$	-
63XX*			
6400	Other Operating Costs	\$	-
64XX*			
6600	Capital Outlay	\$	-
66XX*			
TASK 7 Total Direct Costs		\$	77,380.00
Direct Costs Excluded from IDC Calculation (Exclusions)			
Modified Total Direct Costs (MTDC) = DC - Exclusions			
Indirect Costs (IDC) = MTDC x IDC Rate 6.5%		\$	5,030.00
TASK 7 TOTAL		\$	82,410.00
TASK 8 -- Lesson Study Materials			
6100	Payroll	\$	51,242.00

61XX*			
6200	Contracted Services	\$	26,138.00
62XX*			
6291	Contracted Services	\$	24,804.00
6297	print	\$	1,334.00
6300	Materials & Supplies	\$	-
63XX*			
6400	Other Operating Costs	\$	4,170.00
64XX*			
6411	staff travel	\$	2,500.00
6419	participant travel	\$	1,670.00
6600	Capital Outlay	\$	-
66XX*			
TASK 8 Total Direct Costs		\$	81,550.00
Direct Costs Excluded from IDC Calculation (Exclusions)			
Modified Total Direct Costs (MTDC) = DC - Exclusions			
Indirect Costs (IDC) = MTDC x IDC Rate 6.5%		\$	5,301.00
TASK 8 TOTAL		\$	86,851.00
TASK 9 -- Expansion for Year 3			
6100	Payroll	\$	51,241.00
61XX*			
6200	Contracted Services	\$	26,137.00
62XX*			
6291	Contracted Services	\$	24,803.00
6297	print	\$	1,334.00
6300	Materials & Supplies	\$	-
63XX*			
6400	Other Operating Costs	\$	4,170.00
64XX*			
6411	staff travel	\$	2,500.00

6419	participant travel	\$	1,670.00
6600	Capital Outlay	\$	-
66XX*			
TASK 9 Total Direct Costs		\$	81,548.00
Direct Costs Excluded from IDC Calculation (Exclusions)			
Modified Total Direct Costs (MTDC) = DC - Exclusions			
Indirect Costs (IDC) = MTDC x IDC Rate 6.5%		\$	5,301.00
TASK 9 TOTAL		\$	86,849.00
TOTAL BUDGET AMOUNT		\$	1,037,010.00

TEA Standard Contract Terms and Conditions
Revised Contract Terms and Conditions, dated 5/22/17, that are different from the Terms and Conditions
of the original Contract dated 7/1/16 are attached and incorporated herein.

R. Point of Contact and Escalation: All notices, reports and correspondence required by this Contract shall be in writing and delivered to TEA Project Manager listed below or their successors in office. Within 30 days of execution of this Contract, the respective Parties will designate the next level of personnel within each organization to address conflicts or ambiguity that cannot be resolved at the Project Manager level.

TEA	CONTRACTOR
Blair Claussen	ESC Region 13
Program Manager	Dr. Jesse Lopez, III
Texas Education Agency	5701 Springdale Rd, Austin, Tx 78723
1701 N. Congress Ave	
Austin, Texas 78701	
Email: Blair.Claussen@tea.texas.gov	

SS. Contractor Performance and Past Performance: TEA is required to submit Contractor Performance reports under Texas Government Code, §2262.055, and 34 Texas Administrative Code (TAC), §20.509 and §20.115. Govt. Code §2155.089 requires agencies to report contractor performance for purchases over \$25,000. Agencies are also encouraged to report contractor performance on purchases under \$25,000 and associated with contracts and purchase orders issued throughout the life of a contract or purchase order, not just at its conclusion. The Comptroller's Vendor Performance Tracking System (VPTS) provides the state procurement community with a comprehensive tool for evaluating vendor performance to reduce risk in the contract awarding process. Historic reports submitted prior to February 10th, 2017 were graded on a satisfactory or unsatisfactory scale. The score will be displayed as "Legacy Satisfactory" or "Legacy Unsatisfactory." The Contractor must have a score of "Legacy Satisfactory" or, for scores submitted after February 10, 2017, a Contractor must reflect a letter grade of 'A'."

TEA may conduct reference checks with other entities regarding past performance of Respondent or its subcontractors. In addition to evaluating performance through the VPTS, TEA may examine other sources of contractor performance, including, but not limited to, notices of termination, cure notices, assessments of liquidated damages, litigation, audit reports, and non-renewals of contracts. Such sources of contractor performance may include any governmental entity, whether an agency or political subdivision of the State of Texas, another state, or the Federal government. Further, TEA may initiate such examinations of contractor performance based upon media reports. Any such investigations shall be at the sole discretion of TEA, and any negative findings, as determined by TEA, may result in a non-award to Respondent. The VPTS is located on Comptroller's website at: <https://www.comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/>.