

LETTER OF AGREEMENT BETWEEN

CHARLES BUTT FOUNDATION, CAMPUS LEADERS AND CAMPUS LEADERSHIP TEAMS, AND THEIR DISTRICTS

This Letter of Agreement is entered into by and between the following entities:

- Charles Butt Foundation – *a non-profit education organization working to pursue a more equitable and prosperous future for all Texans through education and community partnerships.*
- District Name: _____
- Campus Name: _____

I. **Introduction**

The Charles Butt Foundation knows that school leaders are the linchpin of innovation needed to advance the quality of education across the state. For this reason, we invest in leadership development programs that build capacity in our state's public school leaders to ensure that all students receive a quality education that prepares them for success in life. The Charles Butt Foundation has sponsored over 1,500 principals and other educational leaders across the state to attend training at the Harvard Graduate School of Education's Principals' Center.

II. **Purpose**

The purpose of the Charles Butt Foundation Leadership Program is to select and invest in the development of Texas school leaders who exhibit the potential to affect significant change at their campus, within their district, and across their region, and a commitment to participating in ongoing professional learning opportunities sponsored by the Charles Butt Foundation. The purpose of this MOU is to set the terms and agreements between the Charles Butt Foundation, the district/charter, the campus leader, and when applicable the members of the campus leadership team.

III. **Raise Your Hand Texas Responsibilities**

The Charles Butt Foundation agrees to:

1. Pay for registration costs, round trip airfare from Texas to Boston, MA, and hotel costs (each participant is responsible for the cost of ground transportation).
2. Provide ongoing professional learning opportunities beginning in Summer 2023 and terminating in Spring 2024.
3. Provide at no cost a leadership symposium that will occur in Spring 2025.

IV. **Campus Leader and Campus Leadership Team Responsibilities**

Each participating campus leader and campus leadership team member agrees to:

1. Complete all pre-work required by the Charles Butt Foundation and the Harvard Graduate School of Education including, but not limited to, pre-planning, goal-setting, and pre-readings.
2. Communicate with the Charles Butt Foundation on program deadlines, travel, and other logistics.
3. If requested, submit all campus improvement plans to the Charles Butt Foundation (e.g. campus improvement plans, targeted improvement plans, and turnaround plans).
4. If requested, grant the Charles Butt Foundation access to appropriate campus data for internal program evaluation.

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5. Attend and actively engage in all sessions and activities at Harvard and complete all assignments.
6. Participate in all Charles Butt Foundation evening events during the Harvard institute.
7. Construct and submit a prospectus to the Charles Butt Foundation explaining your plan for applying your summer learning.
8. Present an overview of your learning to principal colleagues in your district/charter and to your district/charter administration team.
9. Attend the 2025 Charles Butt Foundation Leadership Symposium.
10. Participate in monthly meetings with your Harvard cohort (e.g. virtual or face-to-face).
11. Attend at least one Charles Butt Foundation site visit.
12. Volunteer to host a Charles Butt Foundation visit at your campus.
13. Principal member of the team serves as a mentor for a Charles Butt Scholar.
14. A change in principal after your team is selected will result in forfeiture of your team's sponsorship

V. **District Responsibilities**

In consideration of the support provided by the Charles Butt Foundation to the participating principal and campus leadership team, the district agrees to:

1. Support the participation of campus leaders and campus leadership team members in all activities outlined in Section IV.
2. Reimburse the Charles Butt Foundation for costs associated with attending the Harvard Institute, if any of the participating members withdraw from the program after May 5, 2023 or participants fail to uphold the terms of the agreement.

VI. **Signatures**

Charles Butt Foundation

District Superintendent
or Designee

Attendee(s)

Signature / Date

Signature / Date

Principal Signature / Date

Tim Miller, Director

Print Name / Title

Print Name / Title

Print Name / Title

Complete the section below only if applying as part of a team

Team Member Signature / Date

Print Name / Title

Team Member Signature / Date

Print Name / Title

Team Member Signature / Date

Print Name / Title