

## LETTER OF AGREEMENT BETWEEN

### CHARLES BUTT FOUNDATION, CAMPUS LEADERS, AND THEIR DISTRICTS/CHARTERS

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, and*
- District/Charter 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. To this end, the Charles Butt Foundation has sponsored over 1,500 principals and other educational leaders across the state to attend summer institutes at Harvard Graduate School of Education's (GSE) 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/charter, and across their region, and a commitment to participating in ongoing professional learning opportunities sponsored by the Charles Butt Foundation. The purpose of this letter of agreement is to set the terms and agreements between the Charles Butt Foundation, the district/charter, and the campus leader.

#### **III. Charles Butt Foundation Responsibilities**

The Charles Butt Foundation agrees to:

1. Pay for Harvard GSE Principals' Center registration costs, round trip airfare from Texas to Boston, MA, and hotel costs.
2. Provide ongoing professional learning opportunities beginning in Summer 2024.

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

Each participating campus leader 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. Each participant is responsible for ground transportation costs.
4. If requested, submit campus plans to the Charles Butt Foundation (e.g. campus improvement plans, targeted improvement plans, and turnaround plans).
5. If requested, grant the Charles Butt Foundation access to appropriate campus data for internal program evaluation in accordance with FERPA.
6. Attend and actively engage in all sessions and activities at Harvard and complete all assignments.



7. Participate in all Charles Butt Foundation mandatory events during the Harvard institute.
8. Construct and submit a prospectus to the Charles Butt Foundation explaining your plan for applying your summer learning.
9. Present an overview of your learning to principal colleagues in your district/charter and to your district/charter administration team.
10. Participate in monthly meetings with your Harvard cohort (e.g. virtual or face-to-face).
11. Serve as a mentor for a Charles Butt Scholar.
12. Adhere to high standards of personal integrity as a representation of the Charles Butt Foundation Raising School Leaders program as a participant and as an alumnus as a participant and as an alumnus. Failure to do so may result in removal from the program, reimbursement of expended funds, and/or prohibition from any further participation in Foundation activities and events.
13. Participate in ongoing professional learning opportunities that are provided by the Charles Butt Foundation after the 2024-2025 school year as an alumnus of the program.

**V. District Responsibilities**

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

1. Support the participation of campus leader(s) in activities 1-11 as outlined in Section IV.
2. Reimburse the Charles Butt Foundation for costs associated with attending the Harvard Institute, if the participant withdraws from the program after May 1, 2024 or the participant fails to uphold the terms of the agreement.

**VI. Signatures**

Charles Butt Foundation	District/Charter Superintendent or Designee	Participant
_____	_____	_____
Signature / Date	Signature / Date	Principal Signature /Date
_____	_____	_____
<u>Tim Miller, Director</u> Print Name / Title	Print Name / Title	Print Name / Title

