IDEA Florida
Board Action Item C
April 23, 2021

Subject: Teach for America (TFA) Professional Services Agreement

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Proposed Board Action: For Approval

Executive Summary:

Teach For America (TFA) is a national leader in recruiting, selecting, training and providing ongoing professional development to individuals committed to closing the achievement gap by serving as effective classroom teachers, coaches, and school leaders specifically equipped to enhance student achievement in under-resourced school systems. Through this professional services agreement, TFA will recruit veteran TFA teachers who have completed their initial two-year commitment who, as TFA Alumni Fellows, will be trained to lead students to academic achievement, to serve in instructional roles, coaching roles, and/or school leadership roles and be equipped with ongoing professional development and support to further develop and sustain their professional practice. Prior to entering the classroom, Fellows will complete onboarding designed and delivered by TFA and its partners. During the academic year, TFA will provide professional development services and activities for Fellows. These services may include periodic classroom observations by regional program staff, membership in development programs designed and run by trusted partner organizations, and workshops/collaboration session facilitated by their peer Fellows.

For the 2021-22 academic year, TFA will recruit up to six (6) Fellows. In recognition of the costs incurred by TFA for the recruitment, selection, training, and professional development support of Fellows, an annual fee of $ 10,000.00 will be paid for each year that each Fellow is employed under this agreement for up to two years of employment. If TFA supplies Fellows above the agreed number that are hired, then the associated fees will be paid for each additional Fellow. The term of the agreement will cover all Fellows whose employment begins during the 2021-2022 academic year and covers two (2) academic years of the Fellowship.

Supporting Documentation: Teacher For America Inc. And IDEA Florida Inc. Charter Educational PSA

Presenter: Julene Robinson

CHARTER EDUCATIONAL PROFESSIONAL SERVICES AGREEMENT
BETWEEN
TEACH FOR AMERICA, INC AND
IDEA Florida Inc.

This educational professional services agreement ("Agreement") is dated April 23, 2021, and is between Teach For America, Inc. ("Teach For America"), a National non-profit and IDEA Florida Inc. ("Charter School") (collectively "the Parties").

WHEREAS, Teach For America is a national leader in recruiting, selecting, training and providing ongoing professional development to individuals committed to closing the achievement gap by serving as effective classroom teachers, coaches, and school leaders specifically equipped to enhance student achievement in under-resourced school systems.

WHEREAS, Charter School seeks to recruit veteran TFA teachers who have completed their initial two-year commitment ("Fellows") who are trained to lead students to academic achievement, to serve in instructional roles, coaching roles, and/or school leadership roles and to equip said Fellows with ongoing professional development and support to further develop and sustain their professional practice.

NOW THEREFORE, Charter School and Teach For America to be bound by the terms and conditions of this Agreement:

I. FELLOW CANDIDATE RECRUITMENT, SELECTION AND HIRING

Charter School Responsibilities:

A. Charter School agrees to request that entity hiring all Florida IDEA instructional personnel ("IPS Enterprises Inc.") hire the following number of Fellows from the Teach For America program (the "Agreed Number") to work at the Charter School:

(i) Up to six (6) Fellows for academic school year 2021-2022

(ii) In the event that Teach For America supplied the Charter Schools with any Fellows above the Agreed Number, Charter School agrees to pay the fee for each additional Fellow.

B. Charter School and Teach For America will collaborate to facilitate the hiring of individual Fellows, in accordance with Charter School's established hiring practices.

C. Charter School agrees that Fellows will not provide any religious instruction; Charter School also agrees that it will not place Fellows at any for-profit schools within its network.

Teach For America Responsibilities:

D. Candidate Recruitment and Selection. Teach For America agrees to provide Charter School with the Agreed Number of Fellows, as defined in paragraph D below. While Teach For America will use reasonable efforts to supply the Agreed Number of Fellows, Teach For America does not guarantee its ability to do so.

E. Fellow Sourcing. Teach For America will recruit, select, and present to the Charter School for hire Fellow candidates who meet applicable federal, state and/or local educational standards and requirements for teacher licensure (together the "Requirements") and who hold (or in the process of obtaining) appropriate certification. For the purposes of this section, only those Requirements in effect at the time that the Fellow is offered employment by Charter will be applicable.

II. FELLOW PLACEMENT AND PROFESSIONAL DEVELOPMENT

Charter School Responsibilities:

A. Charter School acknowledges that there is an expectation that it will employ Fellows hired under this Agreement for a minimum of two (2) years, provided that the Fellow remains an employee in good standing within Charter School/IPS

Enterprises Inc. sole discretion. Charter School may also continue to employ individual Fellows beyond the two-year commitment by mutual agreement between Charter School and such Fellow.

(i.) Charter School agrees that Fellows hired under this Agreement will function as full-time classroom teachers, coaches, and/or school leaders and will not serve as aides, assistants, or in another adjunct capacity.

(ii.) Charter School will provide Fellows the same salary and benefits as it provides for other similarly–situated teachers, coaches, and/or school leaders employed by Charter School. This obligation extends to providing Fellows returning for their second year of service with at least the same seniority rights and salary as are provided to other full-time alternatively certified second-year teachers or professionals in similar roles. Notwithstanding the above, Teach For America acknowledges it exercises no control of the salary and benefits offered to Fellows by Charter School per this Agreement.

(iii.) Subject to any obligations under applicable municipal and state laws and regulations, Charter School shall use reasonable efforts not to terminate any employed Fellow from his/her teaching position in the event of a reduction in force (RIF), layoffs, "leveling" or other elimination or consolidation of teaching positions within Charter School. Charter School shall treat any Fellow employed in connection with this Agreement whose teaching position is eliminated at least as favorably as other teachers, coaches, and/or school leaders with the same job classification, certification status, and/or seniority rights.

(iv.)For the avoidance of doubt, Charter School is an at-will employer nothing and in this Agreement shall be construed to grant additional employment rights to individual Fellows.

(v.)Nothing in this Agreement shall be construed to permit Teach For America to interfere in the employment relationship between Charter School and an employed Fellow.

(vi.)Nothing in this Agreement shall be construed to permit Teach For America to function as the representative of any Fellow absent the express agreement among the Parties and the Fellow that Teach For America may operate in such capacity in a particular circumstance.

(vii.)Nothing in this Agreement shall be construed to imply that an employer-employee relationship exists between Teach For America and any individual Fellow.

(vii.)Nothing in this Agreement shall be construed to make Teach For America a party to any employment agreement between the Charter School and the Fellow

B. Compliance with Anti-Harassment and Non-Discrimination Regulations. Teach For America believes all Fellows should be able to work in a safe, inclusive and equitable environment free from all forms of unlawful discrimination based on a characteristic or a protected status. To that end, Charter School will provide a copy of their internal harassment policies and/or procedures prior to the start of the school year.

C. Prohibited Activities and AmeriCorps Service Requirements. Charter School acknowledges that Fellows serving at district schools may be serving as members of AmeriCorps, and as such, are subject to the rules and requirements of AmeriCorps and the Serve America Act and are required to refrain from engaging, directly or indirectly in certain activities while teaching, accumulating service hours towards an education award or otherwise engaging in activities supported by the AmeriCorps program (45 CFR § 2520.65 and 2012 AmeriCorps Provisions IV.D.3). These restrictions pertain to when Fellows are enrolled in the AmeriCorps program and are on the clock at their school, including teaching time, passing and planning periods and professional development sessions. A full list of prohibited activities can be found in attached **Attachment A** but in general, Fellow may not (1) attempt to influence legislation or (2) participate in or endorse political events or activities.

a. CMO will not require Teachers to engage in any Prohibited Activities and shall post a list of Prohibited Activities in all locations where Teachers serve, when possible.
b. CMO acknowledges they may be asked to complete AmeriCorps Service Verification forms for Teachers.

c. For the avoidance of doubt, Teachers may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non- CNCS funds.

Teach For America Responsibilities

D. Services. Prior to entering the classroom, all Fellow candidates will undergo onboarding designed and delivered by Teach For America and our partners. During the course of the academic year, Teach For America will provide professional development services and activities for Fellows. These services may include periodic classroom observations by regional program staff, membership in development programs designed and run by trusted partner organizations, and workshops/collaboration session facilitated by their peer Fellows.

E. Resources. Teach For America will facilitate access to an assortment of resources including sample lesson plans, assessments, grade tracking systems, content area/grade level instructional materials, and resources provided through partnerships curated for Fellows. Professional development services will be available to all Fellows during two years in the Fellowship.

F. Data Access

i. To facilitate provision of the Professional Development and Data Storage Services, Charter School may disclose to Teach For America student-related records and personally identifiable information contained in such records (collectively, "Student Records"). Pursuant to its obligations under the Family Educational Rights and Privacy Act, 20 USC §1232g, and its implementing regulations, 34 CFR pt. 99, as each may be amended from time to time ("FERPA"), Charter School hereby acknowledges that, in the course of providing the Professional Development and Data Storage Services, Teach For America is a school official with legitimate educational

interests in the Student Records disclosed to Teach For America, pursuant to 34 CFR §99.31(a)(1).

ii. Teach For America agrees to use, maintain, and redisclose Student Records only in accordance with the requirements of FERPA. Without limiting the foregoing, Teach For America agrees that it shall not maintain, use, disclose, or allow access to Student Records except as permitted by this Agreement or as otherwise authorized by the Charter School and in compliance with the student data privacy requirements contained in the Data Sharing Agreement, a form of which is attached and incorporated hereto as, **Attachment B** to this Agreement, or by law, and will use Student Records disclosed by the Charter School only for the purposes for which such disclosure was made.

iii. Charter School acknowledges that Teach For America may re-disclose Student Records to third parties pursuant to Teach For America's provision of the Professional Development and Data Storage Services, as provided in 34 C.F.R. § 99.33(b), provided that Teach For America shall, in advance, provide to Charter School the names of such parties and a brief description of such parties' legitimate educational interest in receiving such information.

G. Certification & Credentialing. Individual Fellows are responsible for completing all reciprocity requirements to transfer their certification and credentials to Florida as necessary for their job placement. Teach For America is not responsible in the event of any failure by an individual Fellow to fulfill obligations to maintain his/her teaching credentials,or obtain necessary waiver(s) to remain a classroom teacher of record.

III. GENERAL PROVISIONS

A. Fees-for-Service. In recognition of the costs incurred by Teach For America for the recruitment, selection, training, and professional development support of Fellows, Charter School agrees to pay Teach For America an annual fee of $ 10,000.00 for each year that each Fellow is employed with Charter School under this Agreement for up to two years of employment.

B. Invoicing & Payment. Teach For America will invoice Charter School for all amounts due under this Agreement. A failure to provide an invoice does not constitute a breach on behalf of Teach For America nor negate the Charter School's responsibility to pay. Partner shall pay all invoices within thirty (30) days of the date of the invoice and by no later than the following schedule within each academic year covered by the term of this agreement:

   i. Fifty percent (50%) of total payment due and owing under this Agreement by September 13 of each academic year said Fellow is employed with Charter School.
   ii. Remaining fifty percent 50% balance shall be paid by January 31 of each academic year said Fellow is employed with Charter School.

C. Refund Policy. Teach For America has no obligation to refund to Charter School any amount paid by Charter School regarding any Fellow for any reason whatsoever.

D. Term. The term of this Agreement will cover all Fellows whose employment begins with the Charter School during the 2021-2022 academic year and covers 2 academic years of the Fellowship. This Agreement will expire on the last day of 2022-2023 academic year but may be renewed at the end of the term on the same or substantially similar terms by mutual agreement of the parties.

E. Termination. This Agreement may be terminated as follows:
   i. at any time by mutual written agreement of the Parties;
   ii. by either party, upon thirty (30) days prior written notice to the other Party, provided that the terminating Party provides notice no later than 120 days prior to the end of the current academic year; or
   iii. by either Party upon written notice to other Party in the event of a material breach of this Agreement that is incapable of being cured or, if capable of being cured, is not cured within thirty (30) days following receipt by the breaching party of written notice of such breach from the non-breaching Party.

In the event of termination, Teach For America will be entitled to all outstanding amounts due up to the date of termination.

F. Survivability and Effect of Termination. Except as otherwise specifically provided, if this Agreement expires or is terminated by either party, it shall become void. In the event of the expiration or termination of this Agreement, Sections II.A-C (Charter School Responsibilities) shall survive and will remain in effect until such time as there are no Agreed Number of Fellows in their second year of employment with the Charter School. In addition, Sections III.F (Survivability and Effect of Termination), III.G (No Warranty), and III.H (Mutual Indemnification/Limitation of Liability) shall survive the expiration or termination of this Agreement indefinitely.

G. No Warranty. Charter School hereby agrees and acknowledges that Teach For America does not make and has not made any representation and warranty (express or implied) as to the fitness of any Fellow presented or provided by Teach For America and Charter School shall indemnify and hold harmless the TFA Indemnities (as defined below in the Section related to Mutual Indemnification) from and against any Losses (also defined below in the same Section below) resulting from any claim related to the services provided by Teach For America, including, but not limited to, claims that any Fellow presented or provided by Teach For America was unfit for the position for which he or she was hired by Charter School.

H. Mutual Indemnification / Limitation of Liability

Teach For America agrees to indemnify and hold harmless IDEA., its members, officers, employees and agents, harmless from any and all claims, actions, costs, expenses, damages, and liabilities, including reasonable attorney's fees, arising out of, connected with or resulting from: (a) the negligence, intentional wrongful act, misconduct or culpability of Teach For America's members, officers, or employees or other agents in connection with and arising out of any services within the scope of this Agreement; (b) Teach For America's material breach of this agreement; In addition, Teach For America shall indemnify, protect and hold IDEA harmless against all claims and actions brought against IDEA by reason of any actual or alleged infringement of patent or other proprietary rights in any material, process, machine or appliance used by the Teach For America, except when IDEA supplied, or

required Teach For America to use that material, process, machine, or appliance, and any claims or actions related to violation of any state or Federal statutes or regulations including those referenced in this agreement. Teach For America shall not indemnify IDEA Florida Inc. for intentional or negligent conduct of IDEA Florida. Inc. or any other cause of action caused by or through the fault of IDEA Florida, Inc.

IDEA agrees to indemnify and hold harmless the Teach For America, its members, officers, employees and agents, harmless from any and all claims, actions, costs, expenses, damages, and liabilities, including reasonable attorney's fees, arising out of, connected with or resulting from: (a) the negligence, intentional wrongful act, misconduct or culpability of IDEA's members, officers, employees or other agents in connection with and arising out of any services within the scope of this agreement; or (b) IDEA's material breach of this agreement. In addition, IDEA shall indemnify, protect and hold the Teach For America harmless against all claims and actions brought against the Teach For America by reason of any actual or alleged infringement of patent or other proprietary rights in any material, process, machine or appliance used by IDEA or required by IDEA to be used by the Contactor, and any claims or actions related to IDEA's violation of any state or Federal statutes or regulations.

Notwithstanding anything to the contrary contained herein, through such indemnification set forth in above, IDEA and Teach For America do not waive sovereign immunity to the extent sovereign immunity is available or beyond the limited waiver of sovereign immunity set forth in Section 768.28, Florida Statutes. In the event of any claims described above, the School and Sponsor shall notify one another of any such claim promptly upon receipt of same. The parties' obligation to indemnify one another shall survive the termination of this Agreement.

K. Employment Status. Teach For America and Charter School agree that none of the Fellows assigned to Charter School under this Agreement is an agent or employee of Teach For America, and no such Fellow has any right or authority to create or assume any obligation, express or implied, on behalf of Teach For America or to bind Teach For America in any respect whatsoever.

L. Surveys. Charter School acknowledges that Teach For America may survey individual constituents, teachers, etc. at the school site regarding its programming and professional development of Fellows.

M. Amendment/Modification. No amendment or modification of this Agreement, and no waiver hereunder, will be valid or binding unless set forth in writing and signed by each Party.

N. Counterparts. This Agreement may be executed in one or more counterparts, including by electronic transmission.

O. Governing Law. This Agreement will be governed by, and construed and interpreted in accordance with, the laws of the State of Florida, without respect to any choice of law provisions. Each Party agrees Venue is appropriate in Hillsborough County FL, and waive any right to a jury trial regarding any matter arising under this contract

P. Severability. If any term or provision of this Agreement is determined to be illegal, unenforceable or invalid in whole or in part for any reason, such provisions or part thereof shall be stricken from this Agreement, and such provision shall not affect the legality, enforceability or validity of the remainder of this Agreement. Such stricken provision shall be replaced, to the extent possible, with a legal, enforceable and valid provision that is as similar in tenor to the stricken provision as is legally possible.

Q. Notices. Any notices to either Party under this Agreement shall be in writing and delivered by hand or sent by nationally recognized messenger service, or by registered or certified mail, return receipt requested, to the addresses set forth below or to such other address as that Party may hereafter designate by notice. The parties may also agree to service by email.

CHARTER SCHOOL CONTACT

Name: _____

Title: _____

Address: _____

Email: _____

TEACH FOR AMERICA

Name: LaKeisha Palmer

Title: Executive Director

Address: _____

Email: LaKeisha.Wells-Palmer@teachforamerica.org

*WITH AN ELECTRONIC COPY TO:

TFA Legal Affairs

Email: LegalAffairs@teachforamerica.org

**Send only notices related to breach of contract and indemnity*

R. Authority. This Agreement supersedes all communications between the parties related to the subject matter of this Agreement.

IN WITNESS WHEREOF, Charter School and Teach For America have caused their duly authorized representatives to sign this Agreement in the space provided below.

IDEA Florida Inc.

By _____

Name:

Title:

Address:

TEACH FOR AMERICA, INC.

By _____

Name: LaKeisha Palmer

Title: Executive Director, Jacksonville and Central Florida

Address: _____

Teach For America

Contract Owner Attestation:

☒ This contract required legal changes to the required terms and was reviewed/approved by TFA Legal Affairs in this final form.

☐ This contract did not require legal changes and was not reviewed by TFA Legal Affairs.

Name: _____

Title: _____

ATTACHMENT A
AMERICORS PROHIBITED ACTIVITIES

Citations:
- 45CFR § 2520.65 - http://www.americorps.gov/help/ac_sn_all_2012/WebHelp/index.htm
- 2012 AmeriCorps Provisions IV.D.3 - https://egrants.cns.gov/provisions/ACProvisions2012.pdf

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities:

a. Attempting to influence legislation;
b. Organizing or engaging in protests, petitions, boycotts, or strikes;
c. Assisting, promoting, or deterring union organizing;
d. Impairing existing contracts for services or collective bargaining agreements;
e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
h. Providing a direct benefit to—
    i. A business organized for profit;
    ii. . A labor union;
    iii. partisan political organization;
    iv. . A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these 9 provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
    v. An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;
i. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
j. Providing abortion services or referrals for receipt of such services; and
k. Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non- CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

ATTACHMENT B
FORM OF DATA SHARING AGREEMENT

IDEA Tampa Bay and Teach For America, Inc. Data Sharing Agreement

This Data Sharing Agreement ("DSA"), effective on the date of execution by the last signing Party (the "Effective Date"), is made and entered into by and between Teach For America, Inc. ("Teach For America," or "Recipient"), and IDEA Florida, Inc. ("IDEA"), (each a "Party" and collectively, the "Parties").

WHEREAS, on April 23, 2021, IDEA and Teach For America entered into a Professional Services Agreement ("PSA") whereby Teach For America agreed to recruit, select, train and provide access to ongoing professional development to individuals committed to closing the opportunity gap by serving as effective classroom teachers, coaches, and school leaders specifically equipped to enhance student achievement in under-resourced school systems ("Fellows"). As such, under 34 CFR 99.31(a) Teach For America has a legitimate educational interest in accessing and using, and (b) IDEA may share with Teach For America, IDEA Data described herein;

WHEREAS, Teach For America desires to use IDEA Data to track the growth and achievement of students taught and led by Fellows supported by Teach For America and to measure the impact of these Fellows within their contexts in order to provide: tailored support and professional development programming for these Fellows, report to funders and board members, and to evaluate and evolve our model for selecting new Fellows into the program, and support IDEA in improving teacher, coach, and school leader development, effectiveness and student outcomes.

WHEREAS, The Parties wish to enter into this DSA, which sets forth the terms under which the Parties will share IDEA and Teach For America data consistent with appropriate confidentiality obligations and applicable laws;

NOW THEREFORE, The Parties agree as follows:

1. **Definitions**
   A. "Breach" will mean any actual or reasonably suspected unauthorized access, acquisition, use, disclosure, loss, modification, destruction, or inability to account for IDEA Data.

   B. "IDEA Student Record Data" means and refers to the data described more fully in **Appendix A** that IDEA provides to Teach For America in connection with this DSA.

   C. "FERPA" means and refers to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and implementing regulations set forth in 34 CFR Part 99.

   D. "Personal Data" means and refers to any information that identifies or that can reasonably be used to identify a specific individual, including but not limited to any information that meets the definition of "Personally Identifiable Information" set forth in 34 C.F.R. § 99.3

   E. "Privacy and Security Laws" means and refers to (i) all applicable U.S. federal, state, and local laws, rules, regulations, directives and governmental requirements currently in effect and as they become effective relating in any way to privacy, confidentiality, security, or breach notification of Personal Data, including but not limited to FERPA and (ii) all applicable industry standards concerning privacy, data protection, confidentiality or information security.

II. **Description of Data Access, Exchange and Use**
   - IDEA will provide IDEA Student Record Data described in **Appendix A** to Teach For America in a form, format, frequency, and security feature mutually agreed by the Parties and laid forth in **Appendix A**.

   - The restricted IDEA Data will be used solely for the purposes agreed upon by the two parties.

   - Teach For America may request additional data or use of data, in writing, from IDEA at any point. If IDEA agrees to provide such data or to its use, all terms of this agreement apply to the additional data. This includes ongoing

data for subsequent cohort years, in which Teach For America and IDEA have entered into a PSA, after the original DSA is signed.

- Access to Teach For America Data will be limited solely to the appropriate IDEA staff designated in writing (after executing **Attachment A**) and the data may not be loaned or otherwise conveyed to anyone other than authorized recipients of the parties.

- Teach For America Agrees as follows:
  - i. Provide IDEA with a dataset (after executing Attachment A) that will allow for the identification of Teach For America Fellows in the existing district data system ("Teach For America Data"). Teach For America and IDEA agree that both parties will follow appropriate data protection protocols in transferring this data to representatives of IDEA as well as protect any and all personal data.
  - ii. Access to IDEA Student Record Data at the identified individual Fellow level will be limited solely to Teach For America regional and national staff (after executing Attachment C) and the data may not be loaned or otherwise conveyed to anyone other than authorized recipients of the parties to this agreement.
  - iii. Access to IDEA Student Record Data at the individual student level will be limited solely to appropriate Teach For America national analytics staff designated in writing (after executing Attachment B) and the data may not be loaned or otherwise conveyed to anyone other than authorized recipients of the parties to this agreement.
  - iv. Access to IDEA Student Record Data aggregated by class/teacher will be limited solely to Teach For America employees, funders, and board members. Teach For America agrees that the data may not be loaned or otherwise conveyed to anyone other than authorized recipients of the parties to this agreement.
  - v. Upon execution of Attachment B, Teach For America will not share IDEA aggregate student data for student cohorts less than ten (10).
  - vi. Teach For America will not externally share or publish conclusions from any analyses that identifies the district, without the prior consent of IDEA.
  - vii. Teach For America agrees to share any findings from its analyses and/or aggregate reports with IDEA.

III. DUTIES

A. IDEA will perform the following duties:
  - i. Provide data for the purposes of this Agreement in compliance with the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. section 1232g and 34 C.F.R, section 99, and related Florida Education Code provisions.
  - ii. Provide Teach For America with information security specifications required to transmit pupil record information electronically in the form, format, frequency, and security features laid out in **Appendix A**.

B. Teach For America will perform the following duties:
  - iii. Comply with all FERPA and Florida Department of Education Provisions, including the following:
    - a. Teach For America further agrees not to share data received under this DSA with any other entity not set forth in this Agreement. Teach For America agrees to allow IDEA access to any relevant Teach For America records for purposes of completing authorized audits of the parties.
    - b. Require all employees, contractors and agents of any kind to comply with all applicable provisions of FERPA [and other federal, state and local laws] with respect to the data shared under this agreement. Teach For America agrees to require and maintain an appropriate confidentiality agreement from each employee, contractor or agent with access to data pursuant to this agreement and Attachment B.
    - c. Maintain all data obtained pursuant to this agreement in a secure computer environment and not copy, reproduce or transmit data obtained pursuant to this agreement except as necessary

to fulfill the purpose of the original request. All copies of data of any type, including any modifications or additions to data from any source that contains information regarding students, are subject to the provisions of this agreement in the same manner as the original data. The ability to access or maintain data under this agreement shall not under any circumstances transfer from Teach For America to any other institution or entity.

d. Not disclose any IDEA Data obtained under this agreement in a manner that could identify an individual student to any other entity in published results of data use authorized by this agreement.

e. Use data in a manner that does not permit personal identification of parents and students by anyone other than representatives of Teach For America authorized by this Agreement with legitimate educational interests for purposes of this Agreement.

f. Destroy all personally identifiable IDEA Data obtained under this agreement when it is no longer needed for the purpose for which it was obtained. Nothing in this agreement authorizes Teach For America to maintain personally identifiable data beyond the time period reasonably needed to complete the purpose of the request. After creating and verifying the final merged data set, all personally identifiable data shall be destroyed in compliance with 34 CFR Section 99.31 (a)(6). Teach For America agrees to require all employees, contractors, or agents of any kind to comply with this provision. Consistent with FERPA, Teach For America will retain a de-identified data set to conduct analyses for specific projects that have been approved in advance and in writing by IDEA.

iv. Teach For America shall comply with IDEA's information security specifications prior to receiving any electronic transfers of pupil record information. IDEA may require Teach For America to provide documentation of compliance prior to any transmittal.

v. Teach For America shall designate in writing a single authorized representative able to request data under this agreement. The authorized representative shall be responsible for transmitting all data requests and maintaining a log or other record of all data requested and received pursuant to this agreement, including confirmation of the completion of any projects and the return or destruction of data as required by this agreement. IDEA or its agents may, upon request, review the records required to be kept under this section. Teach For America's authorized representative must sign and complete the Confidentiality Agreement, (Attachment B) which is incorporated by reference,

vi. If Teach For America experiences a Breach, Teach For America will immediately take steps to mitigate any harm resulting from such Breach and/or as are required under applicable Privacy and Security Laws. Teach For America will report in writing to IDEA without unreasonable delay, but in no event later than forty-eight (48) hours of determining that a Breach of IDEA Data has occurred. Teach For America will cooperate with any reasonable IDEA requests for information regarding such Breach.

IV. GENERAL PROVISIONS

A. GOVERNING LAW The validity, interpretation and performance of this agreement shall be determined according to the laws of the State of Florida.

B. INDEMNIFICATION Teach For America shall indemnify and hold IDEA and its Board Members, administrators, employees, agents, attorneys, and contractors (Indemnitees) harmless against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of this agreement or its performance, whether such loss, expense, damage or liability was proximately caused in whole or in part by the negligent or willful act or omission of Teach For America, including, without limitation, its agents, employees, subcontractors or anyone employed directly or indirectly by it.

C. NOTICES All notices required or permitted by this Agreement shall be in writing and shall be either personally delivered or sent by nationally-recognized overnight courier, facsimile or by registered or certified U.S. mail, postage prepaid, addressed to the individuals as set forth below (except that a party may from time to time give notice changing the address for this purpose). A notice shall be effective on the date personally delivered, on the date delivered by a nationally-recognized overnight courier, on the date set forth on the receipt of a telecopy or facsimile, or upon the earlier of the date set forth on the receipt of registered or certified mail or on the fifth day after mailing.

AGENCY 1:	TEACH FOR AMERICA	AGENCY 2:	IDEA Florida, Inc.
Name, Title	LaKeisha Wells-Palmer, Executive Director	Name, Title	Julene Robinson, Executive Director
ADDRESS:	40 East Adams St., Suite 110Jacksonville, FL 32202	ADDRESS:	5001 North Nebraska Avenue, Suite A Tampa, FL 33603
TELEPHONE:	(904) 353-6517	TELEPHONE:	(813) 233-6487
EMAIL:	LaKeisha.Wells-Palmer@teachforamerica.org	EMAIL:	Julene.Robinson@ideapublicschools.org

D. The points of contact for technical issues regarding the exchange, storage and security of IDEA Data and related technical issues are:

Teach For America: Kelly Stanford, Managing Director Program Strategy & Partnerships
Leah Palestrant, Director Alumni Statewide Strategy

IDEA Florida, Inc.: Julene Robinson, Executive Director, Tampa Bay

IN WITNESS WHEREOF, the parties have executed this Agreement as of the last day noted below.

AGENCY 1:	TEACH FOR AMERICA	AGENCY 2:	IDEA Florida, Inc.
ADDRESS:	40 East Adams St., Suite 110 Jacksonville, FL 32202	ADDRESS:	5001 North Nebraska Avenue, Suite A Tampa, FL 33603
TELEPHONE:	(904) 353-6517	TELEPHONE:	(813) 233-6487
EMAIL:	LaKeisha.Wells-Palmer@teachforamerica.org	EMAIL:	Julene.Robinson@ideapublicschools.org
SIGNATORY NAME (PRINT):	LaKeisha Wells Palmer	SIGNATORY NAME (PRINT):	Julene Robinson
SIGNATORY TITLE:	Executive Director	SIGNATORY TITLE:	Executive Director
SIGNATURE:		SIGNATURE:	
DATE:		DATE:	

APPENDIX A - DATA ELEMENTS, FORM, FORMAT, FREQUENCY, AND SECURITY FEATURES

Data Elements

IDEA will, to the fullest extent possible, include the following data and specified variables in IDEA Data sets provided to Teach For America (limited only by what is available through the method of access);

a. The following data and variables are essential to Teach For America's data request:
   i. district, district code, school, school code
   ii. subject(s) taught, course ID(s) or department/team overseen
   iii. grade level(s), grade code

b. The following data and variables are helpful but not essential to Teach For America's data request:
   i. years employed with partner
   ii. certification/ license level
   iii. gender
   iv. race
   v. ethnicity
   vi. teacher evaluation rating/ observation data (where available)
   vii. student/parent survey summary results (where available)

c. The following student data and variables are essential to Teach For America's data request:
   i. interim assessment scores (BOY, MY, EOY) (all scores including growth goals/targets, grade level equivalency, mastery, percentile rank, or other scales available)
   ii. state test scale scores (all scores including scale score, proficiency/ performance level, raw scores, percentile rank, or other scales available)
   iii. student survey results (all scores including individual question scores, aggregate construct scores, raw scores, any deidentified open ended responses or other scales available)
   iv. test grade
   v. test subject
   vi. test year
   vii. State Student ID number
   viii. Course ID, enrollment, teacher

d. The following student data and variables are helpful but not essential to Teach For America's data request:
   i. race/ ethnicity
   ii. ELL status
   iii. special education/ disability status
   iv. Free/ reduced meal status
   v. Enrollment data: # days enrolled in school and days in the school year, or an entry and exit date
   vi. Days present in school year (e.g., attendance rate)
   vii. Discipline data (referrals, suspensions, etc.)

e. The following aggregate data are essential to Teach For America's data request:
   i. IDEA average scores for all interim assessment tested grades and subjects (all scores including growth goals/targets, grade level equivalency, mastery, percentile rank, or other scales available)
   ii. IDEA average scores for all state tested grades and subjects (all scores including scale score, proficiency/ performance level, raw scores, percentile rank, or other scales available)tested grades and subjects (all scores including scale score, proficiency/ performance level, raw scores, percentile rank, or other scales available)

ATTACHMENT A
NONDISCLOSURE AGREEMENT

THIS NONDISCLOSURE AGREEMENT dated as of April 23, 2021 (this "Agreement"), is entered into by and between Teach For America, Inc. ("Teach For America"), and the IDEA Florida Inc. ("IDEA").

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, it is agreed as follows:

1. Confidential Information. "Confidential Information" means any personally identifiable information related to Teach For America corps members, corps member applicants, donors, alumni, employees, agents and/or volunteers obtained by or furnished to IDEA; all findings, analysis, data, reports or other information learned or developed and based thereon, whether in oral, written, graphic, or machine-readable form; and all information marked "confidential." Confidential Information includes, but is not limited to, names, addresses, contact information, school or school attended, school district, grades or other reviews, credits, scores, analysis or evaluations, records, correspondence, activities or associations, financial information, social security numbers or other identifying numbers or codes, date of birth or age; regardless of whether such information was disclosed prior to, concurrent with or subsequent to this Agreement. "Confidential Information" shall not include any information that is: (i) lawfully in the public domain at the time of receipt or which lawfully comes into the public domain thereafter through no act of IDEA in breach of this Agreement, (ii) disclosed with the prior written approval of Teach For America, and/or (iii) disclosed as required by court order, subpoena, other validly issued administrative or judicial notice or order and/or as a matter of applicable law, provided, however, that in the event disclosure is required of IDEA under the provision of any law or court order, the IDEA will (a) promptly notify Teach For America of the obligations to make such disclosure sufficiently in advance of the disclosure, if possible, to allow Teach For America to seek a protective order, and (b) disclose such Confidential Information only to the extent allowed under a protective order, if any, or necessary to comply with the law or court order.

2. Use of Confidential Information. IDEA shall hold in confidence and shall not disclose to any third party any Confidential Information disclosed to it by Teach For America, except as expressly permitted under this Agreement. IDEA shall use such Confidential Information only in connection with identifying Teach For America corps members and alums within IDEA database (the "Matching Services") and shall not exploit such Confidential Information for its own benefit or the benefit of another without the prior written consent of Teach For America. The IDEA shall disclose Confidential Information of Teach For America only to its employees who have a need to know such Confidential Information in order to perform the Matching Services and who are legally bound to protect the confidentiality of such Confidential Information. IDEA shall ensure that all such employees comply with the terms of this Agreement. IDEA shall neither retain nor incorporate any of the Confidential Information into any database or any medium other than may be required for the Matching Services. Teach For America may audit IDEA's maintenance of the Confidential Information for security purposes

3. Protection of Confidential Information. IDEA shall protect the Confidential Information by using the same degree of care, but not less than a reasonable degree of care, to prevent the unauthorized use, dissemination, publication of, or access to, Confidential Information as it uses to protect its own confidential information.

4. Property Rights in Confidential Information. Confidential Information will remain the property of Teach For America notwithstanding disclosure hereunder. Disclosure of Confidential Information hereunder shall not be deemed to constitute a grant, by implication or otherwise, of a right or license to IDEA of the Confidential Information other than for use in connection with providing the Matching Services.

5. Notice of Breach. In the event IDEA or its affiliates become aware of any breach or threatened breach by IDEA or its affiliates of any of the provisions of Sections 2 or 3 hereof, IDEA shall, within a commercially reasonable time under the circumstance, notify Teach For America of such breach or threatened breach, and shall fully cooperate with Teach For America, at IDEA's expense, as reasonably requested by Teach For America, to remedy such breach or prevent such threatened breach and to prevent any further breach or threatened breach.

6. Non-Public, Private Information. IDEA acknowledges that the Confidential Information includes non-public, personal information ("NPPI") pertaining to residents of various states, the laws and regulations of which impose certain notice requirements if such NPPI has been acquired, accessed or otherwise compromised. Notwithstanding Section 5, IDEA agrees to notify Teach For America in writing, in accordance with the requirements of Section 13 hereof, within twenty-four (24) hours after IDEA becomes aware of any actual or suspected occurrence of any such acquisition, access or compromise and shall work with Teach For America to take all measures reasonably necessary, in Teach For America's sole discretion, to restore the security of such NPPI. Teach For America shall have the exclusive right to provide notice to any person or entity as required by law and regulation (i) if Teach For America reasonably believes that NPPI under IDEA's control or accessible by IDEA was acquired, accessed or otherwise compromised by an unauthorized party and (ii) Teach For America determines that notice must be provided to comply with the applicable law and regulations concerning the person whose NPPI was acquired, accessed or otherwise compromised. IDEA shall reimburse Teach For America for the reasonable and actual costs of such notice per "incident" (*i.e.*, breach of the security resulting in a reasonable probability that the NPPI of such person was acquired, accessed or otherwise compromised by an unauthorized party) and any additional remediation costs, if: (A) Teach For America's determination that notice was required under applicable law and regulations was reasonable; (B) any breach was caused by IDEA's failure to comply with its obligations under this Agreement; and (C) Teach For America exercises reasonable efforts to minimize the costs of providing the notice. Even if IDEA reimburses Teach For America for the costs of the notice and remediation with respect to any such incident as provided herein, Teach For America shall be entitled to seek all other remedies against IDEA hereunder and at law and equity with respect to such incident.

7. Indemnification. IDEA shall defend, indemnify and hold harmless Teach For America from any and all claims brought by third parties to the extent arising from, or in connection with, any negligent acts or omissions of IDEA] or any other representatives for whom IDEA is legally responsible for, in connection with the performance of this Agreement.

8. Destruction of Confidential Information. Following a request by Teach For America or upon the termination of this Agreement, IDEA shall promptly, but in no event more than fifteen (15) days following such request or the termination of this Agreement, destroy all or any part of the Confidential Information, that is within the possession or control of IDEA, and shall, upon request by Teach For America, provide certification of such destruction.

9. Termination. Teach For America shall have the right at its sole discretion to terminate IDEA's access to the Confidential Information upon fifteen (15) days written notice to IDEA. Teach For America shall have the right at its sole discretion to terminate IDEA's access to the Confidential Information immediately upon IDEA's breach of any confidentiality obligations herein. No claim for damages will be made or allowed to IDEA because of said termination. Notwithstanding anything to the contrary, the confidentiality obligations of IDEA under this Agreement shall survive any termination of this Agreement.

10. No Reverse Engineering. IDEA shall not reverse-engineer, decompile, or disassemble any software or other Confidential Information disclosed to it and shall not remove, overprint or deface any notice of copyright, trademark, logo, legend, or other notices of ownership from any originals or copies of the Confidential Information.

11. Disclaimer of Warranties. CONFIDENTIAL INFORMATION IS PROVIDED "AS IS" WITH ALL FAULTS. IN NO EVENT SHALL TEACH FOR AMERICA BE LIABLE FOR THE ACCURACY OR COMPLETENESS OF ANY CONFIDENTIAL INFORMATION.

12. Assignment. This Agreement and IDEA's rights, duties and obligations under this Agreement are not transferable or assignable by IDEA without the express prior written consent of Teach For America. Any attempt to transfer or assign this Agreement or any of the rights, duties or obligations under this Agreement without such consent is void.

13. Notices. Any notice, demand or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed delivered to a party (a) when delivered by hand or courier, or (b) five (5) days after the date of mailing if mailed by United States certified mail, return receipt requested, postage

prepaid, in each case to the address of such party set forth below (or at such other address as the party may from time to specify by notice delivered in the foregoing manner):

If to Teach For America, to:
LaKeisha Wells-Palmer
Teach For America – 40 East Adams St., Suite 110 Jacksonville, FL 32202

*with an electronic copy to:
LegalAffairs@teachforamerica.org
in cases of breach or indemnity

If to IDEA Florida, Inc. to:
Julene Robinson
IDEA Florida, Inc. – 5001 North Nebraska Avenue, Suite A, Tampa FL 33603

14. Modification. This Agreement can only be modified by a written agreement duly signed by all the parties hereto.

15. Severability. If any term, provision or covenant of this Agreement shall be held to be invalid or unenforceable for any reason (a) the remaining provisions shall continue to be valid and enforceable and (b) each party directs that such court interpret and apply the remainder of this Agreement in the manner that it determines most closely effectuates the parties' intent in entering into this Agreement, and in doing so particularly take into account the relative importance of the term, provision, covenant or restriction being held invalid, void or unenforceable.

16. Interpretation. All questions concerning the validity, interpretation and performance of this Agreement shall be governed by and decided in accordance with the laws of the State of Florida, without regard to any conflicts of laws and principles thereof. The parties irrevocably agree to submit to the jurisdiction and venue of the appropriate Federal or State courts located in Hillsborough County, Florida for the purpose of any suit, action or other proceeding brought in connection with this Agreement, and the parties hereby waive any objection which they may have based on improper venue or forum non conveniens and consent that service of process in any such suit, action or proceeding shall be served according to the applicable court rules and rules of civil procedure for the State of Florida.

17. Entire Agreement/Authority/Bindingness. This Agreement is the complete and exclusive statement of the agreement between the parties as to the subject matter hereof and supersedes all communications between the parties related to the subject matter of this Agreement. Each party represents and warrants to the other that it has full power and authority to enter into and perform this Agreement. This Agreement shall be binding upon the parties hereto and inure to the benefit of the parties hereto, their respective successors and permitted assigns.

18. Waiver. A waiver of a breach or default under this Agreement shall not be a waiver of any other or subsequent breach or default. The failure or delay in enforcing compliance with any term or condition of this Agreement shall not constitute a waiver of such term or condition unless such term or condition is expressly waived in writing.

19. Injunctive Relief. In the event of a breach or threatened breach by IDEA of any of the provisions of this Agreement, Teach For America, in addition to any other remedies available to it under law, shall be entitled to seek an injunction restraining IDEA from the performance of acts which constitute or may constitute a breach of this Agreement.

20. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective the day and year first above written.

AGENCY 1:	TEACH FOR AMERICA	AGENCY 2:	IDEA Florida, Inc.
ADDRESS:	40 East Adams St., Suite 110 Jacksonville, FL 32202	ADDRESS:	5001 North Nebraska Avenue, Suite A Tampa, F 33603
TELEPHONE:	(904) 353-6517	TELEPHONE:	813-233-6487
EMAIL:	Lakeisha.wells-palmer@teachforamerica.org	EMAIL:	Julene.Robinson@ideapublcschools.org
SIGNATORY NAME (PRINT):	LaKeisha Wells-Palmer	SIGNATORY NAME (PRINT):	Julene Robinson
SIGNATORY TITLE:	Executive Director	SIGNATORY TITLE:	Executive Director
SIGNATURE:		SIGNATURE:	
DATE:		DATE:	

ATTACHMENT B
CONFIDENTIALITY AGREEMENT FOR DATA USE

I am working as an authorized representative for Teach For America ("TFA") on a project involving IDEA Florida Inc. ("IDEA") students and teachers affiliated with TFA. I understand that my work on this project involves the use of IDEA data that is confidential under state law, federal law, or both state and federal law.

All personally identifiable information is to be protected in adherence with FERPA guidelines. I will refrain from including personally identifiable information in any form of communication with anyone outside the project or outside Teach For America. This includes emails, instant messaging, faxes, other written correspondence, and any type of oral conversation. When conversing with any IDEA or school employees about any students, staff, schools, or local education agency ("LEA") in the execution of my assigned duties, I will take all precautions to protect the confidentiality of all personally identifiable information.

I understand that I can be removed from this project if it is determined that I either intentionally violated or was willfully negligent on any aspect of the Confidentiality Agreement. Further, my violation of or negligence regarding this Confidentiality Agreement may put in jeopardy the working relationship between TFA and IDEA. I also understand that my violation of this Confidentiality Agreement could result in my being held liable for damages in a civil lawsuit.

AGENCY:	TEACH FOR AMERICA
ADDRESS:	40 East Adams St., Suite 110 Jacksonville, FL 32202
TELEPHONE:	(904) 353-6517
EMAIL:	Lakeisha.wells-palmer@teachforamerica.org
SIGNATORY NAME (PRINT):	LaKeisha Wells-Palmer
SIGNATORY TITLE:	Executive Director
SIGNATURE:	
DATE:	

COMPLIANCE WITH FERPA. To effect the transfer of data subject to FERPA, Contactor agrees to:

1. In all respects comply with the provisions of FERPA. For purposes of this agreement, “FERPA” includes any amendments or other relevant provisions of federal law, as well as all requirements of Chapter 99 of Title 34 of the Code of Federal Regulations. Nothing in this agreement may be construed to allow either party to maintain, use, disclose or share student information in a manner not allowed by federal law or regulation.

2. Use the data shared under this agreement for no purpose other than work authorized under Section 99.31(a)(6) of Title 34 of the Code of Federal Regulations. Agent further agrees not to share data received under this MOU with any other entity without IDEA approval. Agent agrees to allow the Office of the State Auditor, subject to FERPA restrictions, access to data shared under this agreement and any relevant records of Agent for purposes of completing authorized audits of the parties.

3. Maintain all data obtained pursuant to this agreement in a secure computer environment and not copy, reproduce or transmit data obtained pursuant to this agreement except as necessary to fulfill the purpose of the original request. All copies of data of any type, including any modifications or additions to data from any source that contains information regarding individual students, are subject to the provisions of this agreement in the same manner as the original data. The ability to access or maintain data under this agreement shall not under any circumstances transfer from Agent to any other institution or entity.

4. Not to disclose any data obtained under this agreement in a manner that could identify an individual student, except as authorized by FERPA, to any other entity. Agent agrees to abide by the TFA’s reporting policy of deleting all data items that include any group of students less than five (5).

5. Not to provide any data obtained under this agreement to any party ineligible to receive data protected by FERPA or prohibited from receiving data from any entity by virtue of a finding under Section 99.31(6)(iii) of Title 34, Code of Federal Regulations.

6. Destroy all data obtained under this agreement when it is no longer needed for the purpose for which it was obtained. Nothing in this agreement authorizes the Agent to maintain data beyond the time period reasonably needed to complete the purpose of the request. All data no longer needed shall be destroyed or returned to IDEA in compliance with 34 CFR Section 99.35(b)(2).

PERSONALLY IDENTIFIABLE INFORMATION (PII): Any information about an individual maintained by an agency, including any information that can be used to distinguish or trace an individual's identity such as name, social security number, date or place of birth, mother's maiden name, biometric records, and any other personal information that is linked or linkable to an individual.

Attachment C
Personally Identifiable Evaluation Results and Supporting Documentation Data Disclosure Consent Form

I hereby give permission to IDEA to release my evaluation results (Talent, Midyear, and Annual Performance Reviews), and any documentation related for the 2021 - 2022 school year(s) to the following principal investigator, LaKeisha Wells-Palmer and Kelly Stanford from the following research institution, Teach For America, for the purpose of to track the growth and achievement of students taught and led by Fellows supported by Teach For America and to measure the impact of these Fellows within their contexts in order to provide: tailored support and professional development programming for these Fellows, report to funders and board members, and to evaluate and evolve our model for selecting new Fellows into the program, and support IDEA in improving teacher, coach, and school leader development, effectiveness and student outcomes.

I understand that my participation in the aforementioned study is voluntary. I understand that I will not be penalized in any way for refusing to participate.

I understand that the aforementioned researcher(s) will ensure that my evaluation results (Talent, Midyear, and Annual Performance Reviews), and any documentation related are confidential and will not be released or shown to any person except authorized members of the research team.

I understand that the aforementioned researcher(s) will store my evaluation results (Talent, Midyear, and Annual Performance Reviews), and any documentation related in a secure manner that limits access to authorized personnel.

I agree that I will not sue, or make any kind of claim whatsoever against, IDEA and any of their directors, officers, employees, agents, and representatives for any costs, expenses, damages, injury or loss, including reasonable attorney's fees, to which they or any of them may be subject as a result, directly or indirectly, of any disclosure or re-disclosure of any of my information, including but not limited to personally identifiable evaluation results (Talent, Midyear, and Annual Performance Reviews), and any documentation related provided by IDEA to the aforementioned researchers.

Teaching Certificate #:	
SIGNATORY NAME (PRINT):	
SIGNATORY TITLE:	
SIGNATURE:	
DATE:	