



Dr. Don Covey
Maricopa County Superintendent of Schools
4041 N. Central Avenue, Suite 1200
Phoenix, Arizona 85012
(602) 506-3866



February 6, 2014

Dear Dr. Covey:

In accordance with the REIL-TNG Data Sharing Agreement (“Agreement”), I hereby grant permission for Maricopa County Education Service Agency (MCESA) to authorize a select group of MCESA staff members to serve as data stewards for the Rewarding Excellence in Instruction and Leadership: The Next Generation (REIL-TNG) grant. By granting such permission these data stewards will serve as authorized district officers and/or employees for all personnel matters regarding employment per A.R.S. § 15-537. It is my intention that these data stewards will assist all parties in the general management of Data Sets integral to the REIL-TNG initiative.

- Each data steward will be an Authorized District Officer/Authorized User for the purposes of accessing Data Sets specific to the implementation of the REIL-TNG initiative per U.S. Department of Education/Teacher Incentive Fund requirements. Data stewards will have access to Data Sets for which MCESA is granted access per the Agreement (e.g., REIL Scorecards, performance-pay eligibility lists, and data used to perform quality assurance checks).
- As Authorized District Officers/Authorized Users for the purposes of receiving or accessing Data Sets specific to the data steward role, data stewards agree to the same restrictions and conditions on the use and/or disclosure of these role-specific Data Sets that apply to MCESA under the Agreement and to authorized district officers and employees under A.R.S. § 15-537.
- Data stewards shall a) be informed of the requirements imposed by applicable federal and state laws, rules, and the Agreement; and b) sign an agreement whereby they agree to abide by applicable laws to maintain confidentiality of information obtained from Balsz Elementary School District No. 31 (i.e., the District’s employees, agents, and contractors).
- Per the Agreement, data stewards agree to develop, document, use, and keep current appropriate procedural, physical, and electronic safeguards sufficient to prevent any use or disclosure of Data Set information other than as permitted or required by the Agreement.

The term of the permission granted herein shall commence as of the date reflected above and shall continue for the period of the REIL-TNG grant during which the REIL-TNG Data Sharing Agreement remains in effect.

Sincerely,

Dr. Jeff Smith
Superintendent, Balsz Elementary School District No. 31