

**Westat
Jefferson County Public Schools
Cohort 7 Research Memorandum of Understanding**

This Memorandum of Understanding (MOU) sets forth the terms and understanding between Westat and Jefferson County Public Schools (JCPS) to cooperate in the evaluation of the Digital Promise/Verizon Innovative Learning Schools (VILS) in Jefferson County Public Schools.

Westat is an employee-owned professional services corporation located in Rockville, Maryland. Westat provides research services to agencies of the U.S. Government, as well as businesses, foundations, and state and local governments.

This MOU is contingent on Digital Promise making an award to Jefferson County Public Schools to participate in Cohort 7 of their VILS program.

The Project is part of a grant given to Digital Promise by the Verizon Corporate Resources Group LLC ("VCRG") and Cellco Partnership d/b/a Verizon Wireless ("VM"), both having their principal office at One Verizon Way, Basking Ridge, New Jersey 07920. VCRG is the contracting company for Verizon Communications Inc. ("Verizon") and the Verizon Global Corporate Citizenship organization ("VGCCO"), an internal organization that administers philanthropic giving by Verizon and its Affiliates. Digital Promise, with support from VGCCO and VZW, is partnering with a number of U.S. middle schools to create innovative learning environments and document the process so others can learn from the experiences of these schools.

Purpose

Westat, an independent research organization, is conducting an evaluation of the Verizon Innovative Learning Schools program (hereafter VILS program). The study will provide Digital Promise with program impact and improvement information. Specifically, Digital Promise seeks to understand how providing middle school students' access to mobile technology affects both teachers and students in preparing students with 21st century skills.

Districts participating in the VILS program have an opportunity, and are strongly encouraged, to participate in the research program. While districts may opt out of the optional aspects of research, participation is highly recommended. The data collected will help Digital Promise and the participating districts understand the benefits of the VILS program and enhance the design and implementation of the program.

The mandatory research component is the provision of administrative data such as test scores, attendance, and information on behavioral infractions for all schools serving middle school students for the following time periods:

- Each participating year and
- Five years preceding program participation

The full research design also includes:

- Surveys of teachers and students in the fall of the first year of participation and each spring thereafter
- Telephone interviews with the principal, coach, and three teachers in the spring of year one; a site visit in fall of year two

Districts who choose to participate in all research components will receive the following grant to offset time requirements: schools with 500 students or less will receive \$2500 per year. Schools with more than 500 students will receive \$4000 per year.

To receive funds, schools must ensure an 80% return rate where active consent is used, and all schools must achieve an 80% response rate on teacher and student surveys.

Aside from monetary incentives districts who opt-in to research will be considered first for other VIL opportunities, such as Verizon Innovation Labs (note, program compliance, network availability, among other factors will contribute to opportunities offered). Participating districts will also be given a briefing on their own survey findings compared to the rest of the cohort.

All VIL schools within a participating district must participate in the research process. Moreover, districts that successfully complete the VILS program and are invited to participate for an additional two years must also participate in research in years 3 & 4 (a new MOU will be required for Y3 & Y4). Lastly, districts that participate in research acknowledge and agree that all primary data collected through Westat will be owned by Verizon once that data is deidentified in accordance with the Data Sharing Agreements referenced above.

Data Collection

As a district participating in the research component of cohort 7 of the Verizon Innovative Learning Schools program, JCPS agrees to participate fully in the following types of data collection if JCPS schools are selected for VILS cohort 7:

- Teacher and student surveys—Fall 2020 and each spring during participating years; 80% response rates required
- Interviews with principals, coaches, and teachers—spring of year 1
- 2-day site visits in year 2 that include 1) interviews with principals, coaches, and teachers, 2) classroom observations, and 3) focus groups with students and parents
- Provision of administrative data—test scores, attendance and behavioral indicators for each participating year and for the five years preceding program participation. (See appendix for details).

For any project involving research, participation is voluntary, and research activities must be approved through Accountability, Research, and Systems Improvement Department and will not take place before approval is secured from the JCPS Institutional Review Board (IRB). Any data

collection for any purpose requires a review by the JCPS IRB to determine if data should be provided through a formal data request, open records request or Data Sharing Agreement.

Research Point of Contact (RPOC)

Districts participating in the research component must also appoint a district research point of contact (RPOC) and a liaison at each school that will assist with specific evaluation activities (i.e., obtaining teacher and student rosters, obtaining parental consents, administering teacher and student surveys, scheduling telephone interviews in Year 1, and scheduling a site visit in Year 2). The RPOC will be responsible for supporting all data collection activities and for keeping Westat informed of any critical changes at schools—changes in principals, coaches, and introduction of new academic programs introduced, etc. The RPOC should be an individual who is well versed in how research is conducted within their District and within the participating schools. This includes understanding what review processes need to be undertaken, e.g. IRB reviews, and what forms of consent need to be administered to research participants. The RPOC should have the bandwidth to complete all activities and address all concerns in a timely manner. If this individual does not have this authority, then a process should be put in place where RPOC is able to escalate concerns within the schools and Districts, as needed.

Key responsibilities:

- Work with Westat to coordinate data requests and facilitate activities at the school level as relevant.
- Provide Westat with teacher lists that include school, name, email address, subject(s) taught, and grade level(s) taught in a timely manner. Lists will be required the beginning of September 2020 and 2021 and March 2021 and 2022.
- Provide Westat with student lists that include school, student name or the ID number, homeroom teacher and student grade level in a timely manner. Lists will be required by the second week of September in 2020, reviewed, and updated in February 2021 and 2022.
- Work with Westat and school liaisons to schedule survey administration in fall 2020 and spring 2021 and 2022.
- Follow up with the school-based liaisons in cases where students and teachers do not respond promptly to the surveys to ensure response rates of at least 80% at each school within a two-week survey administration window.
- Work with Westat to obtain District IRB clearance for data collection (if this is required), identify type of parental consent that is needed for the data collection, and obtain parental consent.
- Work with the school-based liaisons to schedule all telephone interviews and site visit activities—spring 2021, fall 2021, and spring 2022.
- Work with District-level data specialists to provide Westat with the administrative data described below in a timely manner.

Confidentiality

If the performance of this Agreement involves the transfer by JCPS to Westat of any data regarding any student that is subject to the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g as amended, (“FERPA”), Westat agrees to:

- In all respects comply with the provisions of FERPA, including any requirements of Chapter 99 of Title 34 of the Code of Federal Regulations, and any other applicable state or federal law.
- Use any such data for no purpose other than to fulfill the purposes of this Agreement, and not share any such data with any person or entity other than Westat and its employees, contractors, volunteers, and agents, without the prior approval of JCPS. Disclosure shall be limited to only those employees, contractors, volunteers, or agents who are necessary for the fulfillment of this Agreement.
- Require all employees, contractors, volunteers, and agents of Westat to comply with all applicable provisions of FERPA with respect to any such data. Westat shall require and maintain confidentiality agreements with each employee, contractor, volunteer or agent with access to data pursuant to this agreement.
- Maintain any such data in a secure environment, whether physical or electronic, and not copy, reproduce, or transmit any such data except as necessary to fulfill the purposes of this Agreement. Westat shall notify JCPS within 24 hours in the event of any data breach or disclosure of data to any person or entity other than the parties listed in section ii of this provision.
- Collect, store, and maintain data in a manner that does not permit the identification of an individual student by anyone other than employees, contractors, or agents of Westat necessary for the fulfillment of this Agreement and having a legitimate interest related to the purposes of this Agreement in knowing such personal identification, and not disclose any such data in a manner that would permit the identification of an individual student in any form, including, but not limited to, published results of studies.
- Destroy or return to JCPS any such data obtained under this Agreement within thirty days (30) after the date by which it is no longer needed by Westat for the purposes of this Agreement. Westat will require all employees, contractors, volunteers, or agents of any kind to comply with this provision.
- JCPS retains the right to audit Westat’s compliance with the confidentiality requirements of this provision.

Reporting

JCPS will be provided with district-level and school level reports of survey results and briefed on findings for their district and the overall cohort. No teachers or students will be identified in any report.

NONDISCRIMINATION

Westat shall not discriminate on the basis of race, color, national origin, age, religion, marital or parental status, political affiliations or beliefs, sex, sexual orientation, gender identity, gender expression, veteran status, genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions.

RECORDS CHECK

The following is required pursuant to KRS 160.380, for all contractors, employees, interns and volunteers who enter JCPS school buildings or interact directly with students under this agreement:

1. A state criminal check;
2. A state and national criminal (fingerprint) history background check; AND
3. A letter, provided by the individual, from the Cabinet for Health and Family Services stating that there are no findings of substantial child abuse or neglect on record.

No contractor, employee, intern or volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has designated to supervise students by the Principal and approved by the Superintendent/designee, and the volunteer has undergone the required records check.

Prohibit contractors, employees, interns and volunteers under this Agreement from performing services this Agreement and from remaining on the premises of a JCPS facility for any purpose under this Agreement if the contractor, employee, intern or volunteer has been convicted of any of the following:

1. Any conviction for sex-related offenses;
2. Any conviction for offenses against minors;
3. Any conviction for felony offenses except as provided in number 5 below;
4. Any conviction for deadly weapon-related offenses;
5. Any conviction for drug-related offenses, including felony drug offenses, within the past seven (7) years;
6. Any conviction for violent, abusive, threatening or harassment related offenses; OR
7. Other convictions determined by the Superintendent/designee to bear a reasonable relationship to the ability of the applicant to serve as a volunteer.

Contractors, employees, interns and volunteers under this Agreement shall immediately notify the school Principal or the Volunteer Talent Center if they are convicted of or plead guilty to one of the criminal offenses listed above, and shall immediately cease providing services under this Agreement and shall not remain upon premises of a JCPS facility for any purpose under this Agreement.

TERM

This Agreement shall be effective (either July 1, 2020 or the meeting date of the MOU) and shall continue until June 30, 2024. Either party may terminate this contract for any reason with thirty (30) days written notice to the other party.

District Representatives

Superintendent

Signature

Title

Date

Project Lead

Signature

Specialist Integration Technology – JCPS District VILS Lead

Title

4/27/2020

Date

Research Point of Contact

Stephen W. Lin, PhD

Signature

Title

Specialist, Research & Evaluation

Date

4-27-2020

Westat Representative

Signature

_____ Vice President

Title

_____ 4/27/20

Date

Please sign below if your district opts-out of the two optional research components identified in the section entitled "Purpose" above:

Superintendent Name

Superintendent Signature

Date

Appendix: Data Specification List

1. Participating schools and grade levels

- a. Grade levels: 6-8
- b. School names:

2. Roster Data – Rosters of teachers and students to complete the survey will be requested before survey administration in the fall of 2020 and each spring thereafter until completion of the program. Teacher rosters will also be requested in the fall of 2021 in order to draw the sample of interviewees for site visits.

a. Teacher Rosters

- i. Teacher ID number
- ii. First Name
- iii. Last Name
- iv. School
- v. Teacher email address
- vi. Subjects taught
- vii. Grade levels taught

b. Student Rosters

- i. Student ID number
- ii. First Name (if providing identified information)
- iii. Last Name (if providing identified information)
- iv. Grade level
- v. School
- vi. Homeroom or classroom teacher (for distribution of survey links)
- vii. Language for survey

3. Administrative and achievement Data – Administrative and achievement data will be requested for five years prior to the program and the two years of the program (SY 2015-16, SY 2016-17, SY 2017-18, SY 2018-19, SY 2019-20, SY 2020-21, SY 2021-22). For schools continuing after year 2, administrative and achievement data will also be requested for SY 2022-23 and SY 2023-24. All data from 2015-16 through 2021-22 are aggregated to the school/grade-level and cross-sectional. Data requested are for all schools in the district serving middle school students. The purpose of these data will be to examine any impacts of the program on student behaviors and achievement. Data requests will occur each fall - the

first of which will include data for the initial year of the program and the five years prior to the program.

Data requests will include the following data elements below. For each data element, Westat will request the data be disaggregated by grade level.

a. Demographics

- i. School ID
- ii. School Year
- iii. Total number of students (for each grade 6, 7, 8)
- iv. % Female (for each grade 6, 7, 8)
- v. % Male (for each grade 6, 7, 8)
- vi. % White (for each grade 6, 7, 8)
- vii. % Black (for each grade 6, 7, 8)
- viii. % Asian (for each grade 6, 7, 8)
- ix. % Multi-racial (for each grade 6, 7, 8)
- x. % Other (for each grade 6, 7, 8)
- xi. % Hispanic (for each grade 6, 7, 8)
- xii. % free/reduced lunch (for each grade 6, 7, 8)
- xiii. % disability/IEP (for each grade 6, 7, 8)
- xiv. % ELL (for each grade 6, 7, 8)

b. Attendance

- i. School ID
- ii. School Year
- iii. Total number of unexcused absences (for each grade 6, 7, 8)
- iv. Median number of unexcused absences (for each grade 6, 7, 8)

c. Misconduct/Discipline

- i. School ID
- ii. School Year
- iii. Total number misconduct incidents (for each grade 6, 7, 8)
- iv. Median number of misconduct incidents (for each grade 6, 7, 8)
- v. Total number of out-of-school suspension days (for each grade 6, 7, 8)
- vi. Median number of out-of-school suspension days (for each grade 6, 7, 8)

d. Standardized test data

- i. School ID
- ii. School Year
- iii. Median ELA scale score (for each grade 6, 7, 8)
- iv. Median math scale score (for each grade 6, 7, 8)
- v. % ELA achievement level 1 (for each grade 6, 7, 8)
- vi. % ELA achievement level 2 (for each grade 6, 7, 8)
- vii. % ELA achievement level 3 (for each grade 6, 7, 8)
- viii. % ELA achievement level 4 (for each grade 6, 7, 8)
- ix. % Math achievement level 1 (for each grade 6, 7, 8)
- x. % Math achievement level 2 (for each grade 6, 7, 8)
- xi. % Math achievement level 3 (for each grade 6, 7, 8)
- xii. % Math achievement level 4 (for each grade 6, 7, 8)