

**DATA SHARING AGREEMENT**  
**Between**  
**Jefferson County Board of Education**  
**And**  
The Hanover Research Council LLC

This Data Sharing Agreement (hereinafter "Agreement") is entered into between the Jefferson County Board of Education (hereinafter "JCPS"), a political subdivision of the Commonwealth of Kentucky, with its principal place of business at 3332 Newburg Road, Louisville, Kentucky 40218 and The Hanover Research Council LLC (hereinafter "Hanover Research"), a Delaware limited liability company located at 4401 Wilson Boulevard, 9<sup>th</sup> Floor, Arlington, VA 22203.

WHEREAS the parties have executed a services agreement dated June 28, 2023 (the "Services Agreement") and wish to enter this agreement and supplement the terms under which personal data is exchanged by the parties under this Agreement. Capitalized terms used herein and not otherwise defined shall have the same meaning as in the Services Agreement. This Agreement applies to the transfer and use of personally identifiable information from student education records, and does not apply to the collection, use, retention, sale, or disclosure of personal information that is deidentified, anonymized or aggregate personal information.

WHEREAS this data sharing agreement will allow both organizations to collaborate to share student information to evaluate the implementation of the Choice Zone program.

THEREFORE, in consideration of the terms, conditions, premises, and mutual agreements set forth herein, JCPS and Hanover Research agree as follows:

1. **Duties of JCPS:** a. The JCPS Accountability, Research, and Systems Improvement (ARSI) department agrees to provide Hanover Research with the data elements requested and according to the schedule designated in Attachment A. JCPS warrants that the collection, processing, use, sharing, and storage of any information provided to Hanover Research or collected or provided by Hanover Research regarding children under 18 years old complies with all applicable international, federal, and state laws regarding minor and student privacy, including but not limited to any restrictions on the use of personal information for all purposes set forth in the Agreement.

2. **Duties of Hanover Research:**

Hanover Research

- a. Hanover Research acknowledges that projects involving program evaluation, monitoring activities, or data collection or research of any kind, are subject to JCPS IRB review and approval as determined by the JCPS IRB to meet federal,

State, and Board policies. In these cases, JCPS student or staff participation is voluntary. As a federally authorized Institutional Review Board (IRB), JCPS complies with the federal definition for research, which includes sharing of Personally Identifiable Information (PII) for the purpose of answering a question or evaluating activities for effectiveness beyond standard educational or operational procedures. Thus, all research, program evaluation and data collection activities must be approved by the JCPS IRB and shall not begin before approval is secured from the JCPS IRB.

- b. If the performance of this Agreement involves the transfer by JCPS to Hanover Research 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”), Hanover Research and JCPS must manage the data transfer in accordance with FERPA requirements, and Hanover Research agrees to the following conditions:
  - i. Because Hanover Research is operating as a school official within the meaning of FERPA in respect to the services provided under this agreement, Hanover Research shall:
    - (a) 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.
    - (b) 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 Hanover Research and its employees, contractors, volunteers, and agents, without 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.
    - (c) Require all employees, contractors, volunteers, and agents of Hanover Research to comply with all applicable provisions of FERPA with respect to any such data. Hanover Research shall require and maintain confidentiality Agreements with each employee, contractor, volunteer, or agent with access to data pursuant to this Agreement.
    - (d) 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. Hanover Research shall notify JCPS within 72 hours in the event of any data breach or disclosure of data to any person or entity other than the parties listed in this agreement.
    - (e) 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 Hanover Research 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.

- c. Limit data requested from JCPS to the specific elements listed in Attachment A. If the data request is associated with an approved JCPS IRB application, then the data in Attachment A should match the JCPS IRB final approval letter data elements listed.
- d. Adhere to the reporting timeframes (e.g., quarters, semesters, years) service provider requested in Attachment A.
- e. Use reports produced for this project only for the purposes described above and in the Services Agreement. Hanover Research retains a non-exclusive, royalty-free, worldwide license to use, reproduce, and distribute the data or information contained within the Deliverables created or developed by Hanover Research under the Services Agreement and Hanover Research shall own any derivative works therefrom, provided that Hanover Research does not repurpose or use any Confidential Information of JCPS without appropriate anonymization or deidentification. The data and reporting shall not be used for personal or institutional gain or profit.
- f. To direct all communication and decisions regarding the evaluation, data collection, and analysis to the Accountability, Research, and Systems Improvement office.
- g. If relevant, obtain signed non-disclosure agreements for each individual from Hanover Research with confidentiality obligations substantially in the form of Attachment B who are responsible for evaluation and analysis activities who must access identifiable data referenced in Attachment A.
- h. Acknowledges that JCPS retains the right to audit Hanover Research's compliance with this agreement.
- i. Hanover Research acknowledges that any violation of this Agreement and/or the provisions of FERPA or accompanying regulations related to the nondisclosure of protected student information constitutes just cause for JCPS to immediately terminate this Agreement pursuant to Article V of this Agreement.
- j. Not use the name or logo of JCPS or individual JCPS schools in printed materials, websites, videos or social media without prior approval from JCPS.
- k. Maintain an all-risk property and casualty insurance policy with respect to the facilities and a policy of commercial general liability in amounts no less than \$1,000,000/\$2,000,000 per policy and provide JCPS with a certificate of insurance upon request.

1. Require all Hanover Research employees performing services under this Agreement to have passed a criminal background check upon employment by Hanover Research. Employees convicted of any of the following, per JCPS Board Policy 03.6, shall not be considered:
    - i. Any conviction for sex-related offenses.
    - ii. Any conviction for offenses against minors.
    - iii. Any conviction for felony offenses, except as provided below.
    - iv. Any conviction for deadly weapon-related offenses.
    - v. Any conviction for drug-related offenses, including felony drug offenses, within the past seven years.
    - vi. Any conviction for violent, abusive, threatening or harassment related offenses.
    - vii. Other convictions determined by the Superintendent/designee to bear a reasonable relationship to the ability to perform services under this Agreement.
  - m. JCPS shall require all Hanover Research staff and volunteers performing services on JCPS school premises during JCPS school hours under this Agreement to submit per KRS 160.380 to a national and state criminal history background check by the Department of Kentucky State Police and the Federal Bureau of Investigation and have a letter, provided by the individual, from The Cabinet for Health and Family Services stating no findings of substantiated child abuse and neglect records maintained by the Cabinet for Health and Family Services.
  - n. Hanover Research staff and volunteers will comply with all JCPS health safety guidelines including rules related to COVID-19 mitigation.
  - o. To the extent that JCPS facilities are closed to students, those facilities will also be unavailable to Hanover Research. During any periods of the Non-Traditional Instruction (NTI) or remote learning, JCPS facilities will not be available to Hanover Research.
3. Hanover Research exercises care in providing secure storage of personal information. Hanover Research implements, maintains, and updates, as appropriate, its security policies, procedures and practices in order to protect such information from unauthorized access, use, modification, or disclosure. More information about Hanover Research's privacy policy and information security program can be found here: <https://www.hanoverresearch.com/privacy-policy/>.

4. **Mutual Duties:**

- a. Each party shall not discriminate based on 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.
  - b. Each party shall comply with all federal and state laws and regulations and all JCPS policies applicable to the provision of the services described in this Agreement, including without limitation the Federal Family Educational Rights and Privacy Act (FERPA), the Kentucky Educational Rights and Privacy Act (KFERPA), the federal Health Insurance Portability and Accountability Act (HIPAA) and JCPS policies and procedures for volunteers and visitors entering JCPS facilities.
  - c. The respective administrative offices of JCPS and Hanover Research who have responsibility for the implementation of this Agreement shall meet periodically during the term of this Agreement to evaluate the program and discuss issues of mutual concern.
4. **Term:** This Agreement shall be effective commencing February 14, 2024, 2023 and shall terminate on February 14, 2025 The Agreement may be extended by mutual written agreement of JCPS and Hanover Research.
5. **Termination:** Either party may terminate this Agreement prior to the end of its term by giving sixty (60) days prior written notice to the other party. If JCPS terminates the Agreement, Hanover Research will be permitted in their discretion to continue to provide services during the period in which the sixty (60) day notice becomes effective. JCPS may terminate this agreement immediately in the event of a student health or safety concern or a breach of paragraph 2.j above. In the event of an immediate termination, Hanover Research shall not be permitted to continue to provide services after receipt of the notice of termination. JCPS shall not be entitled to any refund of fees for any early termination.
6. **Amendment:** This Agreement may be modified or amended only by a written agreement signed by JCPS and Hanover Research.
7. **Independent Parties:** JCPS and Hanover Research are independent parties, and neither shall be construed to be an agent or representative of the other, and therefore neither shall be liable for the acts or omissions of the other. Each party shall, however, be liable for any negligent or wrongful acts of its own employees, students and invitees.
8. **Captions:** Section titles or captions in this Agreement are inserted as a matter of convenience and reference, and in no way define, limit, extend, or describe the scope of this Agreement.

9. **Entire Agreement:** This Agreement, along with the Services Agreement contains the entire agreement between JCPS and Hanover Research concerning the Deliverables and supersedes all prior agreements, either written or oral, regarding the same subject matter.
10. **Severability:** If a court of competent jurisdiction holds any provision of this Agreement unenforceable, such provision shall be modified to the extent required to make it enforceable, consistent with the spirit and intent of this Agreement. If such a provision cannot be so modified, the provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect any other provision.
11. **Counterparts:** This Agreement may be executed in counterparts, in which case each executed counterpart shall be deemed an original, and all executed counterparts shall constitute one and the same instrument.
12. **Applicable Law:** This Agreement shall be governed by, and construed in accordance with, the laws of the Commonwealth of Kentucky.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed.

**Jefferson County Public Schools:**

**The Hanover Research Council LLC:**

Meredith  
Melson

Digitally signed by Meredith Melson  
DN: cn=Meredith Melson, o=Hanover  
Research, ou=Account Management,  
email=mmelson@hanoverresearch.co  
m, c=US  
Date: 2024.01.31 16:43:45 -0500

\_\_\_\_\_  
Marty Pollio, Ed.D, Superintendent

\_\_\_\_\_  
Name and Title

**Date:** \_\_\_\_\_

1/31/2024  
**Date:** \_\_\_\_\_

**ATTACHMENT A**

USE IF RECORDS ARE REQUESTED FOR DISCLOSURE

Hanover Research

Data elements fulfilled by JCPS are delivered in the JCPS Data Request Management System (DRMS)

***Request 1 (JCPS Comprehensive School Survey)***

Record Collection Timeframe	When Hanover Research will submit request to JCPS	When JCPS will fulfill request
SY - 2023-2024	April 5, 2024	May 31, 2024
SY - 2022-2023	April 5, 2024	May 31, 2024
<b>Data Elements Fulfilled by JCPS</b>	<b>Delivery Notes*</b>	
	Source: CSS 2023 and 2024	
Student ID or Random Proxy ID		
Choice Zone Type		
School Year		
School (code and name)		
Race		
Sex		
Grade	Grade when survey was submitted	
Caring Environment Items	CSS items for construct Avg_4ptScale	
Home educational resources Items	CSS items for construct Avg_4ptScale	
Overall satisfaction Items	CSS items for construct Avg_4ptScale	
Personal safety Items	CSS items for construct Avg_4ptScale	
School belonging Items	CSS items for construct Avg_4ptScale	
School Engagement Items	CSS items for construct Avg_4ptScale	
School resources Items	CSS items for construct Avg_4ptScale	
Success Skills Items	CSS items for construct Avg_4ptScale	
Teaching Items	CSS items for construct Avg_4ptScale	

\* Each file must be uploaded with a unique student identifier (i.e., student ID), so that Hanover can precisely link student information across files. Another helpful resource would be a data dictionary that explains the interpretation of values in key variables. If a data dictionary cannot be provided, then Hanover will use our best judgment while reviewing the code and forward any questions about the data.

## Attachment A - Continued

<i>Request 2 (Student Outcomes)</i>		
Record Collection Timeframe	School year	When JCPS will fulfill request
SY - 2023-2024	April 5, 2024	May 31, 2024
SY - 2022-2023	April 5, 2024	May 31, 2024
SY - 2021-2022	April 5, 2024	May 31, 2024
Data Elements Fulfilled by JCPS	Delivery Notes*	
<b>Demographics</b>		
Student ID or Random Proxy ID		
Choice Zone Type		
School year		
School (code and name)		
Grade		
Sex		
Race/ethnicity		
Economically disadvantaged (e.g., free or reduced-price meal) status		
English learner (EL) status		
Special education (SPED) or disability status		
Enrollment start date		
Enrollment end date		
Enrollment Withdrawal Code		
Enrollment Entry Code		
Total Membership Days		
GPA in school year (if applicable)		
Four-year graduation indicator (yes/no), or graduation date/year AND expected graduation year		
Zip Code		

\* Each file must be uploaded with a unique student identifier (i.e., student ID), so that Hanover can precisely link student information across files. Another helpful resource would be a data dictionary that explains the interpretation of values in key variables. If a data dictionary cannot be provided, then Hanover will use our best judgment while reviewing the code and forward any questions about the data.



**Attachment A - Continued**

<b>Attachment A - Continued</b>		
<b>State Assessment</b>	<b>Delivery Notes*</b>	
Student ID or Random Proxy ID		
School (code and name)	School when assessment was taken	
Grade	Grade when assessment was taken	
KSA Proficiency Level in RD		
KSA Proficiency Level in MA		
KSA Scale Score in RD		
KSA Scale Score in MA		
School Year	School Year when assessment was taken	
<b>Local Assessment (Grades K-8)</b>		
Student ID or Random Proxy ID		
School (code and name)	School when assessment was taken	
Grade	Grade when assessment was taken	
NWEA MAP Projected Growth RD	Fall, Winter, Spring	
NWEA MAP Projected Growth MA	Fall, Winter, Spring	
NWEA MAP Predicted PD RD	Fall, Winter, Spring	
NWEA MAP Predicted PD MA	Fall, Winter, Spring	
School Year	School Year when assessment was taken	
<b>Behavior and Attendance</b>		
Student ID or Random Proxy ID		
Choice Zone Type		
School Year	School year of the event	
Grade	Grade during event	
Out_of_School_Suspension		
% Attendance		
Chronically absent (Yes, No)		
<b>Application</b>		
Student ID or Random Proxy ID		
Magnet application	provide if these conditions are met: time permits and data is available	
Choice Zone application	provide if these conditions are met: time permits and data is available	
School Name	provide if these conditions are met: time permits and data is available	

School Year	provide if these conditions are met: time permits and data is available
* Each file must be uploaded with a unique student identifier (i.e., student ID), so that Hanover can precisely link student information across files. Another helpful resource would be a data dictionary that explains the interpretation of values in key variables. If a data dictionary cannot be provided, then Hanover will use our best judgment while reviewing the code and forward any questions about the data.	

**ATTACHMENT B**

USE IF RECORDS ARE REQUESTED FOR DISCLOSURE

**SERVICE PROVIDER'S EMPLOYEE NONDISCLOSURE STATEMENT**

I understand that the performance of my duties as an employee or contractor of \_\_\_\_\_ ("Services Provider") involve a need to access and review confidential information (information designated as confidential by the Jefferson County Board of Education, and that I am required to maintain the confidentiality of this information and prevent any redisclosure prohibited under applicable federal and state law. By signing this statement, I agree to the following:

- I will not permit access to confidential information to persons not authorized by Services Provider.
- I will maintain the confidentiality of the data or information.
- I will not access data of persons related or known to me for personal reasons.
- I will report, immediately and within twenty-four (24) hours, any known reasonably believed instances of missing data, data that has been inappropriately shared, or data taken off site to my immediate supervisor.
- I understand that procedures must be in place for monitoring and protecting confidential information.
- I understand that the Family Educational Rights and Privacy Act ("FERPA") protects information in students' education records that are maintained by an educational agency or institution or by a party acting for the agency or institution, and includes, but is not limited to the student's name, the name of the student's parent or other family members, the address of the student or student's family, a personal identifier, such as the student's social security number, student number, or biometric record, other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name, and other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
- I understand that any unauthorized disclosure of confidential information is illegal as provided in FERPA and in the implementing of federal regulations found in 34 CFR, Part 99. The penalty for unlawful disclosure is a fine of not more than \$250,000 (under 18 U.S.C. 3571) or imprisonment for not more than five years (under 18 U.S.C. 3559), or both.
- I understand and acknowledge that children's free and reduced price meal and free milk eligibility information or information from the family's application for eligibility, obtained under provisions of the Richard B. Russell National School

Lunch Act (42 U.S.C. 1751 et seq)(NSLA) or Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.)(CNA) and the regulations implementing these Acts, is confidential information.

- I understand that any unauthorized disclosure of confidential free and reduced price lunch information or information from an application for this benefit is illegal as provided in the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq)(NSLA) or Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.)(CNA) and the regulations implementing these Acts, specifically 7 C.F.R 245.6. The penalty for unlawful disclosure is a fine of not more than \$1,000.00 (under 7 C.F.R. 245.6) or imprisonment for up to one year (under 7 C.F.R. 245.6), or both.
- I understand that KRS 61.931 also defines "personal information" to include an individual's first name or first initial and last name; personal mark; or unique biometric or genetic print or image, in combination with one (1) or more of the following data elements:
  - a. An account number, credit card number, or debit card number that, in combination with any required security code, access code, or password, would permit access to an account;
  - b. A Social Security number;
  - c. A taxpayer identification number that incorporates a Social Security number;
  - d. A driver's license number, state identification card number, or other individual identification number issued by any agency;
  - e. A passport number or other identification number issued by the United States government; or
  - f. Individually identifiable health information as defined in 45 C.F.R. sec. 160.103, except for education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. sec. 1232g.
- I understand that other federal and state privacy laws protect confidential data not otherwise detailed above and I acknowledge my duty to maintain confidentiality of that data as well.
- I understand that any personal characteristics that could make the person's identity traceable, including membership in a group such as ethnicity or program area, are protected.
- In addition, I understand that any data sets or output reports that I may generate using confidential data are to be protected. I will not distribute to any unauthorized person any data sets or reports that I have access to or may generate using confidential data. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of sign on/password(s).

Employee signature:

Date:

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